



City Council
Bill Hartley, Mayor
Jim Steele, Vice Mayor
Doug Fleenor, Council Member
Archie Hubbard, Council Member
Kevin Mumpower, Council Member



BRISTOL VIRGINIA CITY COUNCIL
300 Lee Street
Bristol, Virginia 24201
October 25, 2016

6:00 p.m.
Call to Order
Moment of Silence
Pledge of Allegiance

A. Mayor's Minute and Council Comments.

Public Announcement: The Regular City Council Meeting for November 8, 2016 will be held at the Bristol, Virginia Public Schools office building at 220 Lee Street, Bristol, Virginia.

Councilmanic Replacement Process.

Recognition of Strongwell for SVAM 2016 Manufacturer of the Year Award and ACE (Awards for Composites Excellence) Award.

Recognition of City VML Stairway to Success Award.

Recognition of Mayor Bill Hartley for becoming a Certified Local Government Official.

REGULAR AGENDA:

1. Consider General City Council Procedures.

- a. Staff Report
- b. Public Comments
- c. Council Motion and Second
- d. Council Discussion
- e. Roll Call

2. Consider First Reading of an Ordinance to Enact §2-28 Rules of Order, §2-29 Conduct of City Council Meetings, §2-30 Agenda, §2-31 Agenda Format, §2-32 Citizen Participation, and §2-33 Mayor's Minute and Council Comment.

- a. Staff Report

- b. Public Comments
 - c. Council Motion and Second for First Reading
 - d. Council Discussion
 - e. Roll Call
 - f. Reading of Ordinance
3. Presentation of People Inc. Annual Report.
 - a. Staff Report
 - b. Public Comments
 4. Presentation Concerning the Development of Tri-Cities Regional Airport's Aerospace Park.
 - a. Staff Report
 - b. Public Comments
 5. Consider Request to Publish Delinquent Personal Property Tax List.
 - a. Staff Report
 - b. Public Comments
 6. Presentation of FY15-16 Annual Financial Report.
 - a. Staff Report
 - b. Public Comments

CONSENT AGENDA: (All of the items below will be voted on as a block)

- 7.1 Consider a Street Closure Request for Veterans Day Parade – November 5, 2016.
- 7.2 Consider Approval of Minutes: Regular Meeting – September 13, 2016
- 7.3 Consider appropriating \$1,070,232 to the FY17 budget per the items listed below:

Information Technology			\$3,795
Appropriation VML Grant received to purchase Blue Tooth car kits.			
Expense	4-001-12095-8101	Other Equipment	\$3,975
Revenue	3-001-18020-0046	VML Grant	\$3,975

Police Department			\$63,402
Appropriate PSAP Grant Funds for dispatcher training.			
Expense	4-001-31020-5881	PSAP Grant 014 PD PEP	\$2,000
Revenue	3-001-24020-0086	PSAP Grant 014 PD PEP	\$2,000

Appropriate PSAP Grant Funds to replace current call counting system.			
Expense	4-001-31020-5882	PSAP Grant 015 PD Call Acct Upgrade	\$50,000
Revenue	3-001-24020-0087	PSAP Grant 015 PD Call Acct Upgrade	\$50,000

Appropriate insurance recovery funds for damage to three (3) Police vehicles.

Expense	4-001-31010-3320	Maintenance of Equipment	\$9,630
Revenue	3-001-18030-0001	Ins Recovery-Police	\$9,630

Appropriate additional funds received from Crime Prevention Calendar proceeds.

Expense	4-001-31020-5871	Police Calendars	\$500
Revenue	3-001-18020-0045	Police Calendar Funds	\$500

Appropriate restitution funds received by the Police Department (4 checks).

Expense	4-001-31010-6014	Operating Supplies	\$272
Revenue	3-001-19010-0009	Recovered Costs-Police	\$272

Appropriate partial reimbursement for services not completed by vendor.

Expense	4-001-31010-3321	Maint of Equipment-Technology	\$1,000
Revenue	3-001-19010-0009	Recovered Costs-Police	\$1,000

Fire Department **\$68,171**

Appropriate recovered costs from Department of Emergency Management for emergency assistance in Rainelle, West Virginia.

Expense	4-001-32010-1240	Fire Dept-Special Event Overtime	\$9,610
Expense	4-001-32010-5530	Travel Expense	\$951
Expense	4-001-32010-8101	Other Equipment	\$11,510
Revenue	3-001-24010-0082	Dept of Emergency Mgmt	\$22,071

Appropriate VDFP Grant for Fire Training Facilities.

Expense	4-001-32030-5872	VDFP Fire Svcs Training Facilities	\$43,077
Revenue	3-001-24020-0085	VDFP Fire Svcs Training Facilities	\$43,077

Economic Development **\$500,000**

Appropriate funding from the Tobacco Region Opportunity Fund (TROF) for the Hotel Bristol Project.

Expense	4-001-81025-5722	Hotel Bristol	\$500,000
Revenue	3-001-24020-0088	TROF-Hotel Bristol	\$500,000

Public Works **\$56,765**

Appropriate insurance recovery funds for damage to 2014 Kenworth Vacuum Truck.

Expense	4-001-41010-3320	Maintenance of Equipment	\$56,765
Revenue	3-001-18030-0002	Ins Recovery-Public Works	\$56,765

Solid Waste-Collection Division **\$5,942**

Appropriate insurance recovery funds for damage to 2001 Mack Trash Truck.

Expense	4-004-12020-3320	Maintenance of Equipment	\$5,942
Revenue	3-004-20000-0098	Ins Recovery-Collections	\$5,942

Capital Project-Martin Luther King Milling & Paving **\$375,000**

Appropriate VDOT funding for milling and paving on Martin Luther King Blvd.

Expense	4-009-95840-8112	Other Improvements or Construction	\$375,000
Revenue	3-009-24030-0107	VDOT-Martin Luther King Paving	\$375,000

- a. Council Motion and Second
- b. Roll Call

COUNCIL DISCUSSION:

- 8. Falls Financial Discussion
- 9. Locality Comparison Concerning Public Works Operations.
- B. Matters to be Presented by Members of the Public – Non-Agenda Items
- C. Adjournment

**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: October 25, 2016

Department: Mayor

Bulk Item: Yes ___ No ___

Staff Contact: Bill Hartley

AGENDA ITEM WORDING:

Consider General City Council Procedures.

ITEM BACKGROUND:

N/A

PREVIOUS RELEVANT ACTION:

Item was presented and a motion was made to table the item on 9-13-16.

Staff Recommendations:

Council Discretion

DOCUMENTATION: Included X Not Required

MOTION: I move to approve the general City Council procedures as presented.

GENERAL CITY COUNCIL PROCEDURES

I. Appointment of Citizens to Municipal Boards, Commissions and Authorities

A. Notice of Opportunity for Appointment

Prior to the normal expiration of a term of office or upon receipt of a resignation the City Manager shall notify Council Members and the public through the City's website that an appointment will be held to fill the Board, Commission or Authority vacancy at an upcoming Council meeting.

B. Filing Deadline

1. A person desiring to be a candidate for Council appointment to a Board, Commission or Authority shall submit an application and/or resume to the City Council at the office of the City Manager by the close of business on the Tuesday one week prior to the Council meeting at which the appointment is scheduled.
2. All resume and application material submitted from eligible candidates seeking appointment to a Board, Commission or Authority shall be distributed to the City Council upon receipt.
3. Candidates must be a resident of the City at the time of the appointment and shall maintain residency during the term of office, or shall be deemed to have resigned the appointment.
4. Candidates may be required to appear before Council Members to express their desire to serve on the Board, Commission or Authority. Council may, at its discretion, conduct interviews in Executive Session.

C. Appointment Process

1. The City Manager shall include the application form, resume, or other material submitted by each eligible candidate in the agenda packet for the meeting at which the appointment is scheduled.
2. No citizen shall be appointed to serve on more than two (2) Boards, Commissions or Authorities at any one time.

D. Notification of Appointment Results

Following appointment, the City Manager shall send appropriate letters to all candidates. Boards, Commissions and Authorities will also be notified of the selected representative.

E. Outgoing Board, Commission and Authority Members

A certificate of appreciation signed by the Mayor and the City Manager will be sent to all outgoing Board and Commission Members to thank them for their service to the community.

II. Agenda Format.

The following order of business reflects the current preference of City Council. However, nothing herein shall prohibit Council from temporarily altering the preference stated below:

1. Call to Order
2. Moment of Silence and Pledge of Allegiance
3. Mayor's Minute and Council Comment
4. Proclamations and Recognitions
5. Presentations Not Requiring an Immediate Action of Council
6. Ordinances and Resolutions (Preceded by Public Hearing if Required by Law or by Executive Session if Appropriate Motion is Approved)
7. Other Items for Consideration (Preceded by Public Hearing if Required by Law or by Executive Session if Appropriate Motion is Approved)
8. Consent Agenda
 - (a) Minutes
 - (b) Street closures
 - (c) Other
9. Matters to be Presented by Members of the Public
10. Adjournment

III. Miscellaneous

A. Travel

1. City Council Members will be reimbursed for travel and expenses incurred while on official City business in accordance with the City travel policy.
2. Travel by Council Members involving a cash advance, airline travel, or an overnight stay will be coordinated by the City Manager.

B. Benefits

The City Council shall be eligible to participate in the employee benefit programs offered by the City to the same extent, and under the same terms and conditions, as are other officers and employees of the City.

C. Service Recognition

A recognition plaque shall be presented to each outgoing Council Member at the last regular meeting of his/her service on City Council.

D. Use of City Stationery

1. Official City stationery shall only be used by Council Members to reflect the official position of the City Council when such a position is taken on an issue; or to correspond on matters relating to official City business only; or to take a position on an issue that the Council has yet to take a position provided the letter indicates that the author is not speaking for the Council.
2. City stationery shall not be used by a Council Member in contradiction to an official position taken by the City council, or for personal or campaign purposes.

E. Communications

When communicating with citizens, agencies, groups or other entities on matters of interest, Council Members should take care to distinguish between the official position of the City, as determined by the Council, and the personal viewpoint of the individual Council Member.

F. Electronic Devices

Cellular telephones, computers, tablets, and other electronic devices that may be issued by the City to Council Members shall be subject to the City's Administrative Policies relating to their use. Such devices are issued for official City business purposes, but incidental personal usage is permitted so long as the personal use is reasonable and prudent.

G. Email

Council Members shall use the email account provided by the City to conduct business the City. When responding to emails that are sent to all Council Members, respond by replying only to the sender. Email is subject to FOIA.

H. Key to the City

The ceremonial "Key to the City" may be presented to distinguished persons, celebrities, dignitaries, and visitors who the City wishes to honor. Such presentations shall be coordinated with the City Manager, who shall maintain a written record thereof.

**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: October 25, 2016

Department: Mayor

Bulk Item: Yes ___ No ___

Staff Contact: Bill Hartley

AGENDA ITEM WORDING:

Consider First Reading of an Ordinance to Enact §2-28 Rules of Order, §2-29 Conduct of City Council Meetings, §2-30 Agenda, §2-31 Agenda Format, §2-32 Citizen Participation, and §2-33 Mayor's Minute and Council Comment.

ITEM BACKGROUND:

N/A

PREVIOUS RELEVANT ACTION:

Item was presented and a motion was made to table the item on 9-13-16.

Staff Recommendations:

Council's Discretion.

DOCUMENTATION: Included X Not Required _____

MOTION: I move to approve the first reading of an Ordinance to Enact §2-28 Rules of Order, §2-29 Conduct of City Council Meetings, §2-30 Agenda, §2-31 Agenda Format, §2-32 Citizen Participation, and §2-33 Mayor's Minute and Council Comment.

ORDINANCE TO ENACT § 2-28 Rules of Order, § 2-29 Conduct of City Council Meetings, § 2-30 Agenda, § 2-31 Agenda Format, § 2-32 Citizen Participation and § 2-33 Mayor's Minute and Council Comment.

BE IT ORDAINED by the City Council for the City of Bristol, Virginia that **§ 2-28 Rules of Order, § 2-29 Conduct of City Council Meetings, § 2-30 Agenda, § 2-31 Agenda Format, § 2-32 Citizen Participation and § 2-33 Mayor's Minute and Council Comment** are hereby adopted as follows:

§ 2-28. Rules of Order.

- (a) All regular and special meetings of the City Council shall be conducted in accordance with Roberts Rules of Order Newly Revised (11th Edition) as it may from time to time be updated or amended, unless said Rules are expressly inconsistent with the provisions of the City Charter, State Law or City Code.
- (b) The Mayor, Vice Mayor or other Council Member serving as presiding officer in the absence of the Mayor or Vice Mayor, shall rule on the proper application of the Rules, but may seek the advice of the City Attorney in responding to points of order, parliamentary inquiries and to provide advice on the conduct of meetings in accordance with the Rules.

§ 2-29. Conduct of City Council Meetings.

- (a) All regular City Council meetings will begin at 6:00 p.m. in the City Hall Council Chambers unless the time or location is expressly amended by the City Manager or circumstances exist that require such change. In the event that the time or location of the City Council meeting is changed, the City Manager shall provide adequate public notice of such relocation or change in time.
Called or special meetings of the Council will be held at the time and location specified in the call. Notice shall be provided as early as possible, but in any event, in accordance with § 4.03 of the City Charter.
- (b) All City Council meetings shall be conducted in an orderly fashion. Council Members shall preserve order and do nothing to interrupt or delay the proceedings of Council.
- (c) The City Manager may request a City police officer and/or a Sheriff's Deputy to attend meetings of the Council for the purpose of assuring order and maintaining the safety of all Council Members and attendees. The Mayor and/or the City Manager may direct the police officer and/or Sheriff's Deputy to take such actions as may be necessary for the restoration of order and to maintain safety.

- (d) Signs, posters and placards are not allowed inside City Council Chambers. The use of tobacco in any form shall not be allowed during the course of City Council meetings, regardless of location.

§ 2-30. Agenda.

- (a) The City Manager shall prepare the agenda and distribute it, along with all associated materials for regular and special meetings of the City Council. The City Manager is strongly encouraged to distribute the agenda and associated materials to City Council members by 12:00 noon on the Friday prior to a Tuesday City Council meeting and at least two (2) business days prior to any other special called meetings of Council. Any materials concerning amendments or late additions to the agenda shall be provided to the City Council at the earliest time possible.

Any proposed additions to the agenda later than 12:00 p.m. on the day prior to the City Council meeting shall require an affirmative vote of a super majority of all Council Members in attendance at said meeting.

- (b) Distribution and publication of the agenda and associated materials to the news media and members of the public shall be in accordance with the Virginia Freedom of Information Act (*Virginia Code 2.2-3700 et seq.*) as it may from time to time be amended.

§ 2-31. Agenda Format.

Each item of the agenda will list the title or a statement of the item to be considered. The Mayor, in conjunction with the City Manager, shall establish the order of business on the agenda.

§ 2-32. Citizen Participation.

- (a) Citizens who wish to address City Council should sign up on the appropriate item sheet prior to the Council meeting. A staff assistant will be posted at the entrance to the Council Chambers to facilitate registration. Once the Council meeting has convened, there will be no further registration of speakers. The Mayor may permit persons who failed to register to speak, at his sole discretion.
- (b) When addressing Council, a person shall speak from the podium. All speakers shall state their name and address for the record and state if they represent any group or other individual. All remarks shall be made directly to the Council and not to the audience or staff.
- (c) Persons speaking before Council shall not:
 - i. Campaign for public office

- ii. Engage in personal attacks
 - iii. Debate Council Members, or members of City staff or the audience
 - iv. Use profanity or abusive language
 - v. Jeer, cheer or applaud, except during ceremonial matters
- (a) Persons addressing the Council should limit their comments to three minutes. A yellow light displayed on the podium will indicate that a speaker's time is expiring. A red light will indicate that the speaker's time is up. The Mayor may at his sole discretion grant additional time for a speaker to complete their comments.
- (b) Any group that wishes to address Council is encouraged to choose a spokesperson to represent them.
- (c) Speaker's comments should be limited to matters of City business only. Comments regarding items on the agenda or matters that are the subject of a Public Hearing shall be restricted to the place on the agenda allotted for such issue. Comments regarding matters that are not on the agenda shall be made during a time designated on the agenda specifically for non agenda items.
- (d) Speakers who wish to ask questions of Council or staff are encouraged to do so at times outside of City Council meetings so that proper investigation, inquiry or research may be conducted to effectively respond. When questions are asked at Council meetings, they should be addressed to the Mayor, who shall, at his discretion, determine the appropriate person, time and manner for a response.

§ 2-33. Mayor's Minute and Council Comment.

The agenda shall include an item designed to give the Mayor and Council Members the opportunity to make announcements, offer congratulations or make special recognitions. Any Council Member that has an item of business or a matter that requires discussion among Council or staff shall ask that the matter be placed on the agenda to allow ample time for preparation and consideration of the issue, and not address the matter during the Mayor's Minute and Council Comment.

FIRST READING _____

SECOND READING _____

ADOPTED _____

**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: October 25, 2016

Department: City Manager

Bulk Item: Yes ___ No ___

Staff Contact: Tabitha Crowder

AGENDA ITEM WORDING:

Presentation of People Inc. Annual Report.

ITEM BACKGROUND:

People Inc. President Robert Goldsmith will present People Incorporated's most recent annual report.

PREVIOUS RELEVANT ACTION:

N/A

Staff Recommendations:

N/A

DOCUMENTATION: Included ___ Not Required X

MOTION: None required

**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: October 25, 2016

Department: City Manager

Bulk Item: Yes No

Staff Contact: Tabitha Crowder

AGENDA ITEM WORDING:

Presentation Concerning the Development of Tri-Cities Regional Airport's Aerospace Park.

ITEM BACKGROUND:

Tri-Cities Regional Airport Executive Director Patrick Wilson will speak on the opportunity for a regional effort to attract high quality jobs and economic growth to the entire region. Over the past two months, there has been discussion between various city, county, and airport representatives regarding a strategy to advance TRI's Aerospace Park development through a regional partnership.

PREVIOUS RELEVANT ACTION:

N/A

Staff Recommendations:

N/A

DOCUMENTATION: Included Not Required

MOTION: None required

**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: 10/25/16

Department: Treasurer

Bulk Item: Yes No

Staff Contact: Angel Harris

AGENDA ITEM WORDING:

Consider a Request to Publish a Delinquent Personal Property Tax List

ITEM BACKGROUND:

Item was presented and a motion was made to table the item on August 23, 2016.

PREVIOUS RELEVANT ACTION:

City Charter 78-10

Staff Recommendations:

I am recommending the publication of taxpayers who owe 2015 and prior years personal property tax, to be published in the local newspaper and on the city website main page with the exception of:

1. Taxpayers that are current on their contract payment plan that will be paid in full by December 5, 2016.
 2. Taxpayers who are protected by bankruptcy from collection actions.
-

DOCUMENTATION: Included Not Required

MOTION: I move to approve the request to publish a delinquent personal property tax list.

TREASURER'S REQUEST TO EXPAND DELINQUENT TAX COLLECTION EFFORTS

Presented by ANGEL HARRIS, TREASURER

October 25, 2016

Virginia Attorney General

- ▶ The Virginia Attorney General has ruled that taxpayers have a responsibility to know the tax due dates and to pay on time.
 - ▶ That duty includes contacting the taxing authority (City or County Treasurer) prior to the due date and paying on time, even if a bill is not received.
 - ▶ There can be no waiver of penalty and interest.
- 

How do we compare to other localities?

PERSONAL PROPERTY		2015	5 YEAR ESTIMATED	5 YEAR
LOCALITY	POPULATION	TAX ASSESSED	TAX ASSESSED	DELINQUENT \$
GALAX	6,914	2,025,820	10,129,100	459,428
ALLEGHANY	16,250	7,828,021	39,140,105	162,912
KING WILLIAM	16,354	5,469,663	27,348,315	389,956
BUCKINGHAM	17,136	4,164,959	20,824,795	516,815
BRISTOL	17,341	3,517,100	17,585,500	544,202
WESTMORELAND	17,612	5,278,322	26,391,610	670,746
COLONIAL HGTS	17,693	4,412,942	22,064,710	286,927
SOUTHAMPTON	18,059	9,701,891	48,509,455	547,775
PATRICK	18,490	3,243,945	16,219,725	213,731
WAYNESBORO	21,107	4,234,893	21,174,465	553,860
HOPEWELL	22,951	15,200,887	76,004,435	1,971,110
STAUNTON	24,647	5,191,918	25,959,590	675,558

Treasurer's Responses

PP2011 %	Comments
98.10	20+ years since published del lists
98.40	Several years since published del list
95.00	Ran ad 04/2016: 90 days post ad collections increased 1% (\$217,173)
98.62	Several years since published del list
<u>99.00</u>	10+ years since published del list
97.82	2011 Average Collection Rate 09/30/16
98.04	BRISTOL

Treasurer's Responses

- 5 additional Treasurers did not give their 09/30/16 delinquent PP tax % collected, but stated that it had been years since they published delinquent lists in the newspaper.
 - Publishing names in the paper is, “the cost of doing business.”
 - “As with all collection tools, DMV stops, judgements, bank liens & collection attorney...it takes time, but it is our job to collect the taxes for our locality.”
- 

Collection Tool: DMV STOPS

August 2014: 956 delinquent personal property accounts had a Division of Motor Vehicle Stop placed on their license tag renewal.

September 2016: 206 DMV Stops remain unpaid along with the delinquent personal property tax.

DMV STOPS ARE ONLY EFFECTIVE WHEN THE TAXPAYER WANTS TO RENEW THEIR VEHICLE TAG AND KEEP THE VEHICLE REGISTERED IN HIS/HER NAME.



DMV STOPS SUMMARY

	FY14-15	FY15-16	TOTAL
\$	12,456	2,111	14,567 (REVENUE NEUTRAL)
#	645	105	750 STOPS RELEASED

Collection Tool: JUDGEMENTS

- ▶ JUDGEMENTS HAVE BEEN PLACED ON 2009, 2010, 2011 & 2012 DELINQUENT TAXPAYERS. THIS REVENUE WILL MOST LIKELY NEVER BE COLLECTED UNLESS THE TAXPAYER PURCHASES A HOUSE AND IS REQUIRED TO CLEAN UP THEIR NEGATIVE CREDIT REPORT.

The code allows the
Treasurer to collect
Personal Property Tax
for 5 years.



Annual Write Offs of Uncollected Personal Property Tax

December 31st	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Tax Year Written Off	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Net Tax (less PPTRA&ABA)	2,331,952	2,240,596	2,366,615	2,330,582	2,394,667	2,596,016	3,086,980	3,111,515	3,059,384	3,097,602	3,107,974
Uncollected Business Fixtures	12,129	14,973	17,899	12,694	8,921	9,480	14,265	23,335	23,450	12,412	12,302
Uncollected Mobile Homes	1,583	2,421	1,679	2,321	1,884	2,126	2,633	2,655	2,092	1,783	2,045
Uncollected Machine Tools	2,570	2,869	2,586	1,573	598	617	272	0	0	5,214	0
Uncollected Vehicles	37,828	47,576	60,092	53,414	52,701	31,942	66,027	58,489	38,800	37,472	31,727
Uncollected License Fee							29,927	28,186	19,571	17,353	14,806
December 31st Write Off	54,110	67,839	82,256	70,002	64,104	44,165	113,124	112,665	83,913	74,234	60,880
% Tax Collected	97.68	96.97	96.52	97.00	97.32	98.30	96.34	96.38	97.26	97.60	98.04

Write Offs: Average vs. 2011

	10 Year Avg.	2011
Assessed Net Tax	\$2,702,171	\$3,107,974
Uncollected	75,208	60,880
% Tax Collected	97.22	98.04

- ▶ 636 Vehicles did not pay their 2011 tax!

As of September 30, 2016:

- 14 taxpayers have signed a contract payment plan and are making monthly payments for a combined balance of \$5,139.00.
 - Contracts must be paid in full by 12/05/16.
- 

DELINQUENT PERSONAL PROPERTY 2011-2015

Balance due September 30, 2016:

- ▶ \$619,171
- ▶ -5,139 Contracts to be paid by 12/05/16
- ▶ 614,032
- ▶ -100,919 Bankruptcy accounts
- ▶ **\$513,113 / 3,333 Delinquent
Accounts**

State Code: 58.1-3924

- ▶ **§ 58.1–3924. Delinquent lists involving local taxes submitted to local governing bodies; publication of lists.**
- ▶ Upon the request of the governing body of a county, city or town, the treasurer shall furnish a copy of any of the six lists mentioned in § [58.1-3921](#).
- ▶ The treasurer may, or shall at the direction of the governing body, certify to the commissioner of the revenue a copy of the list of real estate on the commissioner's land book improperly placed thereon or not ascertainable. The commissioner of the revenue shall correct his land book accordingly. The treasurer shall be given credit for the entire amount of the taxes included in the list and may destroy the tax tickets made out by him for such taxes. The treasurer shall be given credit for all taxes shown on the list mentioned in subdivisions 4, 5, and 6 of § [58.1-3921](#) and for obligations discharged in bankruptcy as described in § [58.1-3921](#).

State Code: 58.1-3924

- ▶ The governing body may cause the lists mentioned in subdivisions 2 and 3 of § [58.1-3921](#), or such parts thereof as deemed advisable by the treasurer, to be published in a newspaper of general circulation in the county, city, or town or to be made available on any Internet site maintained by or for such county, city, or town.
- ▶ The costs, if any, of publishing such lists shall be paid for by funds allocated for that purpose by the local governing body, and may be charged ratably to the delinquent taxpayers listed.
- ▶ Code 1950, § 58-983; 1972, c. 592; 1973, c. 467; 1976, c. 428; 1977, c. 507; 1984, c. 675; 1988, c. 699; 1995, c. 239; 1997, c. 496; 2002, c. 64; 2008, c. 550.
- ▶ (cost per taxpayer estimated to be \$1.14)

CONSIDERATION:

- ▶ This is a formal request for Council to utilize a collection tool prescribed in the code of Virginia as a means to close the gap on uncollected taxes for cars, motorcycles, campers, motor homes, trailers and business fixtures. I am recommending the publication of taxpayers who owe 2015 and prior years personal property tax, to be published with the exception of:
 - ▶ 1. Taxpayers that are current on their contract payment plan that will be paid in full by December 5, 2016.
 - ▶ 2. Taxpayers who are protected by bankruptcy from collection actions.
- ▶ I have received 649 undeliverable delinquent tax bills. This will serve as a public notice for the delinquent taxpayers who have moved and did not change their address with:

The Division of Motor Vehicles

The United States Postal Service

The Commissioner of the Revenue

When to Publish

- ▶ The code directs the Treasurer to submit the uncollected lists to the governing body as of June 30th each year.
 - ▶ Delinquent lists are outdated the day after they are printed because new payments are posted daily.
 - ▶ The June 30th list is obsolete.
- 

When to Publish

- ▶ **OPTION 1: IMMEDIATELY!**
 - ▶ As prescribed by the code, taxpayers were mailed delinquent notices each year.
 - ▶ Online tax records have been available since 2013.
- 

When to Publish

- ▶ **OPTION 2: After the December 5, 2016 due date.**
 - ▶ On December 5, 2016, the 2015 taxes will be one year delinquent.
 - ▶ Taxpayers will receive a delinquent notice in early November.
- 

Where to Publish

- ▶ On the homepage of the city website
 - ▶ In the local newspaper
 - ▶ Put a copy on the bulletin board outside the Treasurer's office
 - ▶ Put a copy in the library
- 

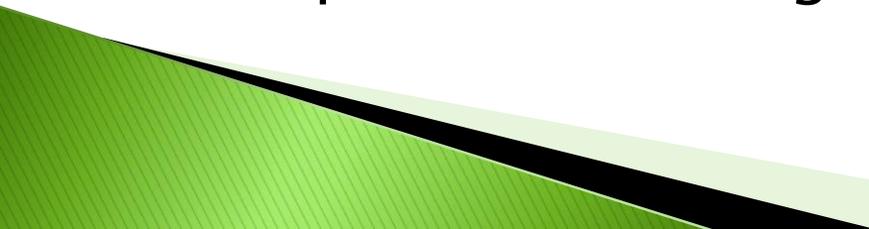
Five Year Summary: Administrative Fee Collections

REVENUE						
ADMINISTRATIVE FEES	FY11-12	FY 12-13	FY13-14	FY14-15	FY15-16	TOTAL
REAL ESTATE	40,559	45,984	27,556	57,990	32,529	204,618
PERSONAL PROPERTY	44,965	54,688	49,894	82,471	45,504	277,522
TOTAL	85,524	100,672	77,450	140,461	78,033	482,140

REVENUE vs. EXPENSE

REVENUE				
	FY13-14	FY14-15	FY15-16	AVERAGE
ADMINISTRATIVE FEES				
REAL ESTATE	27,556	57,990	32,529	39,358
PERSONAL PROPERTY	49,894	82,471	45,504	59,290
LITIGATION FEES REIMBURSEMENT	12,906	8,735	22,771	14,804
TOTAL DEL COLLECTION ITEMS	90,356	149,196	100,804	113,452
EXPENSES				
	FY13-14	FY14-15	FY15-16	AVERAGE
DEL PP BILLS	3,108	3,604	2,245	2,986
DEL RE BILLS	777	455	1,257	830
REAL ESTATE TAX SALE COSTS	9,773	39,381	30,472	26,542
DMV SECURITY FOB	195	195	195	195
TOTAL DEL COSTS ITEMS	13,853	43,635	34,169	30,553
NET	76,503	105,561	66,635	82,899

Request for New Position: Delinquent Collections Clerk

- ▶ Delinquent administrative fee revenue less expenses has a three year average of \$82,899
 - ▶ I respectfully ask for City Council to fund a new position that will enhance the city's delinquent tax collection process. This position will require a seasoned candidate with extensive collection experience along with an accounting skillset and knowledge of the Virginia tax codes. I suggest that the position starting salary will be \$59,874.
- 

**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: 10/25/16

Department: Finance

Bulk Item: Yes No

Staff Contact: CFO Kim Orfield

AGENDA ITEM WORDING:

Presentation of the FY15-16 Annual Finance Report.

ITEM BACKGROUND:

Annual presentation of financial transactions from July 2015 – June 30, 2016 by Kim Orfield, Chief Financial Officer.

The independent auditors are currently auditing the FY15-16 financial information. Blackburn, Childress and Stegall will present the final audit report in December 2016.

PREVIOUS RELEVANT ACTION:

N/A

Staff Recommendations:

No action required.

DOCUMENTATION: Included Not Required

MOTION: None required



City of Bristol, Virginia Financial Report 06/30/16

(unaudited)





Financial Summary

	<u>Budget</u> <u>FY15-16</u>	<u>Actual</u> <u>06/30/16</u>	<u>%</u> <u>Collected/</u> <u>Spent</u>
General Fund			
Revenue	113,323,673	109,471,467	96.60%
Expenses	113,323,673	109,563,209	96.68%
Solid Waste			
Revenue	5,408,990	4,952,450	91.56%
Expenses	5,408,990	6,080,617	112.42%



Financial Summary

Operating

	Budget	Actual	%
	<u>FY15-16</u>	<u>06/30/16</u>	<u>Collected/ Spent</u>
General Fund			
Revenue	51,233,673	50,613,426	98.79%
Expenses	51,233,673	49,264,993	96.16%
Solid Waste			
Revenue	5,408,990	4,952,450	91.56%
Expenses	5,408,990	6,080,617	112.42%

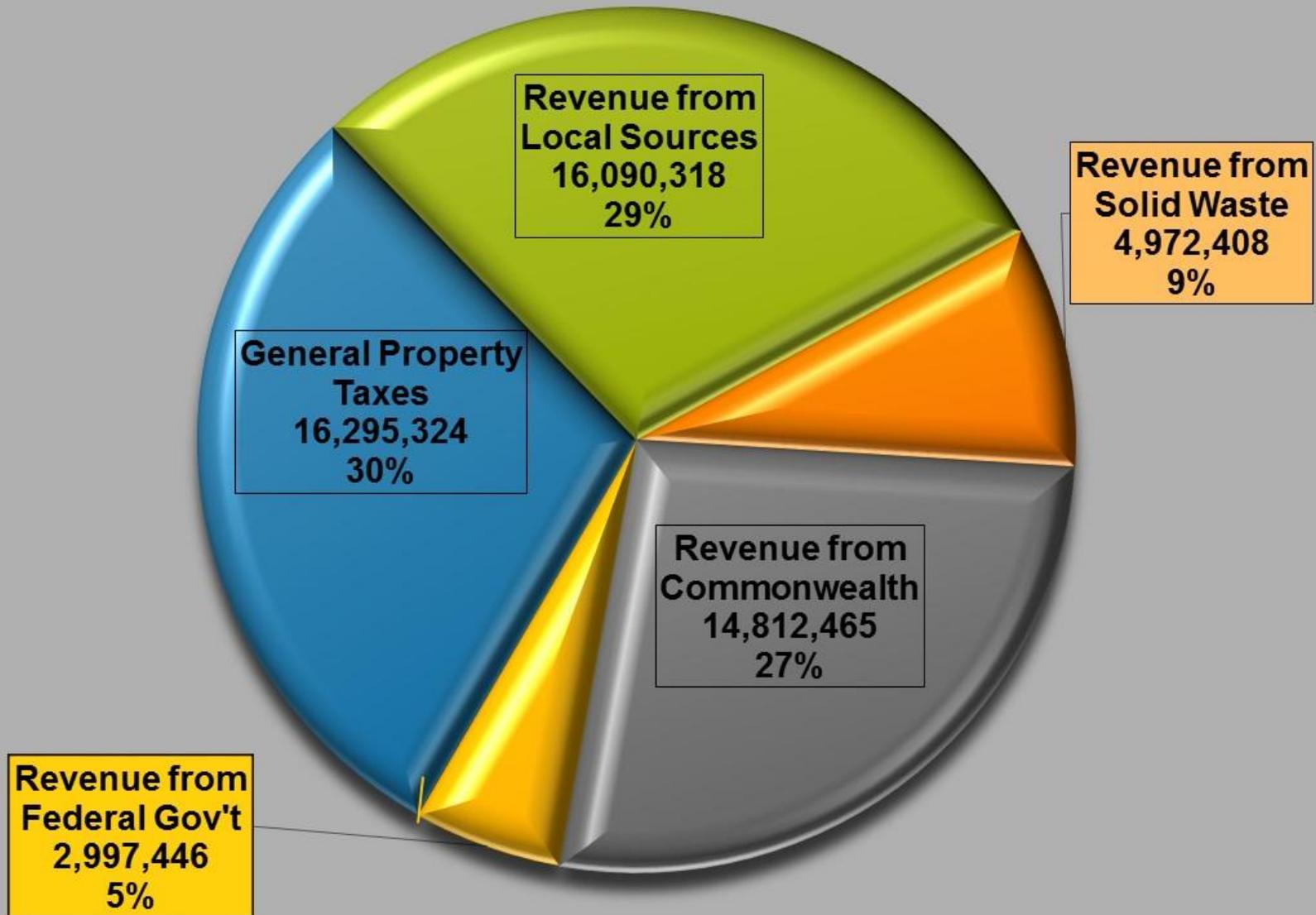


Financial Summary

Operating Revenues

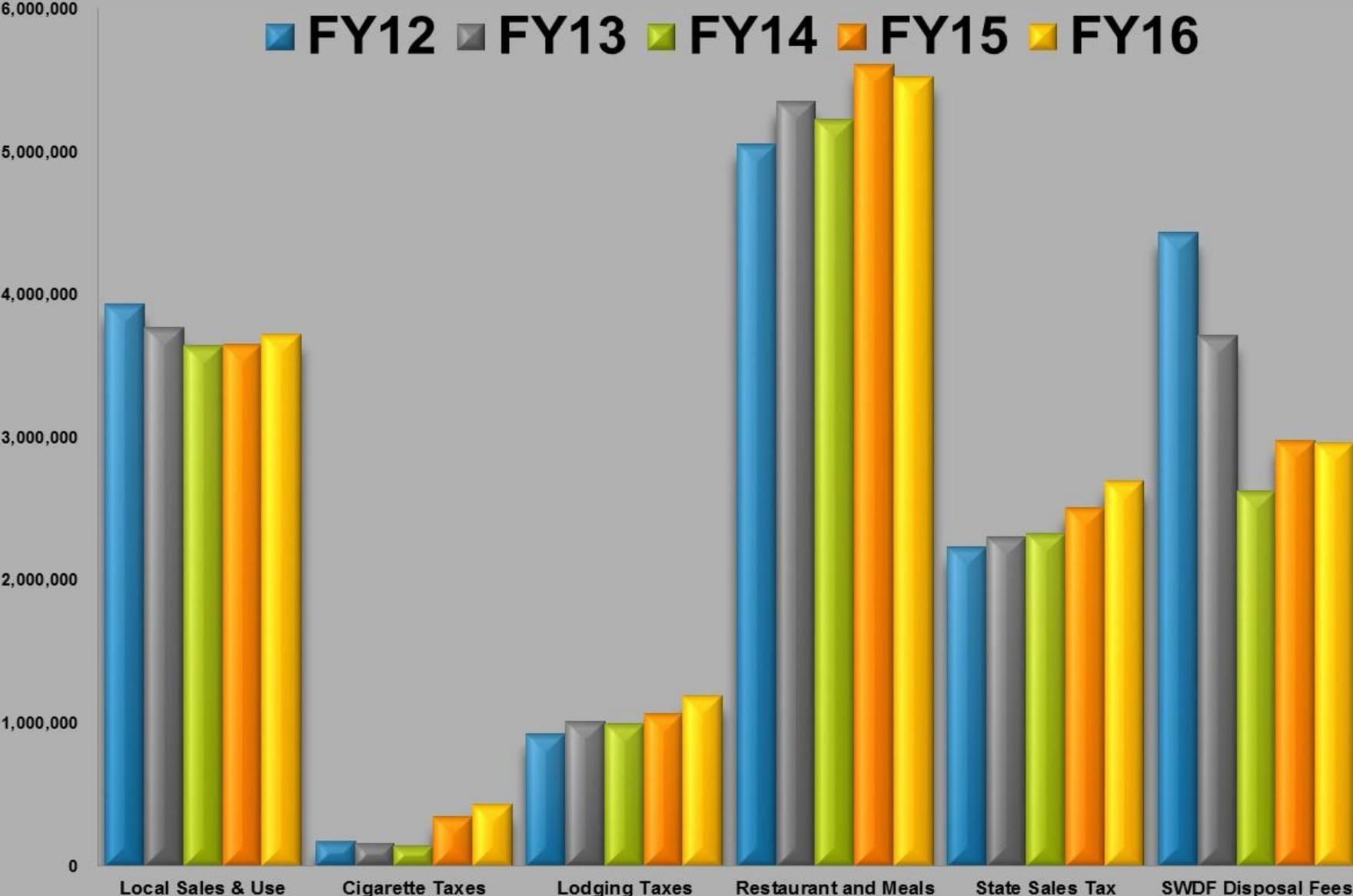
	Budget	Actual	%
	FY15-16	06/30/16	Collected
General Property Taxes	16,213,990	16,294,978	100%
Revenue from Local Sources	16,206,193	16,151,884	100%
Revenue from Solid Waste	5,408,990	4,952,450	92%
Revenue from Commonwealth	14,894,815	15,109,616	101%
Revenue from Federal Gov't	3,818,675	3,012,867	79%
Other Financing Sources	100,000	44,081	44%
Total Revenue	56,642,663	55,565,876	98%

**City of Bristol, Virginia
Operating Revenue Summary as of 06/30/16**



City of Bristol, Virginia Revenue Comparison Thru the Month of June

FY12 **FY13** **FY14** **FY15** **FY16**



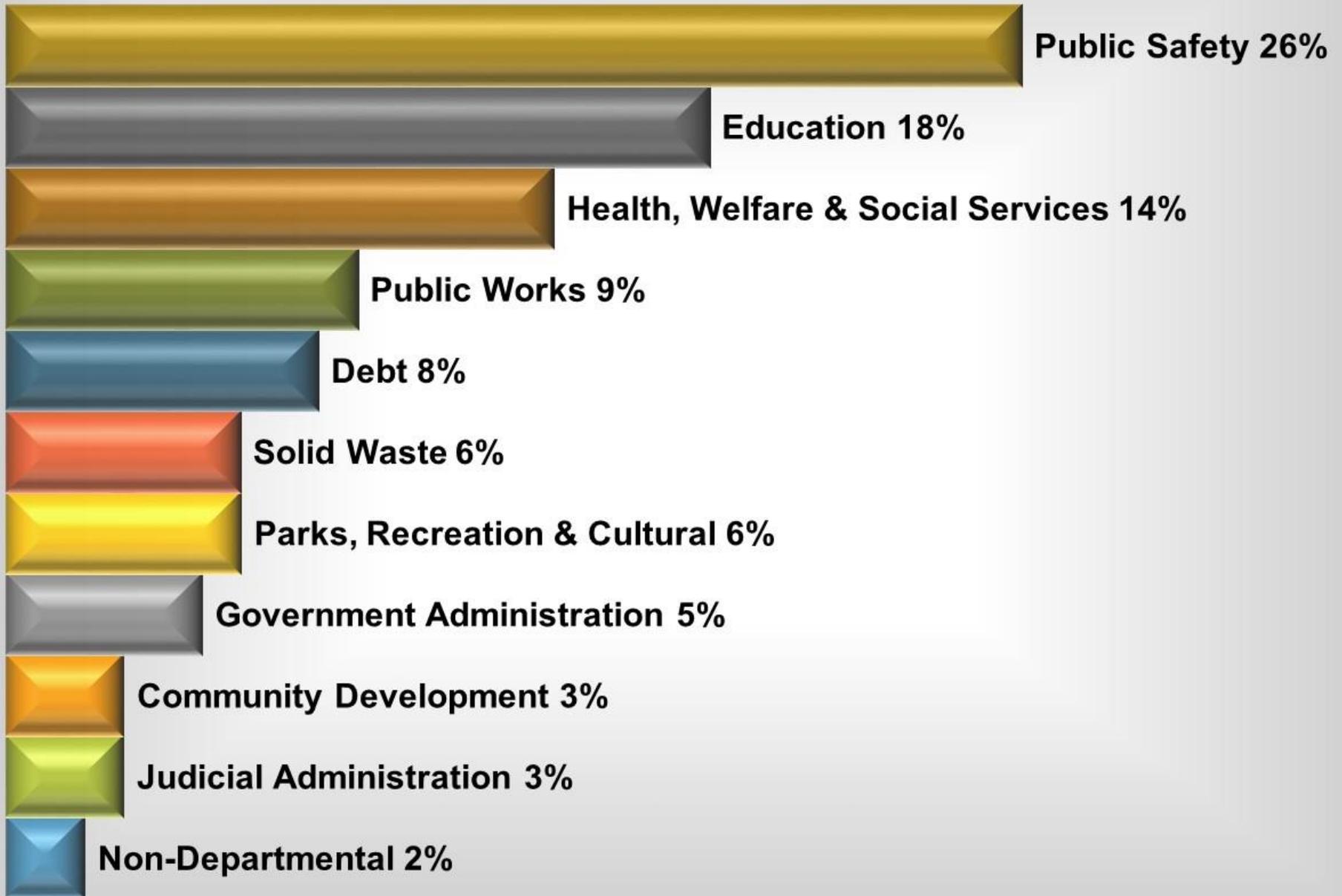


Financial Summary

Operating Expenses

	Budget FY15-16	Actual 06/30/16	% Spent
Government Administration	2,602,492	2,517,355	97%
Judicial Administration	1,504,648	1,397,953	93%
Public Safety	14,281,947	14,207,197	99%
Public Works	5,109,701	4,956,084	97%
Solid Waste	3,686,550	4,535,995	123%
Health, Welfare & Social Svcs	7,210,731	7,402,974	103%
Education	9,671,236	9,671,236	100%
Parks, Recreation & Cultural	3,448,903	3,207,760	93%
Community Development	1,781,022	1,542,310	87%
Non-Departmental	1,299,655	963,228	74%
Debt	5,303,788	4,432,866	84%
Transfers	741,990	510,652	69%
Total Expenses	56,642,663	55,345,610	98%

**City of Bristol, Virginia
Operating Expense Summary as of 06/30/16**





Tax Anticipation Note (TAN) Comparison FY15 vs FY16

TAN thru **\$ 6,700,000**
06/30/15

TAN thru **\$ 2,400,000**
06/30/16



Cash Balance

General Fund

Comparison FY15 vs FY16

06/30/15 **\$ 5,722,814**

06/30/16 **\$ 6,608,266**



Unassigned Fund Balance

General Fund

Comparison FY15 vs FY16

06/30/15 **\$ 6,096,293**

06/30/16 **\$ 7,169,748***



City of Bristol, Virginia Financial Report 06/30/16

(unaudited)



**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: October 25, 2016

Department: Transit

Bulk Item: Yes No

Staff Contact: Jay Detrick

AGENDA ITEM WORDING:

Consider a Street Closure Request for Veterans Day Parade - November 5, 2016.

ITEM BACKGROUND:

The Bristol Fraternal Order of the Veterans Council has made a request to close portions of State Street, Bob Morrison Boulevard, Lee Street and Cumberland Street for the annual Veterans Day Parade. The parade will begin at approximately 10:00 AM and will last around one hour. All required documents have been submitted.

PREVIOUS RELEVANT ACTION:

This has been approved by City Council in previous years, including last year.

Staff Recommendations:

Staff recommends the street closure be approved as requested.

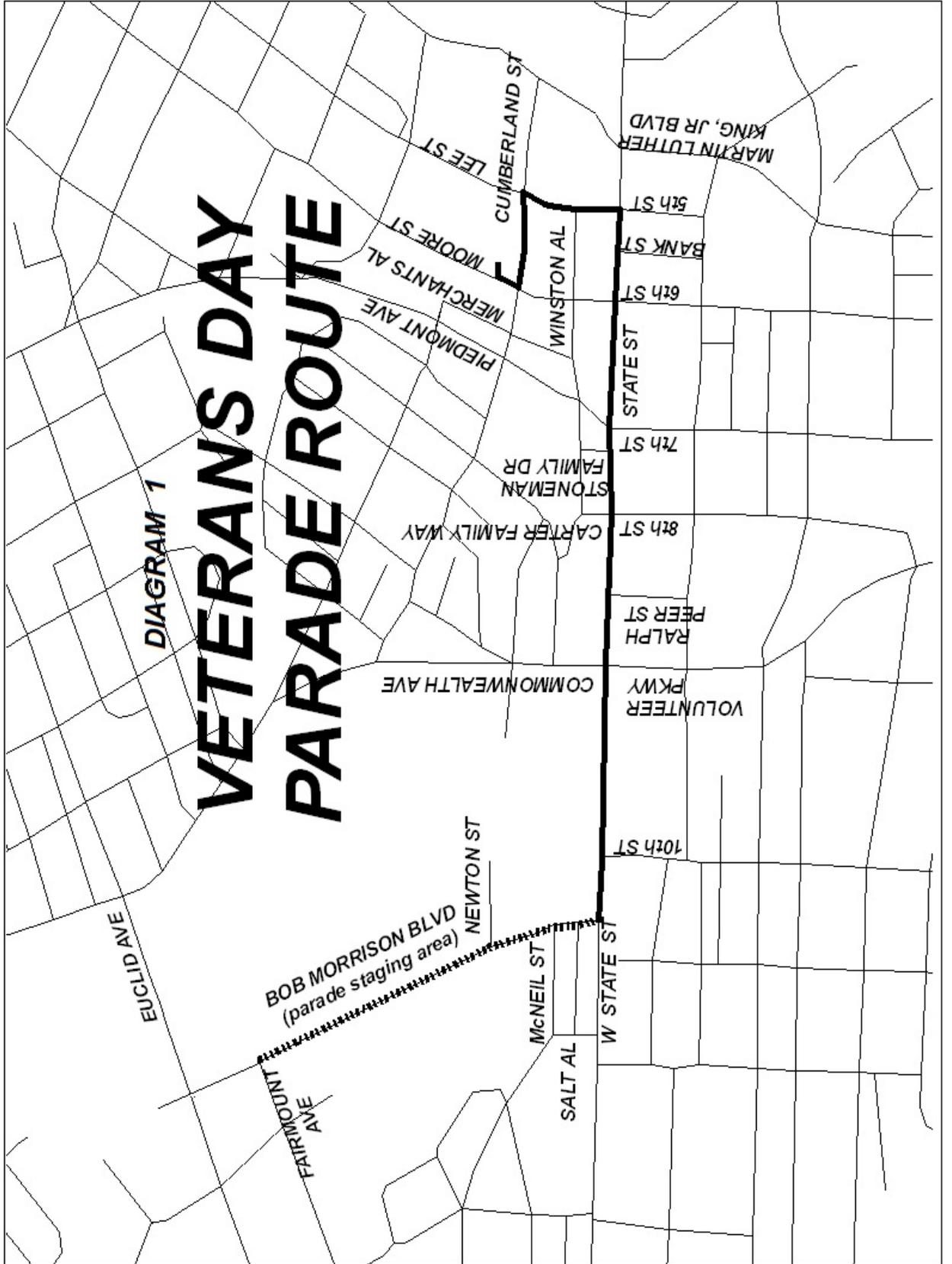
DOCUMENTATION: Included Not Required

MOTION: _____

AGENDA ITEM # _____

DIAGRAM 1

VETERANS DAY PARADE ROUTE



**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: October 25, 2016

Department: Clerk of Council

Bulk Item: Yes No

Staff Contact: Pam Venable

AGENDA ITEM WORDING:

Consider Approval of the Minutes:

Regular Meeting – September 13, 2016

ITEM BACKGROUND:

N/A

PREVIOUS RELEVANT ACTION:

N/A

Staff Recommendations:

No action required.

DOCUMENTATION: Included Not Required

MOTION: I move for approval of items on the consent agenda.

A THE REGULAR MEETING OF THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON SEPTEMBER 13, 2016, AT 6:00 P.M. IN COUNCIL CHAMBERS, 300 LEE STREET, BRISTOL, VIRGINIA WITH MAYOR WILLIAM HARTLEY PRESIDING. COUNCIL MEMBERS PRESENT WERE VICE MAYOR JIM STEELE, J. DOUGLAS FLEENOR, ARCHIE HUBBARD, III, AND KEVIN MUMPOWER. CITY MANAGER, TABITHA CROWDER, AND CITY ATTORNEY, PETE CURCIO WERE ALSO PRESENT.

Mayor Hartley called for a moment of silence followed by the pledge of allegiance to the flag.

A. Mayor’s Minute and Council Comments

Mayor Hartley thanked City staff for their hard work at events held downtown for the Battle at Bristol and for the work to be done at the upcoming Rhythm and Roots festival. Mayor Hartley announced the scheduled dates to review the Comprehensive Plan Open House and invited all to attend.

A Proclamation to Recognize Child Passenger Safety Week was read and presented to Buckle up for Life representative, Mr. Daniel Jones.

A PROCLAMATION TO RECOGNIZE CHILD PASSENGER SAFETY WEEK

WHEREAS, children are our future and it is the responsibility of parents and caregivers to keep America's children safe; and

WHEREAS, car seats are required by law for children traveling in motor vehicles; and

WHEREAS, traffic crashes are the leading cause of death for children ages 1 to 13; and

WHEREAS, research shows that car seats reduce the risk of fatal injury for infants by 71 percent and by 54 percent for toddlers in cars, and by 58 percent and 59 percent for infants and toddlers in SUVs, pickups and vans; and

WHEREAS, parents and guardians must make sure that children, age 12 and under, always ride in the back seat, buckled up in properly installed child safety seats, and a rear facing child seat should never be placed in the front seat of a motor vehicle equipped with a passenger air bag; and

WHEREAS, Bristol, Virginia and Tennessee encourage parents and caregivers to implement best practices for traveling safely with children; and

WHEREAS, the Cities of Bristol, Virginia and Tennessee is committed to working closely with our partners and safety advocates, such as Buckle Up for Life to help make the kind of choices that will keep children alive and safe; and

WHEREAS, children riding in the right seat for their age and size can be accomplished by a car seat inspection that ensures the safety of a child while traveling.

NOW, THEREFORE, We, Chad Keen and Bill Hartley, the Mayors of Bristol, Tennessee and Virginia do hereby proclaim the week of September 18-24, 2016 as Child Passenger Safety Week. We encourage all citizens to help reduce injuries and the tragic loss of life by buckling up themselves and their children, every trip, every time.

1. Ordinance

1st Reading

Consider First Reading of an Ordinance to Enact §2-28 Rules of Order, §2-29 Conduct of City Council Meetings, §2-30 Agenda, §2-31 Agenda Format, §2-32 Citizen Participation, and §2-33 Mayor’s Minute and Council Comment

Mayor Hartley entertained a motion for the first reading of an Ordinance to enact §2-28 Rules of Order, §2-29 Conduct of City Council Meetings, §2-30 Agenda, §2-31 Agenda Format, §2-32 Citizen Participation, and §2-33 Mayor’s Minute and Council Comment.

Council Member Hubbard made a motion to table the first reading of an Ordinance to enact §2-28 Rules of Order, §2-29 Conduct of City Council Meetings, §2-30 Agenda, §2-31 Agenda Format, §2-32 Citizen Participation, and §2-33 Mayor's Minute and Council Comment. Motion was seconded by Vice Mayor Steele and carried by the following votes:

AYES: Fleenor, Hubbard, Mumpower, Steele, and Hartley

2. Consider General City Council Procedures

Mayor Hartley expressed the need to document general procedures for the Council to follow. He added that some of the procedures were currently being followed but were not formally documented.

Michael Pollard commented on the proposed procedures.

Mayor Hartley entertained a motion to adopt the General City Council Procedures.

Council Member Hubbard made a motion to table the General City Council Procedures. Motion was seconded by Council Member Fleenor and carried by the following votes:

AYES: Fleenor, Hubbard, Mumpower, Steele, and Hartley

3. Discussion of Planned Capital Needs

City Manager, Ms. Tabitha Crowder, gave an overview of the Capital Projects which were included in the approved FY16/17 budget on March 22, 2016. She pointed out that the capital projects included a landfill liner, Lee Highway Exit 4 Phase 1A, fire respiratory equipment, computer network infrastructure, a police bomb tech suit, a transit bus and fare boxes.

She pointed out that additional funding was needed for the internal roads at The Falls. She advised that this was a contractual obligation of the city which would include the cost to design and construct the Phase I roundabout, Phase II and III roads. She added that the costs to be incurred would include street lights, landscaping, and bond fees.

4. Presentation by Davenport & Company on the Results of the Request for Proposal Process for Financing Planned Capital Needs

Mr. David Rose, Davenport & Company, reported that four proposals for City financing had been received for consideration. He advised that the proposals included two (2) alternatives, direct bank loans and underwriting services. Mr. Rose gave an overview of the financing options. Based upon the proposals received, Mr. Rose recommended that the City proceed with direct bank loans as proposed by Capital Bank. The proposal was as follows: Series A: up to three million dollars (\$3,000,000), interest rate: one point nine two percent (1.92%) and Series B: up to three million dollars (\$3,000,000), interest rate: one point eight nine percent (1.89%).

5. Public Hearing Regarding the Proposed Issuance of a General Obligation Bond and/or a General Obligation Note of the City of Bristol, Virginia

Mayor Hartley declared the public hearing open for discussion.

The following individuals commented on borrowing funds for road improvements at the Falls project:

Ms. Nancy Marney, Mr. Kevin Wingard, Ms. Elizabeth Foran, Mr. Michael Pollard, and Ms. Catherine Jewell.

Mayor Hartley declared the public hearing closed.

6. Ordinance

1st Reading

Consider First Reading of an Ordinance to Amend Article II Zoning of the City Code of Bristol, Virginia Creating a New Section 50-176 for Temporary Uses under Division 10 Supplemental Regulations in Addition to Added Definitions under Section 50-28

City Planner, Sally Morgan, summarized the changes made to the proposed Ordinance since the public hearing on June 14, 2016.

Mayor Hartley entertained a motion for the first reading of an Ordinance to amend Article II Zoning of the City Code of Bristol, Virginia creating a new Section 50-176 for Temporary Uses under Division 10 Supplemental Regulations in addition to added Definitions under Section 50-28 by caption only.

Council Member Fleenor made the motion for the first reading of an Ordinance to amend Article II Zoning of the City Code of Bristol, Virginia creating a new Section 50-176 for Temporary Uses under Division 10 Supplemental Regulations in addition to added Definitions under Section 50-28 by caption only. Motion was seconded by Council Member Mumpower and carried by the following votes:

AYES: Fleenor, Hubbard, Mumpower, Steele, and Hartley

City Attorney, Pete Curcio, read the following Ordinance:

ORDINANCE CREATING REGULATIONS ADDRESSING TEMPORARY LAND USES; AN ORDINANCE AMENDING ARTICLE II ZONING OF THE CITY CODE FOR BRISTOL VIRGINIA; CREATING A NEW SECTION 50-176: TEMPORARY USES UNDER DIVISION 10 - SUPPLEMENTAL REGULATIONS IN ADDITION TO ADDED DEFINITIONS UNDER SECTION 50-28.

SECTION 1. The City Council finds that:

WHEREAS, the City Department of Community Development has encountered issues in the recent past regarding certain temporary land uses and how they are to be addressed in regard to City zoning regulations.

WHEREAS, these temporary land uses include mobile food vending which is becoming popular in cities across the country, as well as temporary seasonal sales of agricultural-related products and temporary portable storage containers; and

WHEREAS, there are concerns that the City needs to have some basic regulations for the conduct of temporary uses in order to provide protection of public health, safety, and welfare, but also allowing the establishment of reasonable uses of property for certain temporary businesses and temporary storage needs; and

WHEREAS, a joint public hearing with the Planning Commission was held on the 14th day of June 2016 at Council’s regular meeting; and

WHEREAS, a second reading of the proposed amendment was held on _____, 2016 at a regularly scheduled council meeting.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF BRISTOL, VIRGINIA:

SECTION 2. The City Code of Bristol, Virginia is hereby amended to read as follows:

....ARTICLE II ZONING

50-28 Definitions (add in alphabetical order to the list of definitions)

Mobile food vending unit means a trailer, vehicle, pushcart, or stand (either motorized or non-motorized) subject to Virginia Department of Health regulations and designed to be portable, not permanently attached to the ground and to utilities, and from which only prepared food or beverages are displayed, offered for sale, sold, or given away. This definition excludes mobile food vendors for city-authorized special events or special events by church or non-profit organizations of no more than three (3) days in duration.

Portable storage containers means a transportable unit designed and used for the temporary storage of materials or furnishings associated with construction, renovation, or relocation activity on the property where the container is placed. This definition excludes the following: 1) the use of storage containers for a consecutive ten (10)-day period or less for loading and unloading furnishings; 2) commercial refuse containers which are regulated in Section 40-72 of City Code, and 3) temporary office units associated with construction activity on the same site.

Temporary Seasonal Sales means outside sales or distribution of agricultural or horticultural products that are seasonal in nature, including agricultural products, bedding plants, and Christmas trees; but excluding outside sales activity that is conducted on a site

with an existing permitted retail operation and that is conducted by the on-site tenant or property owner and is clearly incidental to the primary use of the property. This definition excludes yard sales conducted by property owners or residents on their own premises as long as they are limited to no more than three (3) days in duration and no more than two (2) yard sales on the same property per calendar year. The definition also excludes temporary outdoor sales conducted by church or non-profit organizations of no more than three (3) days in duration.

Temporary Use Permit means a permit authorized by the city to allow a property owner or tenant to conduct a temporary use at a specific location in compliance with this article. Temporary uses on city-owned property are subject to established city policies and procedures.

50-176 *Temporary Uses*

(a) Mobile Food Vending Units. Mobile Food Vending Units are allowed on property zoned either business or manufacturing (B-1, B-2, B-3, M-1, and M-2) provided a city Temporary Use Permit is obtained and the following requirements are met:

- (1) The operator shall have a current permit from the Virginia Department of Health for a mobile food vending unit;
- (2) The operator shall have a current city business license;
- (3) If the operator is not the property owner where the unit will be located, written permission from the property owner must be provided;
- (4) The unit cannot be located in the public right-of-way, in loading zones or fire access zones, or consume otherwise necessary parking spaces; The unit shall not block site distance or create a hazardous traffic situation;
- (5) The unit must meet the setbacks of the zoning district;
- (6) The unit shall not remain stationary on the property overnight; other than at the location where it is being stored and serviced when not in operation.
- (7) The mobile unit shall be not be permanently placed on the property and no permanent structure shall be attached to the mobile unit;
- (8) Any signage shall be securely attached to the mobile food unit;
- (9) There shall be a minimum buffer of one-hundred (100) feet between the mobile vending unit and any primary residential structure;
- ~~(10) No mobile food vending unit shall be located within one hundred (100) feet of the front door of an existing restaurant if the mobile unit is in the B-2 district; or within one hundred (100) feet of any property line of an existing restaurant if the mobile unit is in one of the other permitted districts, unless written permission is granted from the restaurant. The use of the term "restaurant" in this section includes any establishment that sells prepared foods inside a building whether seating area is provided or not.~~
- (10) As part of the review process for an application for a temporary use permit, the Zoning Administrator may consider certain site conditions, such as, but not limited to, the size and condition of the parking area, and the safety of ingress and egress, and the proposed storage area for the unit when not in use. Any storage area for a unit shall also meet paragraphs (3), (4) and (5) above.

(b) Temporary Seasonal Sales. Temporary seasonal retail sales activity as defined in Section 50-28 is allowed on property that is zoned either agricultural, business or manufacturing (A, B-1, B-2, B-3, M-1, and M-2) provided a city Temporary Use Permit is obtained and the sales activity meets the following requirements:

- (1) The operator of the sales activity shall have current business license;
- (2) If the operator is not the property owner, written permission from the property owner must be provided;
- (3) The activity shall meet the front yard setback for the district in which it is located;
- (4) None of the sales activity shall block site distance or create a hazardous traffic situation;

- (5) The duration of the outdoor sales activity shall be restricted to no more than ninety (90) days. An extension of time may be allowed if a site plan meeting the requirements of Article VII, Division 3 is approved.
- (6) Unless excluded from the definition of “temporary seasonal sales” as found in Section 50-28, temporary outdoor retail sales of products that are not agricultural or horticultural in nature are not allowed.

(c) Portable Storage Containers Portable Storage Containers are allowed in any zoning district provided that the following requirements are met:

- (1) The container shall not be placed on any lot that does not contain an existing principal building or a principal building under construction; and shall only be permitted as an accessory use to the principal use of the lot on which such container is located;
- (2) No container shall be placed in the public right-of-way;
- (3) The container shall not be connected to utilities;
- (4) The vertical stacking of portable storage containers and the stacking of any other materials or merchandise on top of any storage container shall be prohibited;
- (5) On properties containing a residential use, a Temporary Use Permit is required for the storage unit. No more than one (1) storage container may be allowed on one lot, and the location of the container shall meet the required front yard setback area for the zoning district to the greatest extent possible, and the container shall be at least ten (10) feet from side and rear property lines, or in a private driveway.
- (6) On non-residential properties, more than one (1) portable storage container may be allowed on a lot. The location of any container shall be in the side or rear yard of the structure and shall be located no closer than five (5) feet to any side or rear property line. A temporary use permit is not required, however the unit must meet other requirements in this section, and the placement of multiple storage containers on the lot is subject to the site plan review process.
- (7) No portable storage container shall be located on or block access to, a required parking space, public sidewalk, circulation aisle, or fire access lane, or cause a visual obstruction to pedestrians or motor vehicles leaving or entering the property.
- (8) The duration of the portable storage container on a residential lot shall be restricted to sixty (60) days. A Temporary Use Permit may be renewed for one additional thirty (30) day period.

(d) Permit and Fees. Temporary uses specified in (a), (b), and (c), unless specifically exempted, require a Temporary Use Permit to be issued by the city. A temporary use permit may be revoked by the city if the requirements of Section 50-176 are not met. The following shall be the fee schedule for temporary use permits:

- (1) Mobile Food Vending Units - ~~\$50 each three (3) month period per location or \$100 for an annual permit per location~~ \$100 per location per 6 month period and \$250 per 6 months for up to 5 multiple locations
- (2) Temporary Seasonal Sales - \$100 for each three (3) month period per location.
- (3) Portable Storage Container for Residential Use - \$50 for 60-day period. May be renewed for another 30 days with \$50 fee.

SECTION 3. Severability Clause

If any section, paragraph, sentence, clause, word or phrase of this ordinance is for any reason held to be invalid or unenforceable by any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this ordinance. The Council hereby declares that it would have passed this ordinance and each section, paragraph, sentence, clause, word or phrase thereof irrespective of any provision being declared unconstitutional or otherwise invalid.

SECTION 4. Compilation

Section 2 of this ordinance shall be incorporated and made a part of the Bristol, Virginia City Code, with applicable changes in numbering of Articles, Divisions and Sections as required.

SECTION 5. Effective Date

This ordinance shall take effect 30 days after the second reading.

First Reading: September 13, 2016

Second Reading: _____

Adopted: _____

7. Overview of the Locality Comparison Process

City Manager, Ms. Tabitha Crowder, reported that City staff had gathered financial information of localities with similarities to Bristol, Virginia in regards to population, land area, and median income. She added that management had analyzed the City's costs by function compared to other localities. She advised that, moving forward, this information would be used as part of the budget process.

8. Consider Approval of the Minutes: Regular Meeting – August 9, 2016
Regular Meeting – August 23, 2016

Mayor Hartley entertained a motion for the approval of the Minutes from the Regular Meeting of August 9, 2016, and the Minutes from the Regular Meeting of August 23, 2016.

Vice Mayor Steele made the motion to approve the Minutes from the Regular Meeting of August 23, 2016. Motion was seconded by Council Member Hubbard and carried by the following votes:

AYES: Hubbard, Mumpower, Steele, and Hartley

ABSTAIN: Fleenor

Council Member Hubbard made the motion to approve the Minutes from the Regular Meeting of August 23, 2016. Motion was seconded by Vice Mayor Steele and carried by the following votes:

AYES: Fleenor, Hubbard, Mumpower, Steele, and Hartley

B. Matters to be Presented by Members of the Public – Non-Agenda Items

Mr. Kenneth Kistner commented on the disrepair of the sidewalks in the 700 through 900 blocks of Fairmount Avenue.

Ms. Nancy Marney commented on the obligations of the City and of Interstate Realty related to The Falls project.

Ms. Catherine Jewell commented on the prospective tenants at The Falls project.

Ms. Beth Rhinehart commented favorably on the proposed City Council policies, the Bristol, Virginia School System, and the support of the City for the Battle at Bristol events.

Mr. Kevin Wingard commented on cars traveling on the wrong side of the road at The Falls property and on the amount of money spent on The Falls development project.

C. Adjournment

There being no further business, the meeting was adjourned.

**
*

City Clerk

Mayor

**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: 10/25/16

Department: Finance

Bulk Item: Yes No

Staff Contact: Kim Orfield

AGENDA ITEM WORDING:

Consider appropriating \$1,070,232 to the FY17 budget per the items listed below:

Information Technology

\$3,795

Appropriation VML Grant received to purchase Blue Tooth car kits.

Expense	4-001-12095-8101	Other Equipment	\$3,975
Revenue	3-001-18020-0046	VML Grant	\$3,975

Police Department

\$63,402

Appropriate PSAP Grant Funds for dispatcher training.

Expense	4-001-31020-5881	PSAP Grant 014 PD PEP	\$2,000
Revenue	3-001-24020-0086	PSAP Grant 014 PD PEP	\$2,000

Appropriate PSAP Grant Funds to replace current call counting system.

Expense	4-001-31020-5882	PSAP Grant 015 PD Call Acct Upgrade	\$50,000
Revenue	3-001-24020-0087	PSAP Grant 015 PD Call Acct Upgrade	\$50,000

Appropriate insurance recovery funds for damage to three (3) Police vehicles.

Expense	4-001-31010-3320	Maintenance of Equipment	\$9,630
Revenue	3-001-18030-0001	Ins Recovery-Police	\$9,630

Appropriate additional funds received from Crime Prevention Calendar proceeds.

Expense	4-001-31020-5871	Police Calendars	\$500
Revenue	3-001-18020-0045	Police Calendar Funds	\$500

Appropriate restitution funds received by the Police Department (4 checks).

Expense	4-001-31010-6014	Operating Supplies	\$272
Revenue	3-001-19010-0009	Recovered Costs-Police	\$272

Appropriate partial reimbursement for services not completed by vendor.

Expense	4-001-31010-3321	Maint of Equipment-Technology	\$1,000
Revenue	3-001-19010-0009	Recovered Costs-Police	\$1,000

Fire Department**\$68,171**

Appropriate recovered costs from Department of Emergency Management for emergency assistance in Rainelle, West Virginia.

Expense	4-001-32010-1240	Fire Dept-Special Event Overtime	\$9,610
Expense	4-001-32010-5530	Travel Expense	\$951
Expense	4-001-32010-8101	Other Equipment	\$11,510
Revenue	3-001-24010-0082	Dept of Emergency Mgmt	\$22,071

Appropriate VDFP Grant for Fire Training Facilities.

Expense	4-001-32030-5872	VDFP Fire Svcs Training Facilities	\$43,077
Revenue	3-001-24020-0085	VDFP Fire Svcs Training Facilities	\$43,077

Economic Development**\$500,000**

Appropriate funding from the Tobacco Region Opportunity Fund (TROF) for the Hotel Bristol Project.

Expense	4-001-81025-5722	Hotel Bristol	\$500,000
Revenue	3-001-24020-0088	TROF-Hotel Bristol	\$500,000

Public Works**\$56,765**

Appropriate insurance recovery funds for damage to 2014 Kenworth Vacuum Truck.

Expense	4-001-41010-3320	Maintenance of Equipment	\$56,765
Revenue	3-001-18030-0002	Ins Recovery-Public Works	\$56,765

Solid Waste-Collection Division**\$5,942**

Appropriate insurance recovery funds for damage to 2001 Mack Trash Truck.

Expense	4-004-12020-3320	Maintenance of Equipment	\$5,942
Revenue	3-004-20000-0098	Ins Recovery-Collections	\$5,942

Capital Project-Martin Luther King Milling & Paving \$375,000

Appropriate VDOT funding for milling and paving on Martin Luther King Blvd.

Expense	4-009-95840-8112	Other Improvements or Construction	\$375,000
Revenue	3-009-24030-0107	VDOT-Martin Luther King Paving	\$375,000

ITEM BACKGROUND:

On June 28, 2016 the Bristol Virginia City Council adopted the FY17 Budget. The above items are additions that need to be appropriated to the FY17 Budget.

PREVIOUS RELEVANT ACTION:

June 28, 2016 the adoption of the FY17 Budget.

Staff Recommendations:

DOCUMENTATION: Included X Not Required

MOTION: I move to approve items on the consent agenda.

**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: October 25, 2016

Department: Mayor

Bulk Item: Yes No

Staff Contact: Bill Hartley

AGENDA ITEM WORDING:

Falls Financial Discussion.

ITEM BACKGROUND:

During the October 5, 2016 joint City Council and IDA meeting, a Falls Financial presentation was given. Council will continue discussion on the matter.

PREVIOUS RELEVANT ACTION:

N/A

Staff Recommendations:

No action required.

DOCUMENTATION: Included Not Required

MOTION: None required.

**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: October 25, 2016

Department: Public Works

Bulk Item: Yes No X

Staff Contact: Tabitha Crowder

AGENDA ITEM WORDING:

Presentation Concerning Public Works Operations.

ITEM BACKGROUND:

The presentation details the function, organization, and operation of the Bristol, Virginia Public Works Department. The presentation also includes a peer comparison to other similar localities. Presentation is in progress and will be provided at the Council meeting.

PREVIOUS RELEVANT ACTION:

None

Staff Recommendations:

N/A

DOCUMENTATION: Included X Not Required

MOTION: None required.