

THE REGULAR MEETING OF THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON MAY 22, 2018, AT 6:00 P.M. AT 300 LEE STREET, BRISTOL, VIRGINIA WITH MAYOR KEVIN MUMPOWER PRESIDING. COUNCIL MEMBERS PRESENT WERE VICE MAYOR KEVIN WINGARD, WILLIAM HARTLEY, AND ARCHIE HUBBARD, III. INTERIM CITY MANAGER/CITY ATTORNEY, RANDALL EADS AND CHIEF FINANCIAL OFFICER, TAMRYA SPRADLIN WERE ALSO PRESENT.

Mayor Mumpower called for a moment of silence followed by the Pledge of Allegiance to the flag.

A. Mayor’s Minute and Council Comments.

Mayor Mumpower stated the first reading of the budget will be held this evening. The mayor stated he will give superintendent, Dr. Keith Perrigan, time to speak before public comments.

B. City Manager’s Comments.

City Manager, Mr. Randall Eads, reiterated the Mayor’s comments regarding the first reading of the budget ordinance. He stated that city staff has diligently been working on the budget.

C. Public Comments

Superintendent, Dr. Keith Perrigan, asked Council to reconsider fully funding the school board’s appropriation request. Dr. Perrigan also asked Council to consider tabling the vote on the budget ordinance until after the quarterly financial report has been presented. He asked Council to amend the budget ordinance to include the \$6,900,000.00 the school board requested.

A lengthy discussion regarding the total appropriation to the school system ensued between superintendent, Dr. Keith Perrigan and City Council.

Paul Conco (IDA) and Cortney Cacatian (CVB), both commented about the budget reductions regarding tourism.

REGULAR AGENDA

1. Consider First Reading of a Budget Ordinance for the Fiscal Year 2018-2019

City Manager, Mr. Randall Eads, reported Council had a public hearing on the proposed budget on May 8, 2018 which was advertised on April 29, April 30, and May 1, 2018. Budget work sessions were held on May 12 and May 15, 2018. Mr. Eads recommended the first reading of the budget ordinance as presented and the second reading of the budget ordinance scheduled for June 12, 2018.

Mr. Eads reported the changes to the budget:

1% bonus for City Staff (does not include constitutional offices or social services)	
Move portion of Overtime to Contingency Fund	\$121,900.00
Reduce City Attorney and move to Contingency	\$75,000.00
Reduce Tourism Promotion Program	\$70,000.00
Reduce CVB	\$50,000.00
Increase Believe in Bristol	\$20,000.00
Net to Contingency	\$30,000.00
Add part-time Code Compliance position	\$21,530.00
Sheriff’s Dept. – move \$100k from housing to maintenance of building and property	

Council Member, Mr. Hubbard, made a motion to approve the first reading of the Budget Ordinance for the Fiscal Year 2018 - 2019. Motion was seconded by Vice Mayor, Mr. Wingard.

Council Member, Mr. Fleenor, recommended approving the FY19 Budget Ordinance.

Vice Mayor, Mr. Wingard, thanked the City Manager and Chief Financial Officer for their hard work on the budget.

Council Member, Mr. Hartley, commented on considering fully funding the school system and tourism.

Mayor Mumpower recommended starting on the budget process earlier in the year and possibly presenting quarterly financial updates.

Councilman Hubbard suggested it wouldn't be wise to start too early on the budget process due to lack of good numbers for the City's finances during the slow time of our year.

The Mayor called for the vote. The First Reading was approved as follows:

AYES: Fleenor, Hartley, Hubbard, Wingard and Mumpower

NAYES: Hartley

City Manager, Mr. Randall Eads, read the Budget Ordinance for FY 2018- 2019:

BUDGET ORDINANCE FOR FY 2018-2019

MAKING GENERAL FUND, CAPITAL PROJECT FUND, SCHOOL OPERATING FUND, SCHOOL TEXTBOOK FUND, SCHOOL FOOD SERVICE FUND, SCHOOL CONSTRUCTION CAPITAL PROJECTS FUND, SCHOOL LOCAL CAPITAL PROJECTS FUND, AND SOLID WASTE DISPOSAL ENTERPRISE FUND APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2018, AND ENDING JUNE 30, 2019, IN THE FOLLOWING AMOUNTS:

GENERAL FUND \$51,594,173

CAPITAL PROJECT FUND \$11,673,839

SCHOOL OPERATING FUND \$26,954,256

SCHOOL TEXTBOOK FUND \$615,032

SCHOOL FOOD SERVICE FUND \$1,788,662

SCHOOL CONSTRUCTION CAPITAL PROJECTS FUND \$173,576

SCHOOL LOCAL CAPITAL PROJECTS FUND \$217,100

SOLID WASTE DISPOSAL ENTERPRISE FUND \$5,555,975

AND REGULATING PAYMENTS OUT OF THE CITY TREASURY; AND ALSO FIXING THE TAX RATE ON REAL AND PERSONAL PROPERTY FOR FISCAL YEAR 2019.

SECTION 1: That the amounts named herein, aggregating \$51,594,173 are hereby appropriated from the General Fund for the use of the several departments of the City Government for the fiscal year beginning July 1, 2018, and ending June 30, 2019, as the same is set forth in the budget adopted pursuant to Section 3 hereof. That the amounts named herein, aggregating \$11,673,839 are hereby appropriated from the Capital Project Fund for the use of the several departments of the City Government for the fiscal year beginning July 1, 2018, and ending June 30, 2019, as set forth in the budget adopted pursuant to Section 3 hereof. That the amounts named herein, aggregating \$5,555,975 are hereby appropriated from the Solid Waste Disposal Fund for the use of solid waste disposal and collection operations for the 2019 fiscal year. That the amounts named herein, aggregating \$29,748,626 are hereby appropriated from School Funds for the use of general operations, textbook, food service and capital projects for the 2019 fiscal year.

SECTION 2: That the rate of taxation on Real Estate Property be fixed at \$1.17 (One Dollar and Seventeen Cents) on the hundred dollars assessed valuation for the fiscal year beginning July 1, 2018, and ending June 30, 2019. That the rate of taxation on Personal Property for Automobiles, Trucks, Motorcycles, and Trailers, be fixed at \$2.60 (Two Dollars and Sixty Cents) on the hundred dollars assessed valuation for the fiscal year beginning July 1, 2018, and ending June 30, 2019, and an assessment ratio of 100%. The rate of taxation for Machinery and Tools and all other personal property, be fixed at

\$7.00 (Seven Dollars and No Cents) on the hundred dollars assessed valuation for the fiscal year beginning July 1, 2018, and ending June 30, 2019, and an assessment ratio of 12%. This is in order to secure the amount necessary to carry out the provisions of this budget.

SECTION 3: That the annual budget heretofore presented to City Council by the City Manager as the same has been amended in the various workshops of the City Council and as the same, is in its final form attached hereto, is hereby adopted by City Council and incorporated in this budget ordinance by reference pursuant to Section 10.04 of the City Charter. That the salaries, wages, and allowances set out in the budget statement and adopted by City Council for the fiscal year beginning July 1, 2018, and ending June 30, 2019, be, and they are hereby authorized and fixed as the maximum allowance to be allowed officers and employees for the services rendered, unless otherwise provided by ordinance, provided, however, that the City Manager is authorized to make such rearrangement of positions in the departments of the City as may best meet the needs and interests of the City and to transfer parts of salaries from one department to another when extra work or personnel are transferred from one department to another.

SECTION 4: Upon the recommendation of the City Manager and approval of the City Council, the Chief Financial Officer may thereafter transfer a balance appropriated but unused for one purpose for the current fiscal year to another purpose or object for which the appropriations for said purpose or object for the current year have proven insufficient, even though that requires transferring said funds from one department of the City to another. The City Manager may transfer funds appropriated for Contingency purposes to other departments as the City Manager deems necessary.

The Chief Financial Officer may, upon authorization of the City Manager, transfer funds between line items appropriated within the same department or office to meet unexpected obligations within the same department or office.

SECTION 5: If the timing of receipt of revenues in the course of the fiscal year requires the borrowing of money to support expenditures within the appropriations herein authorized in anticipation of receipt of future revenues, it is hereby authorized that the City may issue its promissory note or notes from time to time during the fiscal year and may borrow and re-borrow thereunder so long as at no time shall the aggregate principal amount of all notes outstanding exceed \$2,000,000.00 (Two Million Dollars). Each and all of said notes shall have a maturity date no later than one year from date of issue. Each and all such notes shall be payable exclusively from the taxes and revenues for the City of Bristol Virginia. This note or notes of the City shall be backed by the full faith and credit of the City and shall be general obligation bonds.

SECTION 6: This ordinance shall take effect July 1, 2018, the best interests of the City requiring it.

2. Consider Second Reading of an Ordinance to Transfer the Franchise Agreement from BVU to Sunset Fiber, LLC (By Caption Only)

City Manager, Mr. Randall Eads, reported due to the sale of BVU's OptiNet to Sunset Digital Communications, we need to transfer the franchise agreement granted in Section 7.6 of the Franchise Agreement (dated July 11, 2002) and Section 11 of the Code of the City of Bristol to the new owner of the cable franchise. Mr. Eads recommended to council to approve the second reading and adoption of an ordinance to transfer the cable franchise agreement previously granted to BVU OptiNet to Sunset Digital Communications, Inc and grant the transfer of the cable franchise agreement as requested by BVU OptiNet and Sunset Digital Communications.

Council Member, Mr. Hartley, made a motion to approve the second reading (by caption only). Motion was seconded by Vice Mayor, Mr. Wingard, and carried by the following votes:

AYES: Fleenor, Hartley, Hubbard, Wingard and Mumpower

City Manager, Mr. Randall Eads, read the second reading of an Ordinance to Transfer the Franchise Agreement from BVU to Sunset Fiber, LLC (By Caption Only):

ORDINANCE TO TRANSFER A FRANCHISE AGREEMENT FROM BRISTOL, VIRGINIA UTILITIES BOARD (NOW BVU AUTHORITY) TO SUNSET DIGITAL COMMUNICATIONS dba SUNSET FIBER, LLC UPON THE CLOSING OF THE TRANSACTION

Council Member, Mr. Fleenor, made a motion to adopt the Ordinance to Transfer the Franchise Agreement from BVU to Sunset Fiber, LLC. Motion was seconded by Council Member, Mr. Hubbard, and carried by the following votes:

AYES: Fleenor, Hartley, Hubbard, Wingard and Mumpower

3. Consider Public Hearing Regarding the FY18-19 CDBG and HOME Allocations

Mayor Mumpower open the public hearing.

CDBG Coordinator, Ms. Ellen Tolton, reported the City of Bristol Virginia is an annual recipient of federal funding through the U.S. Department of Housing and Urban Development (HUD). The entitlement monies may be spent to develop or sustain viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low-to-moderate income persons. All entitlement monies are disbursed through the City's CDBG program. The City's award amount is unknown at this time. The City also participates in the Tennessee/Virginia HOME Consortium which also receives HUD funding. The annual allocation for HOME funding is also unknown at this time. The final Annual Action Plan for the City's CDBG program will be considered by the City Council during a future regularly scheduled Council Meeting. Ms. Tolton recommended the Mayor appoint a sub-committee to make recommendations to the Council.

The following individuals presented their applications for the CDBG Allocations awards: Ms. Heather Lawson: Girls Incorporated, Ms. Lisa Porter: Bristol Re-Development Housing Authority, Mr. T.J. Dewitt: Jones Creativity Center and Ms. Kathy Roark: Child Advocacy Center.

Mayor Mumpower closed the public hearing.

4. Consider Amendment to Bristol Hotel Virginia, LLC Agreement

City Manager, Mr. Randall Eads, reported the Bristol Hotel Virginia, LLC's existing performance agreement has a start date of operation of June 30, 2018. The hotel requests a six month extension to the opening date specified in the performance agreement, although they currently anticipate an opening date prior to the fall race. The amendment does not impact any of the financial incentives included in the performance agreement. Mr. Eads state the original performance agreement with Bristol Hotel Virginia, LLC was executed on May 14, 2015 and he recommends Council to approve the amendment to the performance agreement with Bristol Hotel Virginia, LLC.

Council Member, Mr. Hubbard, made a motion to approve the amendment to the performance agreement with Bristol Hotel Virginia, LLC. Motion was seconded by Vice Mayor, Mr. Wingard, and carried by the following votes:

AYES: Fleenor, Hartley, Hubbard, Wingard and Mumpower

5. Consider Subordination Agreement regarding 401 Gordon Avenue, LLC

City Manager, Mr. Randall Eads, reported the owners of Oakmont Assisted Living and Quaker Steak and Lube are seeking approval of a subordinate agreement on the expansion of Oakmont property located at 401 Gordon Avenue. This subordination will allow the property owners the ability to apply for financing for the planned Oakmont expansion. The owners have successfully completed three such agreements with the city previously, one for Oakmont location and one for Quaker Steak and Lube located downtown. Both businesses have combined to generate over \$1,000,000 in tax revenue to

the city and this expansion will build on the success of this valuable local business. Mr. Eads recommends to Council approving the subordination agreement or considering an alternate motion to abolish 401 Gordon Avenue, LLC from their performance agreement.

Council Member, Mr. Hubbard, asked how much additional obligation in the original agreement.

City Manager, Mr. Eads, stated the additional obligation is \$60,000.00, however the company will double their capital investments and increase their employees with the new addition to the existing building.

Mr. Blair Jones, co-owner of 401 Gordon Avenue, LLC, commented that Council is more unified than in the past and commends their decisions and that he would gladly be ambassadors for the business industry for the City of Bristol, Virginia.

Mayor Mumpower commended the owners of 401 Gordon Avenue, LLC for their over achievement regarding their businesses.

Council Member, Mr. Fleenor, reiterated the Mayor's comments.

Mr. Hubbard recommended Council to consider abolishing the agreement in the future.

Vice Mayor, Mr. Wingard, made a motion to approve the subordination agreement. Motion was seconded by Mr. Hartley and carried by the following votes:

AYES: Fleenor, Hartley, Hubbard, Wingard and Mumpower

6. Discussion on Investment Policy

City Treasurer, Ms. Angel Harris, gave a presentation on the Investment Policy:

I. GOVERNING AUTHORITY

The purpose of this policy is to set forth the investment and operational policies for the safeguarding and efficient management of public funds for the City of Bristol, Virginia.

The goal is to minimize risk and to ensure the availability of cash to meet the City's expenditures, while generating revenue and a competitive return on investment from the use of funds which might otherwise remain idle.

II. SCOPE OF THE INVESTMENT

This investment policy applies to the investment of all funds and is one that governs the administration and investment management of those funds held in the City's investment portfolio, with the exception of certain restricted and special funds.

This policy shall apply to such funds from the time of receipt until the time the funds ultimately leave the City's accounts. These funds include, but are not limited to, all operating funds, debt service funds, capital projects funds and municipal bond proceeds in the City's portfolio. The monies of individual funds may be commingled for investment purposes. Investment income will be allocated to the City's operating fund. The guidance set forth herein is to be strictly followed by all those responsible for any aspect of the management or administration of these funds.

III. GENERAL OBJECTIVES

The primary objective of the Treasurer's investment activities, in priority order, are: safety, liquidity and yield.

1. Safety of principal is the foremost objective of the investment of public funds. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

2. Liquidity of the investment portfolio will enable the Treasurer to meet all operating requirements of the City, including but not limited to payroll, accounts payable, capital projects, debt service and any other payments. Any portion of the portfolio also may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.
3. Yield is of secondary importance compared to the safety and liquidity objectives. The investment portfolio shall be designed with the objective of a market rate of return throughout budgetary and economic cycles taking into account the investment risk constraints and liquidity needs. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:
 1. A security with declining credit may be sold early to minimize loss of principle.
 2. A security swap would improve the quality, yield or target duration in the portfolio.
 3. Unanticipated liquidity needs of the portfolio require that the security be sold.

IV. STANDARD OF CARE

1. Prudence

The standard of prudence to be applied by the Treasurer shall be the “Prudent Person” rule, which states: “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.” The “Prudent Person” rule shall be applied in the context of managing the overall portfolio.

The Treasurer, acting in accordance with written procedures of the Code of Virginia, Section 2.2-4500 through 2.2-4602 and exercising due diligence, shall not be held personally responsible for a specific security’s credit risk or market price change provided that these deviations are reported immediately by the Treasurer and that reasonable and prudent action is taken to control adverse developments. Furthermore, in accordance with Section 58.1-3163 of the Code of Virginia, the Treasurer shall not be liable for loss of public money due to the default, failure, or insolvency of a depository.

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interest in financial institutions with which they conduct business, in accordance with applicable laws. They shall disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City of Bristol, Virginia.

3. Delegation of Authority

Authority to manage the investment program is granted to the elected Treasurer, derived from the Virginia code § 2.2-4513.1. Investment of funds in qualified investment pools.

A. Notwithstanding the provisions of Article 1 (§ 15.2-1300 et seq.) of Chapter 13 of Title 15.2, in any locality in which the authority to invest moneys belonging to or within the control of the locality has been granted to its elected Treasurer, the Treasurer may act on behalf of his locality to become a participating political subdivision in qualified investment pools without an ordinance adopted by the locality approving a joint exercise of power agreement. For purposes of this section, "qualified investment pool" means a jointly administered investment pool organized as a trust fund pursuant to Article 1 of Chapter 13 of Title 15.2 that has a professional investment manager.

B. Investments in qualified investment pools described in this section shall comply with the requirements of this chapter applicable to municipal corporations and other political subdivisions.

C. The provisions of this section shall not apply to local trusts established pursuant to Article 8 (§ 15.2-1544 et seq.) of Chapter 15 of Title 15.2 to fund post-employment benefits other than pensions.

2017, cc. 792, 819.

The Treasurer, shall act in accordance with established written procedures and internal controls. As such, the authority for investing is vested with the Treasurer, who, in turn, may designate a Deputy Treasurer to make authorized transfers for investments, accept bids and renew Certificates of Deposit as required. No person may engage in an investment transaction except as provided under the terms of this policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. INTERNAL CONTROLS

The Treasurer shall be responsible for establishing and maintaining an internal control structure. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, and imprudent actions by employees and officers of the City of Bristol, Virginia.

The internal control structure shall be designed to provide reasonable assurance that these objectives are met.

The Chief Financial Officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures.

The internal controls are as follows:

1. The City Treasurer requires dual control for all wire transfers. For investing of funds from the City's operating fund, the Treasurer or Deputy Treasurer shall initiate a wire transfer to an approved financial institution or investment pool. Supporting documentation for approval of the wire transfer will be emailed to the Chief Financial Officer and the CFO's designee who will complete the wire transfer authorization.
2. Written confirmation of investment transactions/wire transfers will be emailed by the Chief Financial Officer or the CFO's designee to the Treasurer and Deputy Treasurer.
3. Withdrawals from investments will also require dual control. As cash flow requires, the Chief Financial Officer or the CFO's designee, will email the Treasurer and Deputy

Treasurer to initiate the wire transfer from the investment fund into the City's operating fund. All incoming wire transfers from financial institutions, depositories and investment pools shall be emailed to the Treasurer, Deputy Treasurer, Chief Financial Officer and the CFO's designee.

VI. AUTHORIZED DEPOSITORIES AND INVESTMENTS

1. Depositories

Funds are deposited in such separate accounts as may be provided for by council, in such banks as may be designated for that purpose by the council. Banks must be "qualified public depositories" as defined by the Security for Public Deposits Act (§ 2.1-359 et set).

The Virginia Security for Public Deposits Act places certain guidelines upon deposits as follows:

The amount of such deposits shall be secured by eligible collateral equal to 50% of the deposits held by banks and 100% of deposits held by savings and loan associations. Eligible collateral consists of securities authorized as legal investments for other public funds of the Commonwealth and securities acceptable under U.S. Treasury Department regulations. The collateral shall be deposited with the State Treasurer or with the approval of the Treasury Board, collateral may be deposited with the Federal Reserve Bank of Richmond, The Federal Home Loan Bank, or other national or state chartered bank.

2. Certificate of Deposits

All Certificate of Deposits shall be held in the name of the City and will be free and clear of any lien. The Treasurer or Deputy Treasurer shall be bonded in such a fashion as to protect the City from losses from malfeasance and misfeasance. Funds may be invested with any public or private investment pool. All Certificates of Deposit shall be collateralized as required by The Virginia Security for Public Deposits Act.

The maturity of certificates of deposits in banks and savings and loan associations shall not exceed one year.

3. Local Government Investment Pools (LGIP)

The investment is administered by The Virginia Department of the Treasury. This program is for public entities of the Commonwealth of Virginia. This program offers two professionally managed investment portfolios that comply with the Investment of Public Funds Act. Both investment portfolios offer public finance officials the benefits of large scale institutional investment management provided by the Investment Division of the State Treasurer's Office.

4. Virginia Investment Pool (VIP)

The Virginia Municipal League (VML) and the Virginia Association of Counties (VaCo) has established this investment to be managed through VML/VaCo Finance. This program offers two professionally managed investment portfolios that comply with the Investment of Public Funds Act. Both investment portfolios offer public finance officials the benefits of large scale institutional investment management provided by the BLX Group, a wholly-owned subsidiary of Orrick, Herrington and Sutcliffe, LLP (a national recognized bond counsel firm).

5. Virginia State Non-Arbitrage Program (SNAP)

The Virginia Department of the Treasury has selected PFM Asset Management LLC, as the Program Investment Manager for the State Non-Arbitrage Program. Proceeds from City bonds may be held and invested by SNAP. The SNAP portfolio balance is based on

the City's bond issuance levels.

VII. AUTHORIZED INVESTMENTS

Authorized investments for public funds are set forth in the investment of Public Funds Act of the Code of Virginia Sections 2.2-4500-4501, et seq. the following investments will be permitted by this policy:

Consistent with Code of Virginia, the following investments will be permitted for Investment Pooled Funds:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value;
- Canadian government obligations (payable in base currency);
- Certificates of deposit and other evidences of deposit at financial institutions,
- Bankers' acceptances;
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;
- Corporate Bonds;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation;

VIII. REPORTING

The Treasurer shall report to the Council on a monthly basis. The report shall consist of a summary of cash in banks, a list of Certificates of Deposit and the balance and a summary of the transactions executed during the month for the investment portfolio. The report will also be provided to the City Manager and Chief Financial Officer.

Mr. Hubbard stated the investment policy is perfect for the bond payments and the City's savings account that needs to be created.

Several comments were made about how the City should invest excess cash.

Mr. Fleenor asked if liquid asset allocations are available.

City Manager, Mr. Randall Eads, commented there is a liquidity pool that is available for the City.

Mr. Fleenor, cautioned Council and the City Staff to be careful regarding how much cash we lock up without affecting the City's cash flow.

Mayor Mumpower stated that both City Treasurer and Chief Financial Officer will provide dual control for incoming and outgoing City funds.

Quarterly Financial Report

City Manager, Mr. Randall Eads, gave the quarterly financial report:

General Fund:

Revenues: \$38,184,519.96
Expenditures: \$35,841,061.45
Balance: \$2,343,458.51

Solid Waste Disposal Fund

Revenue: \$4,883,847.88
Expenditures: \$4,739,103.32

Balance: \$145,744.56

Capital Projects Fund
Revenues: \$5,704,919.50
Expenditures: \$3,142,841.40
Balance: \$2,562,078.10

Revenue Report:

General Property Taxes - 63.67%
Other Local Taxes - 77.01%
Permits & Privilege Fees - 49.01%
Fines & Forfeitures – 46.36%
Revenue From Money/Property - 68.50%
Charges For Services - 59.79%
Miscellaneous Revenue - 46.74%
Recovered Costs - 87.09%
State Revenue - 77.2%
Federal Revenue – 70.47%
Other Financing Sources – 102.01%

Expenditure Update:

Overtime
Police Department – 91.95%, offset by vacancy savings
Fire Department – Over by 22%, -15,750, offset by vacancy savings
Inmate Housing and Medical-Supplemental Appropriation of \$140,000 from PSC Taxes and Bank Stock. With expenditure savings within the department, anticipate they will be within department budget at 06/30.
Clear Creek – Revenues \$425,056, Expenditures \$460,470, Deficit of \$35,414

Tax Anticipation Note:

Currently have not had to use
Cash Balance 3/31/2018 \$9,954,450
3/31/2017 cash balance \$5.9 Million
3/31/2016 cash balance \$2.3 million
16-17 \$1.7 million fall only
15-16 \$2.4 million
14-15 \$6.7 million
13-14 \$7.6 million

8.1 Consider Appropriating \$506,694 to the FY18 Budget per the Items Listed Below:

Community Development

Appropriate Passenger Rail Expansion Grant funds
Expenditure 4-001-081025-5703 Passenger Rail Expansion \$5,210
Revenue 3-001-024010-0048 Tobacco Commission Grant \$3,386
Revenue 3-001-033020-0030 Passenger Rail Expansion \$1,824

Fire Department

Appropriate the Virginia Department of Emergency Management Grant funds:
Expenditure 4-001-32030-5869 SHSP FY2017 Fire Dept Hazmat \$52,721
Revenue 3-001-33020-0034 SHSP FY2017-Hazmat \$52,721

Appropriate the Virginia Fire Service Grant funds:

Expenditure 4-001-32030-5874 VA Fire Program Live Fire Struc \$26,790
Revenue 3-001-24020-0110 VA Fire Program Live Fire Struc \$26,790

Public Works

Appropriate funds received from Street Maintenance
Expenditure 4-001-041020-3310 Maintenance of Building and Prop \$400,106
Revenue 3-001-024010-0006 Street and Highway Maintenance \$400,106

Sheriff’s Department

Appropriate refund to Professional Services-Inmate Medical:
Expenditure 4-001-033010-3143
Professional Services-Inmate Med \$12,282

Revenue 3-001-019010-0021
Recovered Costs; Sheriff's Office \$12,282

Solid Waste

Appropriate insurance reimbursement to Maintenance-Machinery & Equipment:
Expenditure 4-004-012010-3320 Maintenance-Machinery & Equip \$6,489
Revenue 3-004-010000-0003 Miscellaneous \$6,489

Transit

Appropriate insurance reimbursement to Maintenance-Machinery & Equipment:
Expenditure 4-001-091010-3320 Maintenance-Machinery & Equip \$3,096
Revenue 3-001-018020-0003 Insurance Adj & Recovery \$3,096

- 8.2 Consider Purchase Requisitions – Total Amount: \$69,249.90
 - Inmate Housing March 2018 - \$66,678.00
 - Medical Expenses - \$2,331.90
- 8.3 Consider Purchase Requisitions – Total Amount: \$25,376.85
Anthem Blue Cross/Blue Shield
 - January Coverage - \$3,853.36
 - February Coverage - \$21,523.49
- 8.4 Consider Purchase Requisitions – Total Amount: \$17,015.00
Fire Department
 - Used Ambulance - \$16,995.00
 - Temporary Tag - \$ 20.00
- 8.5 Consideration of Street Closures for the 2018 Full Moon Jam Concert Series
- 8.6 Consideration of Street Closures for the 2018 Bristol Pirates Dog Days of Summer 1 Mile Run/Walk
- 8.7 Consideration of a Street Closure for the 2018 July 4 Parade

Council Member, Mr. Fleenor, made a motion to approve the consent agenda as presented. Motion was seconded by Mr. Hartley and carried by the following votes:

AYES: Fleenor, Hartley, Hubbard, Wingard and Mumpower

C. Matters to be presented by Members of the Public – Non-Agenda Items

Michael Pollard commented on the investment policy and overtime for events.

D. Adjournment.

There being no further business, the meeting was adjourned.

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City Clerk

Mayor