



City Council  
Kevin Mumpower, Mayor  
Kevin Wingard, Vice Mayor  
Anthony Farnum, Council Member  
Bill Hartley, Council Member  
Neal Osborne, Council Member



BRISTOL, VIRGINIA CITY COUNCIL  
300 Lee Street, Bristol, Virginia 24201  
January 22, 2019

**6:00pm**

Call to Order  
Moment of Silence  
Pledge of Allegiance

- A. Mayor's Minute and Council Comments
- B. City Manager's Comments
- C. Matters to be Presented by Members of the Public- Non-Agenda Items.

**REGULAR AGENDA**

1. Consider Second Reading and Adoption of an Ordinance to Amend the City Code (74-7) and the City Subdivision Ordinance (50-356 and 30-357), by caption only.
  - a. Staff Report
  - b. Public Comments
  - c. Council Motion and Second for Second Reading of Ordinance (by caption only)
  - d. Council Discussion
  - e. Roll Call
  - f. Reading of Ordinance (by caption only)
  - g. Council Motion and Second for Adoption of Ordinance
  - h. Roll Call
2. Consider Second Reading and Adoption of an Ordinance to Amend the Enterprise Zone (Chapter 50, Section 133 and zoning map), by caption only.
  - a. Staff Report
  - b. Public Comments
  - c. Council Motion and Second for Second Reading of Ordinance (by caption only)
  - d. Council Discussion
  - e. Roll Call
  - f. Reading of Ordinance (by caption only)
  - g. Council Motion and Second for Adoption of Ordinance

- h. Roll Call
3. Consider Approval of Resolution of Support for VDOT Urban Additions.
    - a. Staff Report
    - b. Public Comments
    - c. Reading of Resolution
    - d. Council Motion and Second
    - e. Council Discussion
    - f. Roll Call
  4. Consider Approval of Resolution of Support for Fire Department Equipment.
    - a. Staff Report
    - b. Public Comments
    - c. Reading of Resolution
    - d. Council Motion and Second
    - e. Council Discussion
    - f. Roll Call
  5. Consider Approval of Resolution Establishing Citizen Budget Advisory Committee and a Solid Waste Disposal Fund Advisory Committee.
    - a. Staff Report
    - b. Public Comments
    - c. Reading of Resolution
    - d. Council Motion and Second
    - e. Council Discussion
    - f. Roll Call
  6. Consider Approval of Lee Highway Right of Way and Limited Access Line relocations.
    - a. Staff Report
    - b. Public Comments
    - c. Council Motion and Second
    - d. Council Discussion
    - e. Roll Call
  7. Consider Approval of Financial Policies.
    - a. Staff Report
    - b. Public Comments
    - c. Council Motion and Second
    - d. Council Discussion
    - e. Roll Call
  8. Presentation on Capital Improvement Program.
  9. Discussion on FY20 Budget Calendar.

10. Consider closed session pursuant to §2.2-3711.A6, Code of Virginia, 1950, as amended. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected (proprietary).

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

10.1 Certify Closed Session.

- a. Roll Call

CONSENT AGENDA

11.1 Consider Approval of Minutes.

December 11, 2018

December 20, 2018

January 8, 2019

11.2 Consider a supplemental appropriation of \$310,970 to the FY19 Budget per the Items Listed Below.

Police Department

Appropriate funds received as a donation to Other Equipment.

Expenditure	4-001-31010-8101	Other Equipment	\$10,000
Revenue	3-001-18040-0001	Donations & Gifts – Police Dept.	\$10,000

Fire Department

Appropriate funds received as a donation to Operating Supplies & Materials.

Expenditure	4-001-32010-6014	Operating Supplies & Materials	\$5,000
Revenue	3-001-18040-0002	Donations & Gifts – Fire Dept.	\$5,000

Appropriate additional SHSP HazMat grant funds awarded for fiscal year 2019.

Expenditure	4-001-32030-5870	SHSP FY18 HazMat	\$52,000
Revenue	3-001-33020-0044	SHSP FY18 HazMat	\$52,000

Appropriate additional SHSP Tech Rescue grant funds awarded for fiscal year 2019.

Expenditure	4-001-32030-5871	SHSP FY18 Special Ops Tech Res	\$35,000
Expenditure	4-001-32030-1242	SHSP FY18 Salaries & Wages	\$15,000
Revenue	3-001-33020-0045	SHSP FY18 Tech Rescue	\$50,000

City Treasurer

Appropriate a refund of taxes paid to the appropriate expenditure account. This refund

was the result of a legal proceeding and is needed to comply with the final court order. These funds were received in a prior fiscal year.

Expenditure	4-001-12070-6095	Refunds	\$171,932
Revenue	3-001-10110-0001	Beginning Fund Balance	\$171,932

Parks & Recreation – Programming  
Appropriate donations received for youth basketball.

Expenditure	4-001-71030-6014	Operating Supplies & Materials	\$977
Expenditure	4-001-71030-6014	Operating Supplies & Materials	\$925
Revenue	3-001-18020-0001	Donations and Gifts	\$1,902

Economic Development  
Appropriate state funding to pay for an Economic Forecast.

Expenditure	4-001-81190-3140	Professional Services	\$20,136
Revenue	3-001-24010-0051	State Reimbursement	\$20,136

11.3 Consider purchase requisitions totaling \$56,182.00 per the items below:

Sheriff's Department; Inmate Housing November 2018	\$29,557.00
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Chamber of Commerce/Keep Bristol Beautiful; Quarterly Payments	\$26,625.00
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D. Adjournment

**BRISTOL, VIRGINIA CITY COUNCIL**  
**AGENDA ITEM SUMMARY**  
**Item 1**

Meeting Date: Tuesday, January 22, 2019  
Bulk Item: Yes  No

Department: GIS/Planning  
Staff Contact: Kelly Miller/Sally Morgan

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**AGENDA ITEM WORDING:**

Consideration of Second Reading of Ordinance Amending Code Standards for Street Names and Addressing – Specifically Chapter 50, Article III, Sections 356 and 357 and Chapter 74, Article, Section 7

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**ITEM BACKGROUND:**

The City needs to make changes to existing city code language in order to make addresses compliant with the upcoming implementation of Next Generation 911 (NG-911) and enact standards and procedures for addressing. In addition, the city needs to designate the GIS (Geographic Information Systems) Division as the responsible department or division for address assignment and standards compliance. That division of the city will be responsible for evaluating each existing and all future address points in the City to insure compliance with the National Emergency Numbering Association (NENA) and Virginia state addressing standards.

The code amendment process requires a public hearing which has been advertised twice for two consecutive weeks on Monday, December 24, 2018 and Monday, December 31, 2018 editions of the Bristol Herald Courier (Legal Section). Because part of the proposed code changes involves two sections of the Subdivision code for new street names, the Planning Commission hold a public hearing (can be jointly with Council) and make a recommendation to Council.

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**PREVIOUS RELEVANT ACTION:**

- July 16, 2018 – Presentation to Planning Commission by GIS Coordinator about proposed changes. Planning Commission forwarded changes to Council for joint public hearing.
- September 11, 2018 – Presentation to City Council by GIS Coordinator about street addressing
- January 8, 2019 – Joint Public Hearing with Planning Commission, Planning Commission recommendation to adopt ordinance, and first reading of ordinance by City Council

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**Staff Recommendation:**

Staff recommends that the City Council approve the second reading of the ordinance.

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Ordinance # \_\_\_\_\_  
First Reading Date: \_\_\_\_\_  
Second Reading Date: \_\_\_\_\_  
Enacted: \_\_\_\_\_  
Effective: \_\_\_\_\_



CITY OF BRISTOL, VIRGINIA  
CITY COUNCIL



**ORDINANCE #**

TITLE: AMENDING BRISTOL VIRGINIA CODE STANDARDS FOR STREET NAMES AND ADDRESSING; AN ORDINANCE AMENDING CHAPTER 50, ARTICLE III (SUBDIVISIONS), SECTIONS 356 AND 357 AND CHAPTER 74, ARTICLE I (IN GENERAL), SECTION 7.

**SECTION 1.** The City Council finds that:

**WHEREAS**, the City needs to make all street addresses in the city compliant with the upcoming implementation of Next Generation 911 (NG-911) and enact standards and procedures for addressing, and

**WHEREAS**, the City needs to designate the GIS (Geographic Information Systems) Division as the responsible department or division for address assignment and standards compliance, and

**WHEREAS**, city code language pertaining to street names and addressing found in both Chapter 74 and Chapter 50 needs to be revised to reflect the new standards and process; and

**WHEREAS**, a public hearing on January 8, 2019 was held for the proposed changes to Section 74 and a joint public hearing with the Planning Commission was held also on January 8, 2019 on the proposed changes to Chapter 50; and

**WHEREAS**, a first reading of the ordinance was held on January 8, 2019 at a regularly scheduled council meeting and a second reading of the proposed ordinance amending the code was held on January 22, 2019 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:

- 1 REPEAL EXISTING SECTIONS 50-356 AND 50-357 AND RE-ENACT AS
- 2 FOLLOWS:

3  
4 **CHAPTER 50, ARTICLE III SUBDIVISIONS**

5 **Sec. 50-356. – Streets**

6 (m) *Street Names.* Street names shall be approved and address numbers assigned by the  
7 Geographic Information Systems (GIS) Division. Street names shall be in compliance  
8 with Sec. 74-7. Street name signs will be installed at all intersections at locations in  
9 accordance with the recommendations of the city engineer or his or her designee.

10 **Sec. 50-357. – Blocks**

11  
12 Blocks shall not be more than 1,000 feet in length, except as the planning commission  
13 considers necessary to secure efficient use of land.

14  
15 REPEAL EXISTING SECTION 74-7 AND RE-ENACT AS FOLLOWS:

16  
17 **CHAPTER 74, ARTICLE I IN GENERAL**

18  
19 **Sec. 74-7. - Street names and address numbers.**

20 (a) *Purpose.* The purpose of this section is to standardize street names and addressing  
21 for the Public Safety Answering Point (PSAP) in order to direct and assist emergency  
22 service response in a timely manner to a specific location and further to assist the  
23 general public in locating such designated addresses more conveniently.

24 (b) *Required.* All residences, business establishments, and other buildings, whether  
25 occupied or not, within the city shall be identified and designated by names and  
26 numbers assigned according to the provisions of this section.

27 (c) *Street Naming Standards.*

- 28 1. Road names shall not duplicate an existing Bristol, Virginia road name.  
29 2. Sound-alike names, including similar sounding names, shall not be permitted,  
30 at the discretion of the Geographic Information Systems (GIS) Division.  
31 3. The root of the road name cannot exceed more than 16 characters, including  
32 spaces.  
33 4. Standard directionals (N, S, E, W, etc.) or suffixes (Street, Lane, Avenue, etc.)  
34 shall not be permitted as part of the root road name.  
35 5. A road name cannot begin with the same word or phrase that three or more  
36 other road names also begin with.  
37 6. If a new road continues across an intersection from an existing road, it will use  
38 the same name. If the new road is offset more than 60 feet from the existing road,  
39 then it will need a new/different road name.  
40 7. Road names should not be named for individuals or businesses, except where it  
41 can be demonstrated that a particular name carries significant and appropriate  
42 historical context.

43 (d) *Addressing / Numbering Standards.*

- 44 1. Addresses shall be assigned with even numbers appearing on the right side of  
45 the road and odd numbers appearing on the left side of the road, as the  
46 numbers increase. Generally, numbers shall increase from South to North and  
47 East to West.
- 48 2. The number assigned to each structure shall be designated by the location of  
49 the front door to the street it faces at the onset of a building permit. If the  
50 front door address creates a life safety issue due to accessibility, the drive  
51 entrance address shall be used.
- 52 3. Every structure with more than one principal use or occupancy shall have a  
53 separate number for each use or occupancy, i.e. duplexes will have two  
54 separate numbers; apartments will have one street address with an apartment  
55 number, such as 235 Main St, Apt 2. Suite numbering may be used in multi-  
56 tenant buildings with numbers increasing with the road centerline range.  
57 Multi-story building suites shall use 100 numbering for the first floor, 200 for  
58 the second, and so on.
- 59 4. Vacant lots shall not be addressed. If a vacant lot requires reference, it shall  
60 be referred to by the Parcel ID Number assigned by the Commissioner of  
61 Revenue.
- 62 5. Block ranges shall change at intersections or identifiable termini points.  
63 Blocks shall not skip or omit a sequential range. (e.g. 100, 200, 700)
- 64 6. Buildings shall have approved address numbers, building numbers or  
65 approved building identification placed in a position that is plainly legible  
66 and visible from the street or road fronting the property. These numbers shall  
67 contrast with their background. Address numbers shall be Arabic numbers or  
68 alphabetical letters. Numbers shall be a minimum of 4 inches (102 mm) high  
69 with a minimum stroke width of ½ inch (12.7 mm). Where access is by  
70 means of a private road and the building address cannot be viewed from the  
71 public way, a monument, pole or other sign or means shall be used to identify  
72 the structure.
- 73 (e) **Assignment, reassignment.** The GIS Division shall have the authority and  
74 responsibility to approve street names and assign and/or reassign the address numbers  
75 required by this section to the extent practicable as will promote compliance with state  
76 and federal standards. All addressing shall be done according the National Emergency  
77 Number Association (NENA) and Virginia’s adopted addressing standards.
- 78 (f) **Maintenance, display for buildings generally; lack of assignment.** It shall  
79 be the responsibility of every owner or occupant of each residence, business  
80 establishment or other building to ensure that a street address number has been  
81 assigned and if so to display and maintain such address in plain and legible numbers  
82 affixed in a conspicuous location which shall be clearly observable from the street  
83 upon which such residence, business establishment or other building fronts; provided

84 that no such number shall be placed on any curbing, sidewalk, utility pole or other  
85 publicly owned property. If no such address number has been assigned, then it shall  
86 be the responsibility of the owner or occupant thereof to notify the GIS Division for  
87 proper assignment.  
88 (g) **Violation.** It shall be unlawful for any person to use any address number other  
89 than those assigned by the GIS Division. Violations may be subject to fines up to \$200  
90 per day until corrected.  
91 (Code 1966, § 23-8.1)

**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 any 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.

**PASSED AND ADOPTED** by the City Council of the City of Bristol, Virginia, at a regularly scheduled meeting of said Council held on the 22<sup>nd</sup> day of January, 2019.

Mayor Kevin Mumpower \_\_\_\_\_  
Vice Mayor Kevin Wingard \_\_\_\_\_  
Council Member Bill Hartley \_\_\_\_\_  
Council Member Neal Osborne \_\_\_\_\_  
Council Member Anthony Farnum \_\_\_\_\_

(SEAL)  
Attest: Nicole Storm  
CLERK OF THE CITY OF  
BRISTOL, VIRGINIA

CITY COUNCIL

By \_\_\_\_\_  
Clerk

By \_\_\_\_\_  
Mayor

**BRISTOL, VIRGINIA CITY COUNCIL**  
**AGENDA ITEM SUMMARY**  
**Item 2**

Meeting Date: Tuesday, January 22, 2019

Department: Community Development

Bulk Item: Yes  No

Staff Contact: Ellen Tolton/Sally Morgan

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**AGENDA ITEM WORDING:**

Consideration of Second Reading of Proposed Code Amendments – Enterprise Zone (Chapter 50, Section 133 and zoning map)

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**ITEM BACKGROUND:**

The City’s Enterprise Zone (EZ) was established in 2014 to provide incentives for businesses to locate or expand, stimulating economic development within the designated areas. The program offers state level incentives along with local incentives crafted by municipalities to target local economic development needs. Any changes in the local incentives or the boundaries of the EZ require an amendment application to the VA Department of Housing and Community Development (DHCD).

City Council signed a resolution on November 27, 2018 approving an Enterprise Zone amendment application to DHCD to make two revisions on the EZ incentives and to make some adjustments on the EZ boundary map. The two text amendments are to increase the maximum amount for a façade improvement grant from \$2,500 to \$8,000; and to place a dollar amount limit of \$15,000 for the local job training incentive. (Both of these incentives are funded through Community Development Block Grant program subject to available funds). A third proposed change will amend the EZ boundaries in order to include additional industrial area in the Old Airport Rd/Beacon Road area, and delete other properties on Bonham Road in order to keep within the required 640 acre limit.

DHCD has approved the amendment application, so staff is now requesting that these changes be made in both City Code and the zoning map of the City. Because the EZ is an overlay zone in the zoning ordinance, this action requires that the Planning Commission convene a public hearing and make a recommendation to the City Council.

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**PREVIOUS RELEVANT ACTION:**

June 2014 – City Council approved a resolution to submit an application to DHCD for the establishment of an Enterprise Zone in the City of Bristol.

November 2015 - City Council approved a resolution to amend the City’s Enterprise Zone.

November 27, 2018 – City Council approved resolution to amend the EZ incentives and the map.

November 30, 2018 - DHCD approved the amendment application.

January 8, 2019 – Joint Public Hearing with Planning Commission; Planning Commission recommended approval of the amendments; City Council approved first reading of ordinance

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**Staff Recommendation:** City staff recommends that the Council approve the second reading of the ordinance amending both Code Section 50-133 and the city zoning map.

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**DOCUMENTATION:** Included  Not Required

Ordinance # \_\_\_\_\_  
First Reading Date: \_\_\_\_\_  
Second Reading Date: \_\_\_\_\_  
Enacted: \_\_\_\_\_  
Effective: \_\_\_\_\_



CITY OF BRISTOL, VIRGINIA  
CITY COUNCIL



**ORDINANCE #**

TITLE: AMENDING BRISTOL VIRGINIA CODE FOR ENTERPRISE ZONE; AN ORDINANCE AMENDING CHAPTER 50, ARTICLE II (ZONING), SECTION 133 AND THE BRISTOL VIRGINIA ZONING MAP.

**SECTION 1.** The City Council finds that:

**WHEREAS**, the City Council approved an application at its regular meeting on November 27, 2018 to amend the city's Enterprise Zone (EZ), including two incentive changes and certain map amendments to change the EZ boundary, and

**WHEREAS**, the Virginia Department of Housing and Community Development approved the amendment application on November 30, 2018, and

**WHEREAS**, city code language pertaining to EZ incentives and the city zoning map needs to be revised to reflect the approved amendment; and

**WHEREAS**, a joint public hearing with the Planning Commission was held on January 8, 2019 on the proposed changes to Chapter 50 and the proposed map amendment; and

**WHEREAS**, Section 50-44 of the City Code and Section 15.2-2284 Code of Virginia allows the City Council to consider adopting an ordinance to enact map changes with reasonable consideration given to the existing use and character of property, the comprehensive plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes..."

**WHEREAS**, the proposed map amendment affects the boundary of the EZ overlay district and does not change the underlying land use zoning category; and

**WHEREAS**, the map amendment is consistent with the 2017 City Comprehensive Plan objectives of supporting industry expansion and improving business climate (Commercial and Employment Areas Framework Plan, Objectives #6 and 7, Page 53); and

WHEREAS, a first reading of the ordinance was held on January 8, 2019 at a regularly scheduled council meeting and a second reading of the proposed ordinance amending the code was held on January 22, 2019 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:

**AMEND THE CITY ZONING MAP TO CHANGE THE BOUNDARY OF THE EZ OVERLAY DISTRICT AS SHOWN IN EXHIBIT A AND B ATTACHED.**

**AMEND CITY CODE SECTION 50-133 AS FOLLOWS:**

**CHAPTER 50, ARTICLE II ZONING**

**Sec. 50-133.** – Enterprise Zone overlay district (EZ)

**50-133.1** *Reserved.*

**50-133.2** *Purpose.*

The purpose of the enterprise zone is to stimulate business and industrial growth by means of real property investment grants, job creation grants, and local incentives as set forth herein.

**50-133.3** *Overlay District Boundaries.*

The enterprise zone overlay district boundaries shall be as depicted on the official Bristol, Virginia Enterprise Zone Overlay District Map, which is on file at the City of Bristol Community Development **and Planning** Department. These specific areas were established as enterprise zones on January 1, 2015 by the governor of the Commonwealth of Virginia for a period of ten years in accordance with the Virginia Enterprise Zone Act. Expansion or reduction of the area included with the overlay district may be approved by City Council as an amendment to the official Bristol, Virginia Enterprise Zone Overlay District Map. Petition for expansion shall be submitted to the department of community development for evaluation. Any petition for expansion or alteration shall not become effective until such time as it has been approved by both the city council and the Commonwealth of Virginia.

**50-133.4** *Definitions.*

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Words and terms not herein defined shall have the meaning customarily assigned to them. Words used in the present tense include the future tense; the singular includes the plural, and the plural the singular; the word "shall" is mandatory; the word "may" is permissive.

*Base assessed value of real property:* means the assessed value of any structure, improved as defined by this section, prior to commencement of rehabilitation, as

34 determined by the city commissioner of revenue at the time of the application for a real  
35 estate exemption for rehabilitation property.

36 *Business firm:* Any business entity authorized to do business in the Commonwealth  
37 of Virginia, including those entities subject to the state income tax on net corporate rate  
38 income (Code of Virginia § 58.1-400 et seq.), or a public service company subject to a  
39 franchise or license tax on gross receipts; or a bank, mutual savings bank or savings and  
40 loan association; or a partnership or sole proprietorship. A business firm includes  
41 partnerships and small business corporations electing to be taxed under subchapter S of  
42 the Federal Internal Revenue Code, and which are not subject to state income taxes as  
43 partnerships or corporations, and includes limited liability companies, the taxable income  
44 of which is passed through to and taxed on individual partners and shareholders.  
45 However, a business firm does not include organizations which are exempt from state  
46 income tax on all income except unrelated business taxable income as defined in the  
47 Federal Internal Revenue Code, 26 U.S.C. § 512, nor does it include homeowners'  
48 associations as defined in the Federal Internal Revenue Code, 26 U.S.C. § 528.

49 *City:* The City of Bristol, Virginia.

50 *Eligible structure:* means any structure which qualifies pursuant to requirements of  
51 this article for the rehabilitated real estate tax exemption.

52 *Enterprise zone:* The Bristol Enterprise Zone, an area declared or to be applied for  
53 declaration by the governor of the Commonwealth of Virginia to be eligible for the  
54 benefits accruing under the Virginia Enterprise Zone Act, Virginia Code, § 59.1-539 et  
55 seq.

56 *Equivalent employment or job or FTE:* Forty hours per week of an hourly week (or  
57 the salaried equivalent). A single equivalent job may be represented by one employed  
58 individual, or by multiple employed individuals whose aggregate hours of employment (or  
59 salaried equivalent) equal 40 hours per week.

60 *Existing business:* Any business firm operating or located within the Enterprise Zone  
61 on January 1, 2015, or within the City of Bristol prior to its designation as an enterprise  
62 zone. A business which retains the same ownership and which was operating or located  
63 within the enterprise zone on January 1, 2015, or within the City of Bristol prior to  
64 location within the enterprise zone shall not be defined as a new business, even if the  
65 name or entity (corporate or otherwise) has changed.

66 *New business:* A business operating within the enterprise zone after January 1, 2015,  
67 having had no prior business location within the City of Bristol, Virginia.

68 *Owner:* means the person or entity in whose name the structure is titled, or a lessee  
69 who is legally obligated to pay real estate taxes assessed against the structure.

70 *Rehabilitate and rehabilitation:* mean to restore, renovate, or update construction of  
71 or the restoration, renovation, or rehabilitation of eligible structures. Other site  
72 improvements, fees, or non-construction costs will not be considered. The demolition or  
73 razing of a building and construction of a replacement structure may be included, unless it  
74 is located in a designated historic district, is a registered Virginia landmark, or is  
75 determined by the department of historic resources to contribute to the significance of a

76 registered historic landmark. This definition does not include construction of an addition  
77 to a building so as to increase the total square footage of the building.

78 *Rehabilitated real estate tax exemption:* **means a five-year 100% exemption**  
79 **followed by** a five-year decreasing exemption from payment of a portion of the real  
80 estate taxes, based on rehabilitation value and the schedule of decreasing percentages of  
81 rehabilitated value to be allowed as a partial tax exemption for an eligible structure, as set  
82 forth in this section.

83 *Rehabilitation value:* means an amount as determined by the commissioner of  
84 revenue equal to the difference in the assessed value of the structure immediately before  
85 rehabilitation and the assessed value of the structure immediately after rehabilitation. This  
86 amount, on a fixed basis, shall constitute the value to be used for calculation of the  
87 rehabilitated real estate tax exemption, and that calculation shall not include any  
88 subsequent assessment or reassessment.

89 **50-133.5 Permitted uses.**

90 a) The permitted uses within the enterprise zone overlay district shall be governed by the  
91 underlying zoning district.

92 **50-133.6 Qualification for local incentives.**

93 The city council shall administer local incentives pursuant to § 59.1-538 of the Code  
94 of Virginia (Enterprise Zone Grant Act 2005 and subsequent amendments) and § 59.1-  
95 543. These incentives may be amended or re-codified from time to time and may include  
96 the following benefits for commercial or industrial properties or businesses:

97 a. *Façade improvement grant.* This incentive will provide grants to cover 50 percent  
98 of the cost of making improvements to building facades, not to exceed  
99 ~~\$2,500.00~~ **8,000.00** for any one grant. The work to be paid for can include painting,  
100 cleaning, repairing windows and doors, awnings, and signs. It can also include  
101 landscaping and beautification improvements. The priority for this incentive is on  
102 downtown business establishments to improve storefronts and building  
103 appearances, however other businesses in the EZ are eligible. It is a reimbursable  
104 grant based on documentation of actual expenditures. The following requirements  
105 shall be satisfied prior to qualification for a façade improvement grant:

- 106
- 107 1. Location in the enterprise zone overlay district;
  - 108 2. Provision and documentation of a 1:1 match for awarded grant funds;
  - 109 3. Payment of all taxes and fees due to the city in a timely manner during the  
110 grant period; and
  - 111 4. Satisfactory completion of the application process.
- 112

113 b. *Location assistance to business owners:* The purpose of this incentive is to  
114 encourage new businesses to locate downtown. Businesses that create and maintain  
115 at least four FTE positions as well as stay within their location for at least two years  
116 are eligible to apply at signing of lease or purchase agreement. The total award of  
117 location assistance is not to exceed \$500.00 monthly for six months. This grant will  
118 be in the form of a forgivable loan with 50 percent to be forgiven at the end of year  
119 one and 100 percent to be forgiven at the end of year two. Existing businesses are  
120 eligible upon expansion if the expansion includes creation of at least four FTE

121 positions and maintenance of those positions for at least two years. The following  
122 requirements shall be satisfied prior to qualification for a location assistance grant:  
123

124 Location in enterprise zone overlay district and main street district;

- 125 1. The creation of at least four new full-time positions or full-time equivalent
- 126 positions, to be maintained for at least two years;
- 127 2. Payment of all taxes and fees due to the city in a timely manner during the
- 128 grant period;
- 129 3. Entrance into a grant performance agreement with the City of Bristol Industrial
- 130 Development Authority, acting on behalf of the City of Bristol; and
- 131 4. Satisfactory completion of the application process.
- 132

133 *c. Job training grant.* This incentive will provide a grant to eligible businesses that are  
134 creating or retaining jobs to offset job training costs. The grant will be provided on a  
135 reimbursement basis after the business has documented the type of training and cost.  
136 The total job training grant award will be capped at 50 percent of the cost not to exceed  
137 \$500.00 per employee. **Funding available for this incentive will be subject to 1)**  
138 **availability of CDBG funding for this incentive and 2) a limitation of \$15,000 per**  
139 **eligible business per fiscal year.** The grant can be used for pre-employment or new  
140 employee training for jobs that are available to low and moderate income persons or  
141 training to upgrade the skills of existing workers. This grant can supplement other job  
142 training funds including but not limited to the Virginia Jobs Investment Program. The  
143 following requirements shall be satisfied prior to qualification for a job training grant:

- 144 1. Location in enterprise zone overlay district;
- 145 2. Provision and documentation of a 1:1 match for awarded grant funds;
- 146 3. Workers trained must be documented low or moderate income and must have
- 147 been in the position and on the payroll for at least 90 days;
- 148 4. Payment of all taxes and fees due to the city in a timely manner during the
- 149 grant period; and
- 150 5. Satisfactory completion of the application process.
- 151

152 *d. Rehabilitated real estate tax exemption.* There is hereby granted, as provided in this  
153 section, an exemption from city taxation of real estate located within the enterprise zone  
154 overlay district which has been substantially rehabilitated for commercial or industrial use,  
155 as allowed by Code of Virginia § 58.1-3221, as amended. For the purposes of this section,  
156 any real estate shall be deemed to have been substantially rehabilitated when a structure,  
157 which is no less than 15 years of age, has been so improved as to increase the assessed  
158 value of the structure by no less than 50 percent and by an amount of at least \$50,000.00.

159 1. Amount; duration. The exemption provided in subsection d) of this section shall  
160 not exceed an amount equal to the increase in assessed value resulting from the  
161 rehabilitation of the commercial or industrial structure as determined by the  
162 commissioner of the revenue. The exemption as set out below shall commence on  
163 January 1 of the year following completion of the rehabilitation or replacement and  
164 shall run with the real estate as set out. The exemption shall be computed in  
165 accordance with the following schedule:

- 166 (i) During the first year through the fifth year the exemption allowed shall
- 167 be 100 percent of the increase in assessed value resulting from the
- 168 rehabilitation of the commercial or industrial structure.

169 (ii) In the sixth year the exemption allowed shall be 80 percent of the  
170 increase in assessed value resulting from the rehabilitation of the  
171 commercial or industrial structure.  
172 (iii) In the seventh year the exemption allowed shall be 60 percent of the  
173 increase in assessed value resulting from the rehabilitation of the  
174 commercial or industrial structure  
175 (iv) In the eighth year the exemption allowed shall be 40 percent of the  
176 increase in assessed value resulting from the rehabilitation of the  
177 commercial or industrial structure.  
178 (v) In the ninth year the exemption allowed shall be 20 percent of the  
179 increase in assessed value resulting from the rehabilitation of the  
180 commercial or industrial structure.  
181 (vi) In the tenth year and thereafter the exemption shall terminate. The  
182 exemption as set out above shall commence on January 1 of the year  
183 following completion of the rehabilitation or replacement and shall run  
184 with the real estate as set out.

185  
186 2. Effect on land book assessment. Nothing in this section shall be construed as  
187 to permit the commissioner of the revenue to list upon the land books any  
188 reduced value due to the exemption determined as provided in subsection (i).  
189

190 3. Application; fee and process. Any qualified commercial or industrial real  
191 estate owner desiring the exemption provided by this section shall file an  
192 application, and pay any associated fee, ~~with the community development~~  
193 ~~and planning department.~~ The application shall be filed and processed in  
194 accordance with the following procedures:

195 (i) The owner shall file an application with the department of  
196 community development with a copy submitted to the commissioner of  
197 revenue prior to the initiation of the rehabilitation of the structure, and shall  
198 include the non-refundable processing fee paid to A copy of the application  
199 ~~will be forwarded to~~ the commissioner of revenue ~~and any associated fee will~~  
200 ~~be paid.~~

201 (ii) Within a reasonable time after receipt of an application, the  
202 commissioner shall determine if the structure described by the application  
203 meets the age, location, and use criteria of an eligible structure and shall  
204 determine the assessed base value of the structure if it is an eligible structure. If  
205 the structure is not an eligible structure, the commissioner shall, in a timely  
206 manner, provide the owner with written notice of such determination.

207 (iii) The rehabilitation must be completed (and evidenced by the date of  
208 the certificate of occupancy issued by the city building official) within two  
209 years after the date of the filing of the application.

210 (iv) Within 60 days of the issue date of the certificate of occupancy,  
211 the owner shall notify the commissioner in writing that the rehabilitation is  
212 complete, and the commissioner shall, within a reasonable time period, inspect  
213 the property to determine whether the subject of the application is an eligible  
214 structure and to determine the amount of the rehabilitated real estate tax  
215 exemption based on the rehabilitation value.

216 (v) Upon determination of the tax exemption amount, the  
217 commissioner shall provide timely notice to the city manager, enterprise zone  
218 administrator, and city treasurer. Following this notification, the city council

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may authorize the commissioner of revenue to exonerate the appropriate value in order to carry out the tax exemption.

(vi) The exemption resulting from the rehabilitation of an eligible structure shall commence on January 1 of the next tax year following completion of the rehabilitation, as defined by the date of issuance of the certificate occupancy, and the commissioner's determination that the structure is eligible for the tax exemption.

(vii) The rehabilitated real estate tax exemption shall run with the real estate for a period of ~~five~~ ten years from the commencement of the exemption as set forth in this section. The owner of such real property, during each of the years of exemption, shall be entitled to the amount of exemption as described in the ~~five~~ ten-year decreasing exemption schedule described in section d.1) above, subject to the requirement in (~~g~~ viii) below.

(viii) Only one tax exemption under this section may be applicable to any eligible structure during the life of the structure.

(ix) The making of any false statement in any application, affidavit or other information supplied for the purpose of determination of eligibility and the amount of the rehabilitated real estate tax exemption shall constitute a class 2 misdemeanor.

(x) The commissioner, with advice of the city manager and city treasurer, may adopt and promulgate rules and regulations not inconsistent with the provisions of this section as are deemed necessary for the effective administration of this article.

4. Verification of eligibility. No property shall be eligible for such exemption unless the appropriate building permits, including a certificate of occupancy, have been acquired and the commissioner of the revenue has verified that the rehabilitation indicated on the application has been completed, and evidence is provided that the rehabilitation has met the threshold requirements in section d) above. In addition, all current city taxes on the real estate must be paid for the property to be eligible for the real estate tax exemption.

5. Avoidance of duplicative incentives. The amount of exemption may be limited by other incentives or cash grants that could provide greater monetary benefit to the property owner. An applicant may not be eligible for both an exemption under this section in addition to a cash grant based on anticipated real estate tax revenue. The director of economic development may make a determination, considering also the preference of the applicant, as to the preferred incentive method, and shall make that determination known to the commissioner of revenue.

6. The exemption created by section d) shall be available to an owner for only so long as the real estate continues to be used for commercial and industrial use. For any property to qualify, the real estate must be in use as solely commercial or industrial use at the time of the initial notification of completion of the rehabilitation, and at the beginning of the tax year (January 1) for subsequent years of eligibility.

267 e. Expedited permitting. The incentive is meant to assist companies that are locating or  
268 expanding inside the enterprise zone overlay district with getting active assistance from  
269 the city in expediting any permitting process that may be required at the local level.  
270  
271

272 *50-133.7 Application.*

273 Any new business firm seeking to receive local enterprise zone incentives shall make  
274 application to the local zone administrator on forms provided by City of Bristol  
275 Community Development ~~and Planning~~ Department. The local zone administrator may  
276 require the new business firm to provide documentation establishing that said new  
277 business firm has met the requirements for the receipt of local enterprise zone incentives.  
278 Failure to provide requested documentation shall result in a denial of the new business  
279 firm's application for local incentives. Upon approval of any new business firm  
280 application for local enterprise zone incentives, the local zone administrator shall submit a  
281 written report to the ~~assistant city manager~~ **Director of Community Development and**  
282 **the City Manager** indicating the name and address of the qualifying business firm and  
283 the local enterprise zone incentives for which it is qualified. The local zone administrator  
284 may require the new business firm to provide additional documentation from time to time  
285 to assure that said new business firm retains the requisite qualifications for the receipt of  
286 local enterprise zone incentives. In the event that any new business firm fails to maintain  
287 the requisite qualifications for the receipt of local enterprise zone incentives, the local  
288 zone administrator shall inform the new business firm, in writing, that it is no longer  
289 qualified for the receipt of local incentives and shall send a copy of said notice to  
290 the ~~assistant city manager~~ **Director of Community Development and the City**  
291 **Manager.**

292 **Annotation** —The intent of amendment [Ord. [16.02](#)] is to provide for the creation  
293 and use of an enterprise zone overlay district to allow enterprise zone incentives enabling  
294 business development.

295 (Ord. No. 16.02, 4-26-16)

296 **Secs. 50-134, 50-135. - Reserved.**

**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 any 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.

**PASSED AND ADOPTED** by the City Council of the City of Bristol, Virginia, at a regularly scheduled meeting of said Council held on the 22nd day of January, 2019.

Mayor Kevin Mumpower \_\_\_\_\_  
Vice Mayor Kevin Wingard \_\_\_\_\_  
Council Member Bill Hartley \_\_\_\_\_  
Council Member Neal Osborne \_\_\_\_\_  
Council Member Anthony Farnum \_\_\_\_\_

(SEAL)

Attest: Nicole Storm  
CLERK OF THE CITY OF  
BRISTOL, VIRGINIA

CITY COUNCIL

By \_\_\_\_\_  
Clerk

By \_\_\_\_\_  
Mayor

**BRISTOL, VIRGINIA CITY COUNCIL  
AGENDA ITEM SUMMARY  
Item #3**

Meeting Date: January 22, 2019  
Department: Engineering  
Staff Contact: John Puckett

---

**AGENDA ITEM WORDING:**

Consider a Resolution Requesting that the Virginia Department of Transportation add/delete Those Streets Identified on the Form U-1 to the Urban Highway System of the City of Bristol, Virginia for the Municipal Maintenance Payments.

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**ITEM BACKGROUND:**

Newly constructed streets or segments not on the VDOT inventory be added to the city's VDOT Maintenance Inventory List. Modify existing maintained streets or segments for mileage correction, name change, number of travel lanes or segment deletion.

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**PREVIOUS RELEVANT ACTION:**

None

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**STAFF RECOMMENDATIONS:**

Staff recommends approval.

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**DOCUMENTATION:**      Included   Yes        Not Required           

**MOTION:** I move to approve a resolution requesting that the Virginia Department of Transportation add/delete or modify those streets identified on the Form U-1 to the Urban Highway System of the City of Bristol, Virginia for the Municipal Maintenance Payments.

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**A RESOLUTION OF THE CITY OF BRISTOL, VIRGINIA PETITIONING THE  
VIRGINIA DEPARTMENT OF TRANSPORTATION FOR MAINTENANCE  
PAYMENTS FOR CERTAIN STREETS IN THE URBAN MAINTENANCE  
INVENTORY SYSTEM (UMIS)**

WHEREAS, pursuant to the provisions of Virginia Code §33.2-319, the Virginia Department of Transportation makes payments to municipalities for the maintenance of qualifying highways; and

WHEREAS, the Virginia Department of Transportation constructed an access road to the Sugar Hollow Recreational Area circa 1988 under Recreational Access Project 1749-095-221, M501; and

WHEREAS, the Sugar Hollow Recreational Area and the access road were subsequently annexed by the City of Bristol, Virginia and are now within the corporate limits of the City of Bristol, VA; and

WHEREAS, Virginia Department of Transportation procedures require that municipalities requesting lane mileage additions and deletions for payments under §33.2-219 submit Form U-1, “Request for Street Additions, Deletions or Conversions for Municipal Assistance Street Payments,” as approved by the municipality’s governing body;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BRISTOL, VA:

1. That the City of Bristol, Virginia hereby petitions the Virginia Department of Transportation to accept (or delete) those streets listed on Form U-1 for street maintenance payments; a copy of said Form U-1 being attached hereto and made a part of this resolution.
2. That Form U-1 and accompanying maps for “Added New Roads”, and a copy of this resolution, shall be transmitted to the Resident Engineer/Administrator of the Virginia Department of Transportation.
3. That this resolution shall be in full force and effect upon its passage.

**ADOPTED** this 22<sup>nd</sup> day of January, 2019

---

Kevin Mumpower, Mayor

ATTEST:

---

Clerk of the Council

The Clerk of the City Council of the City of Bristol, Virginia, hereby certifies that the foregoing constitutes a true and correct extract from the Minutes of a meeting of the City Council held on January 22<sup>nd</sup>, 2019.

Appendix B  
Form U-1 (rev. 7-1-17)

SHEET 1 OF 2

LOCAL ASSISTANCE DIVISION  
VDOT  
REQUEST FOR STREET ADDITION, DELETIONS AND CONVERSIONS FOR STREET  
PAYMENTS SECTION 33.2-319  
CODE OF VIRGINIA

MUNICIPALITY Bristol DISTRICT Bristol

ACTION REQUIRED (SELECT BELOW)	STREET NAME ROUTE NUMBER	TO TERMINI FROM	R/W (Width) (FEET)	PAVEMENT WIDTH (FEET)	CENTER LANE (MILES)	NUMBER OF LANES	MOVING LANE MILES	Eligibility Code Reference Link	FUNC. CLASS. (T&MPD USE ONLY)
ADD (New Road)	*SUGAR HOLLOW RD(1749-095-221, M501)	From LEE HWY TO 0.44 MI N LEE HWY	40	22	0.44	2	0.88	2	
ADD (New Road)	*SUGAR HOLLOW RD(1749-095-221, M501)	FROM 0.44 M N LEE HWY TO END	40	22	0.19	2	0.38	2	
ADD (New Road)	* ANDOVER DR	ISLAND RD TO PINE CIRCLE DR	30	16	0.45	2	0.90	3	
ADD (New Road)	* PINE CIRCLE DR	FROM ANDOVER DR TO 0.08 MI SE SCL	30	16	0.08	2	0.16	3	
ADD (New Road)	* PINE CIRCLE DR	FROM ANDOVER DR TO .08 MI SW SCL	30	16	0.08	2	0.16	3	
ADD (New Road)	* LEE HWY (UPC(S) 99380 & 76503)	FROM .50 N CLEAR CREEK RD TO RESTING TREE DR	130	48	0.08	4	0.32	3	
ADD (New Road)	* LEE HWY (UPC(S) 99380 & 76503)	FROM RESTING TREE DR TO 0.02 E RESTING TREE DR	130	48	0.02	4	0.08	3	
ADD (New Road)	* LEE HWY (UPC(S) 99380 & 76503)	FROM 0.02 E RESTING TREE DR TO ECL	130	48	0.15	4	0.60	3	
DELETE	BONHAM RD	FROM LEE HWY TO OLD AIRPORT RD	60	24	0.94	2	1.88	Select one	
DELETE	CLINTON AVE	FROM MOORE ST TO OAKVIEW AVE	40	23	0.12	2	0.24	Select one	
DELETE	LEE HWY	FROM 0.06 N CABELA DR TO UNDERPASS RD	110	55	0.63	2	1.26	Select one	
DELETE	LEE HWY	FROM UNDERPASS RD TO ALEXIS DR	110	55	0.20	2	0.40	Select one	
DELETE	LIBERTY ST	FROM OSBORNE ST TO WESTFIELD ST	50	35	0.03	2	0.06	Select one	
DELETE	VANCE ST	FROM PAGE ST TO RANDOLH ST	20	17	0.13	2	0.26	Select one	
DELETE	VANCE ST	FROM RANDOLH ST TO EUCLID AVE	40	17	0.31	2	0.62	Select one	
DELETE	MOORE ST	FROM MARTIN LUTHER KING JR BLVD TO EUCLID AVE	60	48	0.09	2	0.18	Select one	
ADD (Lane Miles Existing Road)	BONHAM RD	FROM LEE HWY TO OLD AIRPORT RD	60	24	0.77	2	1.54	Select one	
ADD (Lane Miles Existing Road)	CLINTON AVE	FROM MOORE ST TO OAKVIEW AVE	40	23	0.12	1	0.12	Select one	
ADD (Lane Miles Existing Road)	LEE HWY	FROM 0.06 N CABELA DR TO UNDERPASS RD	110	55	0.63	4	2.52	Select one	

\* Council Resolution and Map Attached

SIGNED Joseph Dale 01/14/2019  
MUNICIPAL OFFICIAL DATE  
CITY ENGINEER

Submit to: District Point of Contact in triplicate

SIGNED \_\_\_\_\_

CLASSIFIED BY \_\_\_\_\_

AUTHORIZED VDOT OFFICIAL DATE \_\_\_\_\_

T&MPD ENGINEER DATE \_\_\_\_\_

Appendix B  
Form U-1 (rev. 7-1-17)

Sheet 2 of 2

LOCAL ASSISTANCE DIVISION  
VDOT  
REQUEST FOR STREET ADDITION, DELETIONS AND CONVERSIONS FOR STREET PAYMENTS  
SECTION 33.2-319  
CODE OF VIRGINIA

MUNICIPALITY Bristol

DISTRICT

Bristol

ACTION REQUIRED (SELECT BELOW)	STREET NAME ROUTE NUMBER	TO TERMINI FROM	R/W (Width) (FEET)	PAVEMENT WIDTH (FEET)	CENTER LANE (MILES)	NUMBER OF LANES	MOVING LANE MILES	<a href="#">Eligibility Code Reference Link</a>	FUNC. CLASS. (T&MPD USE ONLY)
ADD (Lane Miles Existing Road)	LEE HWY	FROM UNDERPASS RD TO ALEXIS DR	110	55	0.20	4	0.80	Select one	
ADD (Lane Miles Existing Road)	LEE HWY	FROM MARTIN LUTHER KING JR BLVD TO EUCLID AVE EXT	60	48	0.09	2	0.18	Select one	
ADD (Lane Miles Existing Road)	LIBERTY PL	FROM OSBORNE ST TO WESTFIELD ST	50	35	0.03	2	0.06	Select one	
ADD (Lane Miles Existing Road)	VANCE ST	FROM PAGE ST TO RANDOLH ST	20	17	0.31	2	0.62	Select one	
ADD (Lane Miles Existing Road)	VANCE ST	FROM RANDOLH ST TO EUCLID AVE	40	17	0.13	2	0.26	Select one	
SELECT ONE							0.00	Select one	
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\* Council Resolution and Map Attached

SIGNED Joseph J. Delt 01/14/2019  
MUNICIPAL OFFICIAL DATE

CITY ENGINEER

Submit to: District Point of Contact in triplicate

SIGNED

\_\_\_\_\_  
AUTHORIZED VDOT OFFICIAL DATE

CLASSIFIED BY

\_\_\_\_\_  
T&MPD ENGINEER DATE



City of Bristol, Virginia

Street Name: **SUGAR HOLLOW RD**

Date: 1/14/2019

Description: (1749-095-221,M501)

From LEE HWY TO 0.44 N LEE HWY  
Length = 0.44 mile (High Lighted in Yellow)  
R/W = 40 Feet  
Pavement Width = 22 Feet

**VDOT URBAN  
MAINTENANCE INVENTORY**

**SCALE: N.T.S.**

Note: Please See U-1 Form  
for Street / Segment Length



City of Bristol, Virginia

Street Name: **SUGAR HOLLOW RD**

Date: 1/14/2019

Description: (1749-095-221,M501)

From 0.44 NE LEE HWY TO END  
Length = 0.19 mile (High Lighted in Yellow)  
R/W = 40 Feet  
Pavement Width = 22 Feet

**VDOT URBAN  
MAINTENANCE INVENTORY**

**SCALE: N.T.S.**

Note: Please See U-1 Form  
for Street / Segment Length



City of Bristol, Virginia

Street Name: ANDOVER DR

Date: 1/14/2019

**Description:**

From ISLAND RD TO PINE CIRCLE DR  
Length = 0.45 mile (High Lighted in Yellow)  
R/W = 30 Feet  
Pavement Width = 16 Feet

**VDOT URBAN  
MAINTENANCE INVENTORY**

**SCALE: N.T.S.**

Note: Please See U-1 Form  
for Street / Segment Length



City of Bristol, Virginia

Street Name: **PINE CIRCLE DR**

Date: 1/14/2019

**Description:**

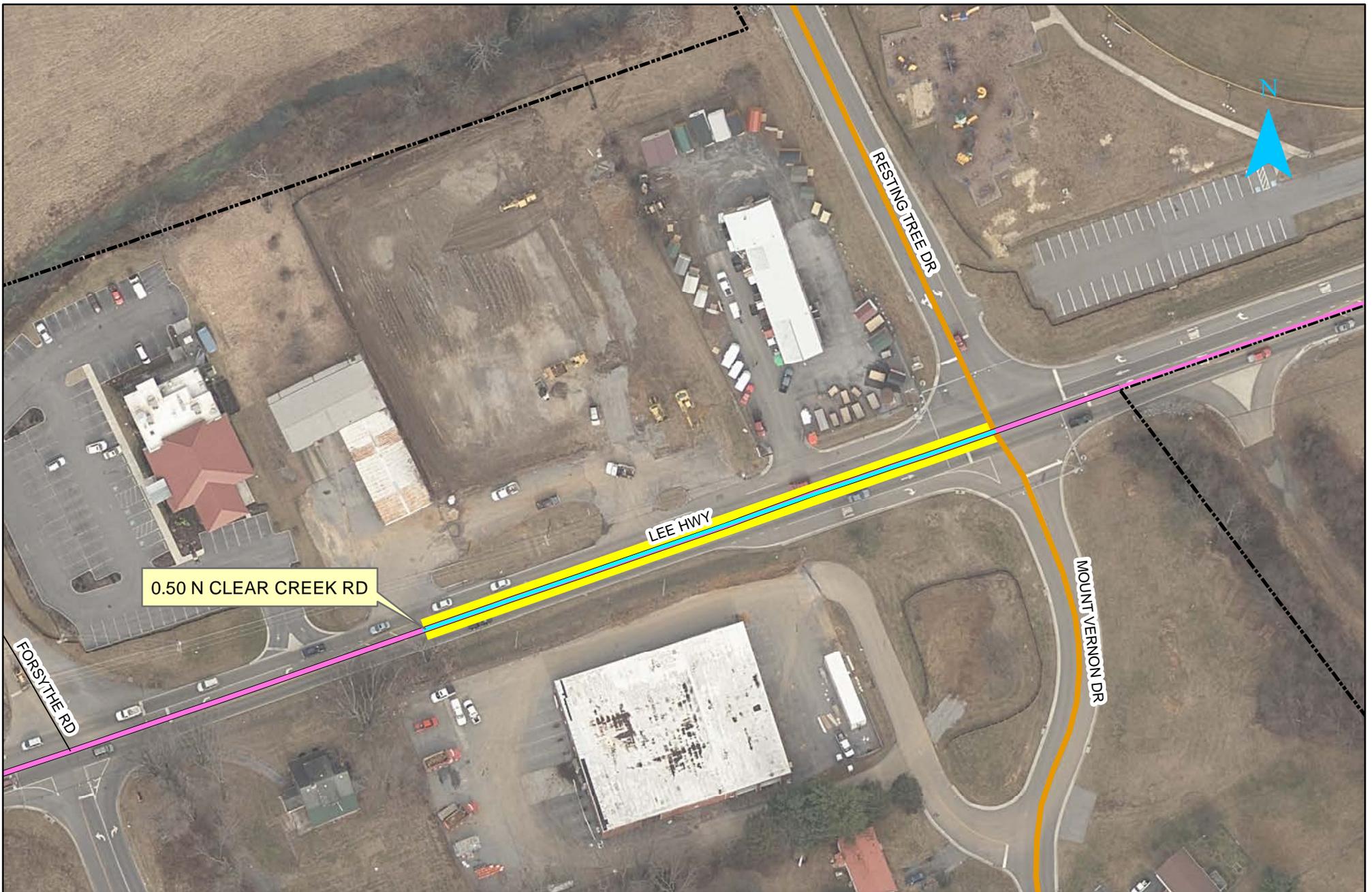
From Andover Dr SW 0.08 mile to City Limit  
 Length = 0.08 mile (High Lighted in Yellow)  
 R/W = 30 Feet  
 Pavement Width = 16 Feet

From Andover Dr SE 0.08 mile to City Limit  
 Length = 0.08 mile (High Lighted in Yellow)  
 R/W = 30 Feet  
 Pavement Width = 16 Feet

**VDOT URBAN  
 MAINTENANCE INVENTORY**

**SCALE: N.T.S.**

Note: Please See U-1 Form  
 for Street / Segment Length



City of Bristol, Virginia

Street Name: LEE HWY

Date: 1/14/2019

Description: UPC 99380

From 0.50 N CLEAR CREEK RD TO RESTING TREE DR

Length = 0.08 mile (High Lighted in Yellow)

R/W = 130 Feet

Pavement Width = 80 Feet

VDOT URBAN  
MAINTENANCE INVENTORY

SCALE: N.T.S.

Note: Please See U-1 Form  
for Street / Segment Length



City of Bristol, Virginia

Street Name: LEE HWY

Date: 1/14/2019

Description: UPC 99380

From RESTING TREE DR TO 0.02 E RESTING TREE DR  
Length = 0.02 mile (High Lighted in Yellow)  
R/W = 130 Feet  
Pavement Width = 80 Feet

VDOT URBAN  
MAINTENANCE INVENTORY

SCALE: N.T.S.

Note: Please See U-1 Form  
for Street / Segment Length



City of Bristol, Virginia

Street Name: LEE HWY

Date: 1/14/2019

Description: UPC 99380 & 76503

From 0.02 E RESTING TREE DR TO END  
Length = 0.15 mile (High Lighted in Yellow)  
R/W = 130 Feet  
Pavement Width = 80 Feet

VDOT URBAN  
MAINTENANCE INVENTORY

SCALE: N.T.S.

Note: Please See U-1 Form  
for Street / Segment Length

**BRISTOL, VIRGINIA CITY COUNCIL  
AGENDA ITEM SUMMARY  
Item #4**

Meeting Date: 1/22/19  
Department: Fire Dept  
Staff Contact: Mike Armstrong

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**AGENDA ITEM WORDING:**

Consider Resolution in Support of Fire Dept Equipment.

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**ITEM BACKGROUND:**

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**PREVIOUS RELEVANT ACTION:**

The FY19 budget included funds for the lease purchase of a new pumper truck and ladder truck. In order to obtain financing (low-cost financing from the supplier), certification must be provided that Council has passed a resolution of support for the purchases.

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**STAFF RECOMMENDATIONS:**

Recommend approval of the resolution.

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**DOCUMENTATION:**      Included  Not Required

**MOTION:** Move to approve the resolution in support of the fire department.

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# City of Bristol, Virginia

300 Lee Street, Bristol, Virginia 24201 (276) 645-7333  
FAX: (276) 821-6278  
Website: [www.bristolva.org](http://www.bristolva.org)



## RESOLUTION IN SUPPORT OF FIRE DEPARTMENT EQUIPMENT

WHEREAS, § 7.05 of the Charter of the City of Bristol, Virginia gives the Fire Department the responsibility for the protection from fire, of life and property within the city, and;

WHEREAS, the Bristol Virginia Fire Department requires certain equipment to meet the charge given to them by the Charter, and;

WHEREAS, the Bristol Virginia City Council recognizes the need to make sure that equipment is in operable condition for the safety of firefighters and residents, and;

WHEREAS, the Bristol Virginia City Council included funding in the FY19 budget that would allow the fire department to purchase a new pumper truck and a new ladder truck, and;

THEREFORE, be it resolved that the Bristol Virginia City Council provides authorization to make those purchases as provided for in the FY19 budget.

\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*  
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PASSED AND ADOPTED by the City Council of the City of Bristol, Virginia, at a regularly scheduled meeting of said Council on January 22, 2019.

(SEAL)

Attest: Nicole Storm,  
CLERK OF THE CITY OF  
BRISTOL, VIRGINIA

CITY COUNCIL

\_\_\_\_\_  
By  
Clerk

\_\_\_\_\_  
By  
Mayor



# City of Bristol, Virginia

300 Lee Street, Bristol, Virginia 24201 (276) 645-7333  
FAX: (276) 821-6278  
Website: www.bristolva.org



Office of the  
City Manager

## A RESOLUTION ESTABLISHING A CITIZEN BUDGET ADVISORY COMMITTEE AND A SOLID WASTE DISPOSAL FUND ADVISORY COMMITTEE

**WHEREAS**, the City Council of the City of Bristol, Virginia is responsible for adopting an annual budget which includes the City’s General Fund and Solid Waste Disposal Fund; and,

WHEREAS, the City Council acknowledges that there will be difficult decisions to be made in order to protect the financial stability of the City; and,

WHEREAS, the City Council recognizes the value of citizen input for important budgetary decisions; and,

**THEREFORE**, be it resolved that the City Council of the City of Bristol, Virginia, hereby establishes a Citizen Budget Advisory Committee and a Solid Waste Disposal Fund Advisory Committee. These committees will meet as needed to provide input and recommendations on budget matters and matters concerning the Solid Waste Disposal Fund. Each committee is to be made up of 5-7 residents of the City of Bristol. The Citizen Budget Advisory Committee will be selected by the City Manager and the Chief Financial Officer, while the Solid Waste Advisory Committee will be selected by the members of City Council.

\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*  
\*

PASSED AND ADOPTED by the City Council of the City of Bristol, Virginia, at a regularly scheduled meeting of said Council on January 22, 2019.

(SEAL)

Attest: Nicole Storm,  
CLERK OF THE CITY OF  
BRISTOL, VIRGINIA

CITY COUNCIL

\_\_\_\_\_  
By  
Clerk

\_\_\_\_\_  
By  
Mayor

**BRISTOL, VIRGINIA CITY COUNCIL  
AGENDA ITEM SUMMARY  
Item #6**

Meeting Date: **January 22, 2019**  
Department: Engineering  
Staff Contact: **Joseph Daft**

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**AGENDA ITEM WORDING:**

Support of relocating the existing Right of Way and Limited Access Line at the I-81, Exit 5, southbound off ramp to allow area for the Lee Highway Phase 1B roadway widening.

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**ITEM BACKGROUND:**

The Commonwealth Transportation Board (CTB) requires local support of any changes to existing Right of Way and Limited Access Line before granting final approval. As currently proposed in the Phase 1B roadway work a right turn lane will be added to the exit 5 southbound off-ramp and continue on to eastbound Lee Highway. As a result of the widening the current location of the Right of Way and Limited Access Line will need to be relocated to accommodate the new roadway width. The attachment shows the existing Right of Way and Limited Access Line in red with proposed relocated line in green.

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**PREVIOUS RELEVANT ACTION:**

None

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**STAFF RECOMMENDATIONS:**

Staff request that the City Council support the Right of Way and Limited Access Line relocation so the Lee Highway Phase 1B project can proceed.

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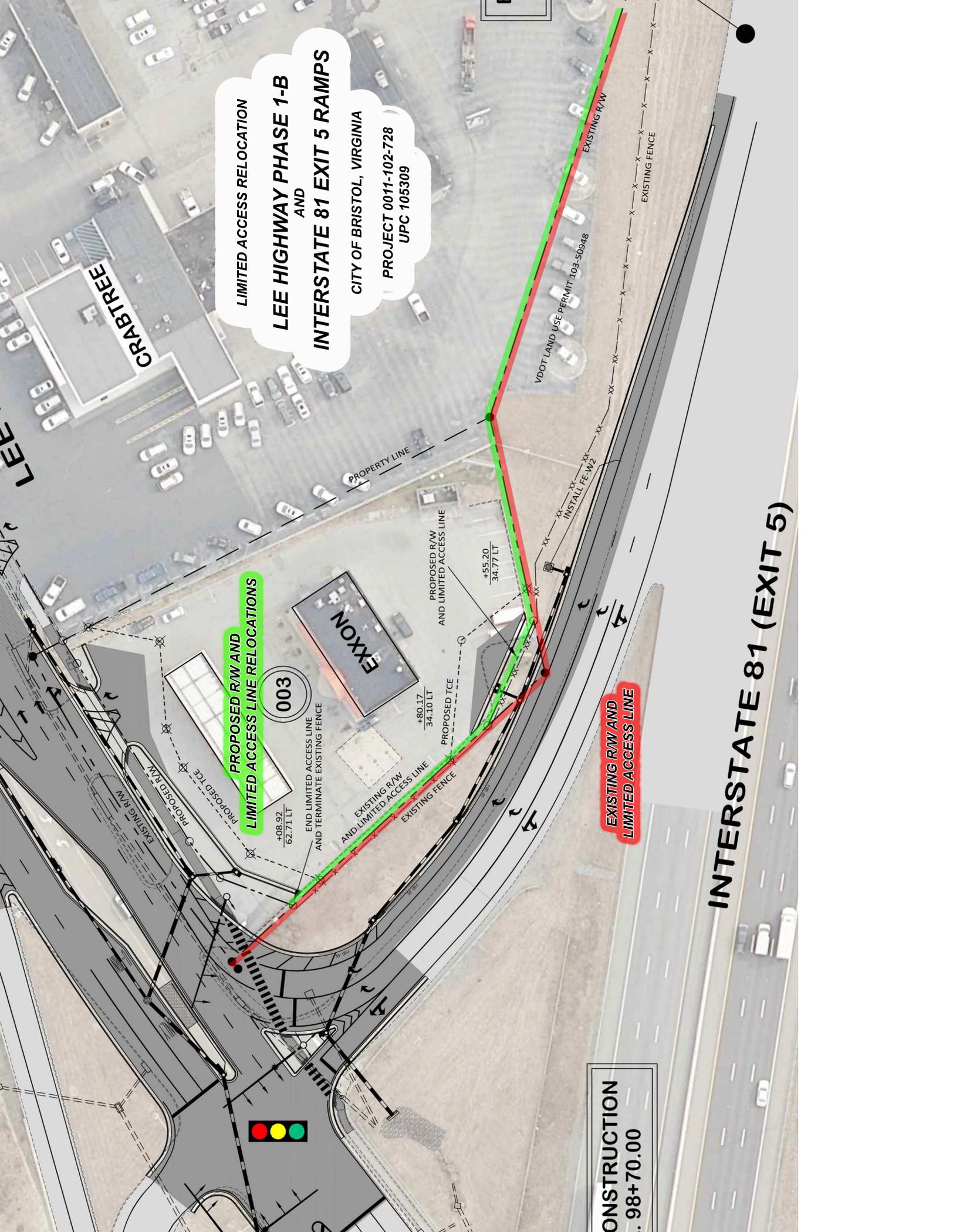
**DOCUMENTATION:**      Included   X        Not Required           

**MOTION:** I move to approve as  
presented.

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LIMITED ACCESS RELOCATION  
**LEE HIGHWAY PHASE 1-B  
 AND  
 INTERSTATE 81 EXIT 5 RAMPS**  
 CITY OF BRISTOL, VIRGINIA  
 PROJECT 0011-102-728  
 UPC 105309

**PROPOSED R/W AND  
 LIMITED ACCESS LINE RELOCATIONS**

**EXISTING R/W AND  
 LIMITED ACCESS LINE**

**INTERSTATE 81 (EXIT 5)**

**CONSTRUCTION  
 . 98+70.00**



003

PROPERTY LINE

PROPOSED R/W  
 AND LIMITED ACCESS LINE

EXISTING R/W  
 AND LIMITED ACCESS LINE

VDOT LAND USE PERMIT 103-50948

EXISTING R/W

EXISTING FENCE

INSTALL FE-W2

+55.20  
34.77 LT

+80.17  
34.10 LT

+008.92  
62.71 LT

END LIMITED ACCESS LINE  
 AND TERMINATE EXISTING FENCE

PROPOSED TCE

CRABTREE

EXXON

LEE

**BRISTOL, VIRGINIA CITY COUNCIL  
AGENDA ITEM SUMMARY  
Item #7**

Meeting Date: January 22, 2019  
Department: Finance  
Staff Contact: Tamrya Spradlin

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**AGENDA ITEM WORDING:**

Consider establishing a Travel Policy, a Credit Card Policy, and a comprehensive Financial Policy for the City of Bristol, Virginia

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**ITEM BACKGROUND:**

The City of Bristol, Virginia is in the process of documenting financial policies. These policies will increase internal controls, standardize transactions, and safeguard the assets of the City of Bristol. These policies will be part of a Financial Policy Manual maintained by the Finance Department of the City of Bristol. Staff is presenting the Travel Policy, the Credit Card Policy, and the Financial Policies.

These policies have been developed by the Finance staff and presented to the Finance Committee for revision before presentation to Council.

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**PREVIOUS RELEVANT ACTION:**

N/A

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**STAFF RECOMMENDATIONS:**

The Finance Committee recommends that Council approve the Travel Policy, the Credit Card Policy, and the Financial Policies.

**DOCUMENTATION:**      Included   X        Not Required \_\_\_\_\_

**MOTION:** I move to approve the Travel Policy, the Credit Card Policy, and the Financial Policies as presented.



## **CITY OF BRISTOL, VIRGINIA**

### **FINANCIAL POLICIES**

**Fund Balance Policy Adopted: November 2017**

**Purchasing Policy Adopted: November 2017**

**Budget Policy Adopted: August 2017**

**Financial Policies Adopted:**



# City of Bristol, Virginia FINANCIAL POLICIES

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# City of Bristol, Virginia

## FINANCIAL POLICIES

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### **1.0 Policy Purpose**

The City of Bristol, Virginia (the City) and its governing body, the City Council (the Council), is accountable to the City's citizens to carefully account for all public funds. Municipal resources must be used wisely to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. The following financial policies and guidelines establish the framework for the City's overall fiscal planning and management.

#### **1.01 Policy Objectives**

This fiscal policy is a statement of the guidelines and objectives that will influence and guide the financial management practices of the City. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management and safeguards the fiscal stability of the City. In order to achieve its purpose, the fiscal policy has the following objectives for the City's fiscal performance.

- A. To contribute significantly to the City's ability to insulate itself from fiscal crisis.
- B. To guide City Council and management policy decisions that have significant fiscal impact.
- C. To promote long term financial stability by establishing clear and consistent guidelines.
- D. To direct attention to the total financial picture of the City rather than single issue areas and link long term financial planning with day to day operations.
- E. To ensure sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's current and future debt obligations on all municipal debt, including general obligation debt and moral obligation debt.
- G. To limit maximum overall legal and moral obligation debt limits to conservative and reasonable levels.
- H. To strive for and to obtain a credit rating of AAA .

#### **1.02 Policy Implementation and Coordination**

The City has established a Finance Committee that meets approximately monthly to collectively review financial matters of the City, including the monitoring of financial activity and cash management. The Finance Committee will review and promote compliance with the financial policies outlined herein. Members of the Finance Committee will include two members of the City Council.

#### **1.03 Review and Revision**

These policies will be presented to Council annually prior to January 31 for review and revision.



## City of Bristol, Virginia FINANCIAL POLICIES

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### **2.0 Revenues**

The City will strive to maintain a diversified mix of revenues in order to balance the sources of revenue amongst taxpayers and to provide ongoing stability and predictability and to shelter it from short-term fluctuations in any one revenue source.

Current revenues will fund current expenditures. The City must balance the need for services and the City's ability to raise fees, charges, and taxes to support those services.

#### **2.01 Revenue Collections**

The City will monitor all taxes to insure they are equitably administered and collections are timely and accurate. The City will aggressively collect property taxes and related penalties and interest as authorized by the Code of Virginia.

#### **2.02 Fees and Charges**

As much as is reasonably possible, City services that provide private benefit should be supported by fees and charges in order to provide maximum flexibility in use of general City taxes to meet the cost of services of broader public benefit. Charges for services that benefit specific users should recover full costs, including all direct costs, capital costs, department overhead, and Citywide overhead. Departments that impose fees or service charges should prepare and periodically update cost-of-service studies for such services. A subsidy of a portion of the costs for such services may be considered when consistent with legal requirements to meet other City interests and objectives, such as remaining competitive within the region.

#### **2.03 Reassessment**

Reassessment will be made of all real property at least every four years. The City will maintain sound appraisal procedures to keep property values current. Real property will be assessed at 100% of full market value.

#### **2.04 Intergovernmental Aid**

The City will pursue intergovernmental aid, including grants, for those programs and activities that address a recognized need and are consistent with the City's long-range objectives, and will attempt to recover all allowable costs associated with those programs. Any decision to pursue intergovernmental aid should include the consideration of the following:

- A. Present and future funding requirements;
- B. Cost of administering the funds;
- C. Costs associated with special conditions or regulations attached to the grant award
- D. When grants or other intergovernmental aid are reduced or eliminated, the program or project it supported will be reduced by a commensurate amount.

#### **2.05 Revenue Forecasts**

The estimate of the City's revenues shall be set at realistic and attainable levels, sufficiently conservative to avoid shortfalls, yet accurate enough to avoid a systematic pattern of setting tax rates that produce



## City of Bristol, Virginia FINANCIAL POLICIES

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significantly more revenue than is necessary to meet expenditure, fund balance and reserve requirements.

### **2.06 Restricted Revenue**

Restricted revenue shall only be used for the purpose intended and in a fiscally responsible manner.

### **2.07 Use of One-Time Revenues**

The City will limit the use of one-time revenues to one-time expenditures such as non-recurring capital projects.

### **2.08 Use of Fund Balance**

The City's General Fund equity balance will be utilized to provide sufficient working capital in anticipation of current budgeted revenues and to finance unforeseen emergencies without borrowing. The General Fund equity of the City (Unassigned Fund Balance) should not be used to finance current operations without specific approval by Council as a regular agenda item. This does not apply to carryover funds related to specific grants, refunds of certain funds, or pass through items that will be presented on the consent agenda.

## **3.0 Expenditures**

The City should accommodate ongoing expenditures within current resources. One-time expenditures should be funded with an offsetting revenue or from an established and adequately funded reserve. Expenditures will be evaluated based on the fiscal impact on current and future operations. On-going expenses will be monitored in comparison with budget appropriations, effectiveness of the services, and operational efficiency.

### **3.01 Continual Improvements**

The City will seek to optimize the efficiency and effectiveness of its services through improvement efforts, performance measures, and by assessing its services with comparable cities to reduce costs and improve service quality.

### **3.02 Monitoring**

Department Heads are responsible for managing program expenses within the total adopted operating budget.

## **4.0 Budget**

The City will annually adopt and execute a budget for such funds as may be required by law or by sound financial practices and generally accepted accounting principles. The budget shall control the levy of taxes and the expenditure of money for all City purposes during the ensuing fiscal year. The City budget shall be balanced within all available operating revenues, including the fund balance, and adopted by the City Council.



## City of Bristol, Virginia FINANCIAL POLICIES

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### **4.01 Balanced Budget**

The annual budget of the City will be considered balanced when all payments for operations, debt service, and annual capital plan needs do not exceed budgeted revenues.

### **4.02 Current Revenues to Support Current Expenditures**

Ongoing and stable revenues will be used to support ongoing operating costs.

### **4.03 One-time Revenues and One-time Expenditures**

The use of one-time revenues and one-time expenditure savings (excess cash balances) will be used for non-recurring expenditures.

### **4.04 Revenue and Expenditure Projections**

The City will prepare annually a financial forecast utilizing trend indicators and projections of annual operating revenues, expenditures, capital improvements and related debt service and operating costs, and fund balance levels.

### **4.05 Budget Performance Monitoring**

All departments of the City will periodically examine and affect changes in program delivery responsibilities or management which would improve productivity, lower costs, enhance service, and further communication with the public. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare monthly reports comparing actual revenues and expenditures (expenses) to budgeted amounts.

### **4.06 Budget Adjustments**

The City Manager may authorize adjustments to the adopted budget as requested by staff between individual line items. Council approval is needed to increase the total budget expenses.

## **5.0 Capital Improvement Program**

In order to prepare and plan for upcoming capital needs and improve capital infrastructure, the City will prepare a minimum five-year Capital Improvement Plan.

The Capital Improvement Plan will include major capital improvements and identify estimated revenue sources and annual operational costs for facilities to include anticipated debt service requirements.

Capital improvements do not include routine maintenance on existing capital assets.

### **5.01 Capital Improvement Program Components**

The City's capital improvement program consists of two (2) components:

- A. Capital plan - a listing of capital items that the locality anticipates undertaking within the next five (5) years. A capital item is any tangible asset or project with a total cost of \$5,000 or more and a useful life of greater than one year.



## City of Bristol, Virginia FINANCIAL POLICIES

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- B. Capital budget - an element of the locality's annual budget adoption process and details the upcoming year's planned expenditures for capital projects. This capital budget is based on the capital improvement plan.

### **6.0 Debt**

The City Council generally follows the guidelines listed below in making financial decisions on debt issuance. Adherence to these guidelines allows the City to plan for the necessary financing of capital projects while maintaining credit worthiness. In addition, continued adherence to these policies will ensure the City's strong financial position.

The City shall use an objective analytical approach to determine whether it can afford new or additional general purpose debt. This process shall use the City's standards of affordability. These standards include the measures of debt service payments as a percent of current expenditures and debt as a percent of taxable real estate value.

#### **6.01 Tax Anticipation Notes (TANs)**

The City does not intend to issue tax anticipation notes (TANs) to fund government operations but if the timing of receipt of revenues in the course of the fiscal year requires the borrowing of money to support expenditures within the adopted budget the City may issue promissory notes as outlined in the budget ordinance.

#### **6.02 Letters of Credit**

The City may enter into a letter-of-credit (LOC) agreement when such an agreement is deemed prudent and advantageous. The City will prepare and distribute a request for proposals to qualified banks which includes terms and conditions that are acceptable to the City.

#### **6.03 Lease Purchase Obligations**

Lease purchase and master lease obligations shall be considered as an alternative to long-term vendor leases. Such debt shall be subject to annual appropriation.

#### **6.04 Compliance with Legal Requirements**

Pursuant to the Constitution of Virginia (the Constitution), the City is authorized to issue bonds secured by a pledge of its full faith and credit and unlimited taxing power. The issuance of general obligation bonds is subject to a constitutional limitation of ten percent (10%) of the assessed value of taxable real property.

History has shown borrowing levels at or near 10% is a serious fiscal stress to the City's ability to meet short and long term debt service obligations and also operate the City under normal conditions. A level of one-half of the state's constitutional limit is the maximum recommended amount.

#### **6.05 Debt Ratio Policies**

General Obligation Debt as a Percentage of Assessed Value Ceiling 5%

This ratio indicates the relationship between the City's debt and the total taxable value of real and personal property in the City. It is an important indicator of the City's ability to repay debt, because



## City of Bristol, Virginia FINANCIAL POLICIES

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property taxes are the primary source of the City's revenues used to repay debt. A small ratio is an indication that the City will be better able to withstand possible future economic downturns and continue to meet its debt obligations. Debt levels in excess of this ratio require a written action plan to be presented to Council by the City Manager annually that will address the excess debt and any new general obligation or moral obligation debt.

Debt as a Percentage of Operating Expenditures per fund Ceiling 8%

This ratio is a measure of the City's ability to repay debt without hampering other City services. A smaller ratio indicates a lesser burden on the City's operating budget. The numerator shall include debt that is not self-supporting from a user fee revenue stream. A self-supporting revenue stream is defined as a revenue stream that provides coverage of all debt service obligations without general fund support (to include tax assessment districts and funds supported by committed state revenues in support of such debt). Any long term financing lease obligations which may be subject to annual appropriation by the City will also be included in the calculations of tax-supported debt service. Operating expenditures will consist of ongoing general and proprietary fund expenditures, excluding inter-fund transfers.

Compliance with the above debt policy ratios will be calculated each fiscal year in conjunction with the budget development process and provided to Council with the proposed annual budget.

### **6.06 Long Term Debt Policy**

The City may use debt financing for capital projects and unusual equipment purchases under the following circumstances:

- A. When the project is included in the City's capital improvement program and/or is generally in conformance with the City's Comprehensive Plan.
- B. When the project is not included in the City's Capital Improvement Program, but it is an emerging critical need whose timing was not anticipated in the Capital Improvement Program, or it is a project mandated immediately by state or federal requirements.
- C. When the project's useful life, or the projected service life of the equipment, will be equal to or exceed the term of the financing.
- D. When there are designated revenues sufficient to service the debt, whether from project revenues, other specified and reserved resources, or infrastructure cost sharing revenues.

The following criteria will be used to evaluate funding options for capital improvements:

- A. Factors that favor pay-as-you-go:
  - a. Current revenues and adequate fund balances are available.
  - b. Project phasing is feasible.
  - c. Debt levels would adversely affect the City's credit rating.
  - d. Financial market conditions are unstable or present difficulties in marketing the sale of long-term financing investments.



## City of Bristol, Virginia FINANCIAL POLICIES

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- B. Factors that favor long-term financing:
  - a. Revenues available for debt service are considered sufficient and reliable so that long-term financing can be marketed with the highest possible credit rating.
  - b. The project for which financing is being considered is of the type that will allow the City to maintain the highest possible credit rating.
  - c. Market conditions present favorable interest rates and demand for municipal financings.
  - d. A project is mandated by state or federal requirements and current revenues and fund balances are insufficient to pay project costs.
  - e. A project is immediately required to meet or relieve capacity needs.

There are many different types of long-term debt instruments available. Depending on the specific circumstances, the City will consider using the following types of financing instruments:

- A. General Obligation Bonds
- B. General Obligation Bonds sold to Virginia Public School Authority for School Capital Projects
- C. Revenue Bonds
- D. Certificates of Participation
- E. Lease Revenue Bonds
- F. Selected State Pooled-Borrowing Programs for Utility Revenue Bonds, including those of the Virginia Resources Authority.

**Under no circumstance is it recommended to issue long term debt obligations for private enterprise projects where business plans and market risk play a significant role in the economic outcome of the project.**

### **6.07 Bond Structure**

The City shall establish all terms and conditions relating to the issuance of bonds, and will invest all bond proceeds pursuant to the terms of the bond. Unless otherwise authorized by the City, the following shall serve as bond requirements:

- A. Term  
All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful life of the improvements, but in no event will the term exceed thirty (30) years.
- B. Capitalized Interest  
From time to time certain financings may require the use of capitalized interest from the issuance date until the City has beneficial use and/or occupancy of the financed project. Interest shall not be funded (capitalized) beyond three years or a shorter period if further restricted by law. Interest earnings may, at the City's discretion, be applied to extend the term of capitalized interest but in no event beyond the term allowed by law.
- C. Debt Service Structure



## City of Bristol, Virginia FINANCIAL POLICIES

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Debt issuance shall be planned to achieve relatively equal payment of principal (declining debt service) while matching debt service to the useful life of facilities. The City shall avoid the use of bullet or balloon maturities except in those instances where these maturities serve to make existing overall debt service level. The City may elect a less rapid or other debt service structure, such as level debt service at its discretion.

### D. Call Provision

In general, the City's debt will include an early redemption (or "call") feature, which is no later than 10 years from the date of delivery of the bonds. The City will avoid the sale of non-callable bonds absent careful, documented evaluation by the City in conjunction with its financial advisor with respect to the value of the call option.

## 6.08 Consultants

### A. Financial Advisor

The City shall select a financial advisor (or advisors) to assist in its debt issuance and debt administration processes. Selection of the City's financial advisor(s) shall be based on, but not limited to, the following criteria:

- a. Experience in providing consulting services to entities similar to the City knowledge and experience in structuring and analyzing bond issues experience and reputation of assigned personnel
- b. Fees and expenses
- c. Conflicts of Interest. The City requires that its consultants and advisors provide objective advice and analysis, maintain the confidentiality of City financial plans, and be free from any conflicts of interest.

### B. Bond Counsel

City debt will include a written opinion by legal counsel affirming that the City is authorized to issue the proposed debt, that the City has met all legal requirements necessary for issuance, and a determination of the proposed debt's federal income tax status. The approving opinion and other documents relating to the issuance of debt will be prepared by counsel with extensive experience in public finance and tax issues. The Bond Counsel will be selected by the City.

### C. Disclosure by Financing Team Member

All financing team members will be required to provide full and complete disclosure, relative to agreements with other financing team members and outside parties. The extent of disclosure may vary depending on the nature of the transaction. However, in general terms, no agreements shall be permitted which could compromise the firm's ability to provide independent advice which is solely in the City's best interests or which could reasonably be perceived as a conflict of interest.

## 6.09 City Financial Disclosure

The City is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, City departments, and the general public to share clear, comprehensive, and accurate financial information. The City is committed to meeting secondary market disclosure requirements on a timely and comprehensive basis.



## City of Bristol, Virginia FINANCIAL POLICIES

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### **7.0 Financial Reporting**

#### **7.01 Accounting Standards**

The City's financial statements will conform to generally accepted accounting principles (GAAP) as established by the Government Accounting Standards Board (GASB).

#### **7.02 Accounting Records**

The City will maintain an accounting system to allow for the accurate and timely preparation of financial statements. The accounting system will have sufficient internal controls designed to prevent fraud and abuse.

#### **7.03 Audit Requirements**

An independent certified public accountant will perform an annual audit of the City's financial statements. Audit results will be presented to the City Council for acceptance.

#### **7.04 Finance Committee**

A Finance Committee consisting of two members of Council, the City Manager, the Chief Financial Officer, the Treasurer, the Commissioner of Revenue, and other members as determined by the City Manager and Chief Financial Officer will meet approximately monthly. The Finance Committee will regularly review the financial activity of the City, to include cash management and policy compliance. The Finance Committee may report to Council via written communication any areas of significant concern.

#### **7.05 Finance Updates to Council**

Monthly financial statements will be distributed to Council.

Quarterly financial updates will be provided to City Council.

Compliance to this policy will be communicated to Council as part of the budget information presented to Council and available to the public on the website. Minimum information communicated will consist of Debt Ratio information contained in this policy for the previous two years based on audited information, for the current year, and for the upcoming budget year.

# **City of Bristol, Virginia CREDIT CARD USE POLICY**

## **1. PURPOSE**

To establish policies and procedures that apply to the use of credit cards and merchant cards. These policies and procedures are for the use of cards to:

- Facilitate efficiency of operations
- Facilitate purchases where a card is required
- Facilitate employee travel related to professional development or official city business

The term credit card as used in these procedures and policies shall apply to general purpose credit cards and merchant cards.

## **2. APPLICATION**

The Policy applies to all City employees, City Council members, and Constitutional Officers.

## **3. GUIDANCE**

### **3.1. CREDIT CARDS**

#### **a. Obtaining Credit Cards**

Only the Chief Financial Officer, or designee, is authorized to order credit cards from providers of credit cards. Requests for credit cards shall be made to the Chief Financial Officer. Requests for credit cards shall be in writing and signed by the department head of the department requesting the card(s).

The City credit cards should be kept in a secured location. Cards issued to individual employees are only to be used by that employee. It is the responsibility of the cardholder to immediately report a lost or stolen credit card to the Chief Financial Officer.

Credit card transactions shall comply with the City's purchasing guidelines, City Code and all applicable state and federal regulations.

Credit cards shall bear the name of the City of Bristol, Virginia and the name of the person responsible/or department (cardholder). Any employee issued a credit card under these procedures and policies shall sign the Credit Card Acceptance Form/Receipt . The employee shall also agree in writing to allow the City to withhold and deduct amounts owed the City by the employee, including the authorization to deduct from the employee's pay, amounts owed the City by the employee due to improper, disallowed or unauthorized charges, penalty and interest incurred thereon. Disallowed transactions include, but are not limited to transactions for which proper documentation is not provided. This section shall not apply to charges made by others who have unauthorized possession of the card or card number. Fraudulent use by an employee or anyone whom the employee allowed to use a credit card or card number may be cause for termination of employment for the employees involved in the fraudulent use.

The Chief Financial Officer, or designee, may suspend or cancel any credit card due to: failure of a card holder or department to comply with these procedures and policies, misuse of a card,

## **City of Bristol, Virginia CREDIT CARD USE POLICY**

failure to provide or habitually late in providing documentation or completing required accounting information; failure to reimburse the City for disallowed charges; failure to maintain proper custody of the card; or other uses of a card which the Chief Financial Officer deems not in the best interest of the City.

### **3.2. USE OF CREDIT CARDS**

a. Credit cards may be used for:

- Expenses authorized by the travel policy, with department head approval. When credit cards are used for meal or other travel expenses which are not authorized by the travel policy or exceed reimbursement limits of the travel policy, such amount(s) shall be paid by the cardholder within 5 business days of return from the travel or notification by the City of disallowed charges.
  - Purchase of goods and services
  - On-line purchases when such purchase is advantageous to the overall efforts of the City
- Employees using credit cards shall ensure that purchases comply with all applicable laws, rules, regulations and purchasing policies

b. Credit cards may not be used for:

- Cash advances
- Personal purchases
- Purchases for any non-official City of Bristol, Virginia purpose
- Travel expenses for individuals not covered by the travel policy, even if it is the intent to reimburse the City
- Purchase of alcohol
- Purchases which are in violation of any law or regulation
- Purchases of gift cards, unless approved prior to purchase by the City Manager
- Purchases of Capital Equipment
- Fuel for privately owned vehicles

### **3.3. MERCHANT CARDS**

Merchant cards shall be obtained only by the Finance Department upon approval of the Chief Financial Officer. The Finance Department shall establish procedures for the use of merchant cards. Merchant cards shall be issued in the name of the City.

Merchant cards may be used for purchases and payment of services only from the vendor issuing the merchant card.

The employee shall also agree in writing to allow the City to withhold and deduct amounts owed the employee by the City, including the authorization to deduct from the employee's pay, amounts owed the City by the employee due to improper, disallowed or unauthorized charges, penalty and interest incurred thereon while the card was provided to the employee and not in the possession of the department custodian. Disallowed transactions include, but are not

**City of Bristol, Virginia**  
**CREDIT CARD USE POLICY**

limited to transactions for which proper documentation is not provided. This section shall not apply to charges made by others who have unauthorized possession of the card.

**3.4. RESPONSIBILITY OF DEPARTMENTS AND USERS OF CREDIT CARDS/MERCHANT CARDS**

All transactions shall be documented by receipts, which provide details of the transaction and in a form acceptable to the Chief Financial Officer. Any transaction not properly documented shall be deemed disallowed and be subject to the rules applied to disallowed charges and/or transactions.

Department Heads shall be responsible for ensuring card usage by employees of their department and compliance with all applicable laws, rules, regulations and these procedures and policies. Department Heads shall establish responsibility, control and ensure appropriate records are maintained.

Department Heads (or designee) shall approve each card transaction. The Department Head, or designee, shall ensure timely submittal of required documentation by employees of their department. This includes the submittal of receipts and the purchase requisition or travel expense form.

**3.5. DISALLOWED AND IMPROPER CHARGES/TRANSACTIONS**

If improper charges/transactions are not repaid before the credit card billing is due and payable, the City shall have a prior lien against and a right to withhold any and all funds payable, or to become payable to the cardholder up to the amount of disallowed charges/transactions, penalty, and interest at the rate charged by the issuer of the credit card. Misuse of the city credit card may result in disciplinary action, termination, and/or legal action.

**3.6. REBATES, GIFTS, ETC.**

Rebates, gifts, awards and other gratuities received related to a City credit card or use thereof, shall be the property of the City of Bristol, Virginia. Such items shall be used for the business needs of the City. Such benefits shall not accrue to benefit the cardholder.

**3.7. FINANCE DEPARTMENT**

The Finance Department will verify all credit card expenditures against the monthly billing detail. The Finance Department will notify the Department Head and Chief Financial Officer of missing receipts within 5 days of receiving the monthly statement.

**3.8. AMENDMENTS TO THE PROCEDURES AND POLICIES**

The Chief Financial Officer may amend these procedures and policies as needed to insure the proper use and control of credit cards.

**City of Bristol, Virginia**  
**CREDIT CARD USE POLICY**

CITY OF BRISTOL, VIRGINIA CREDIT CARD USER AGREEMENT

I, \_\_\_\_\_, as an employee of the City of Bristol, Virginia accept personal responsibility for the safeguard and proper use of the City credit card # \_\_\_\_\_ which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

Credit cards are to be used solely for travel related business expenses (within and outside the city), and conference/class registrations incurred by the assigned individual only.

Credit cards may be used for purchasing department supplies or necessary department items only if approved beforehand by the assigned card holder's Supervisor or the Department Head responsible for the card.

I have read and understand the credit card policies and procedures as set out in the Credit Card Use Policy and Travel Policy.

I understand the Chief Financial Officer will disallow my use of a City credit card for violation or misuse of the credit card and/or credit card policies and procedures and that such violation or misuse may subject me to discipline, including termination, under the City's Personnel Policies.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

"I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment has been received by me on account thereof."

I understand that I will be held personally liable for inappropriate charges I incur to the City credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

The undersigned individual has read and understands the above statements.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

## **City of Bristol, Virginia TRAVEL POLICY**

Predicated upon adequate funding, the City of Bristol, Virginia may reimburse employees traveling on pre-approved, official City business for reasonable and necessary expenses incurred. Travel expenses may be paid by the employee and then reimbursed upon submission of completed required paperwork and proper documentation. Completed paperwork is due to the Finance Department within three business days of return from travel.

### **Transportation**

A system-owned vehicle should be used for approved City business when available. Preference in the use of system-owned vehicles will be given to employees traveling the greatest distances. If a system-owned vehicle is not available, the private vehicle of an employee may be used and the employee will be reimbursed at the current IRS mileage rate. An employee would not be reimbursed the actual cost of gasoline or other incidental expenses of personal vehicle usage.

If an employee elects to use their personal vehicle rather than a system-owned vehicle, the employee will not receive mileage reimbursement, unless the use is pre-approved by the City Manager.

Guest and/or family members may occasionally travel in a system-owned vehicle if prior approval has been received by the City Manager. System-owned vehicles must be picked up at the beginning of travel and returned immediately upon return. System-owned vehicles should never be taken home or used to commute to and from your work location unless pre-approved. IRS rules require personal use of vehicles to be added to your taxable income and must be properly monitored.

Actual parking fees, toll charges, metro fees and required taxi or other transportation costs are allowable for reimbursement. Tickets or receipts should accompany reimbursement requests, when possible. Otherwise, the traveler should document the date, amount and purpose of a charge.

Transportation by airplane, train, or a method other than vehicle transportation must be approved by the City Manager prior to any expenditure related to that travel.

### **Meals**

Meals will be reimbursed at cost when overnight travel is required. The maximum meals and incidentals to be reimbursed is \$61/day. On travel departure and return days the meal allowance is calculated at 75% or \$45.75. If a meal is provided by a third party during travel, it will not be reimbursed or charged to City credit card, even if the employee chooses an alternative. That meal should be deducted from the daily total listed on the travel form. The meal maximum will be on a daily basis of travel and will not be subject to prorating or carry over from one day to the next. Meal allowance rates include all taxes and tips. **Tips are limited to 15%**. Detailed meal receipts must be

## **City of Bristol, Virginia TRAVEL POLICY**

submitted with the travel reimbursement claim form. Meals will not be reimbursed for day trips. The maximum meal allowance will be reviewed annually by the City Manager and the Chief Financial Officer, with any recommended changes presented to Council.

### **Lodging**

On approved trips which require overnight lodging, motel/hotel receipts must be submitted with the travel reimbursement claim form. Most telephone expenses are not allowable for reimbursement and should not be submitted for reimbursement. Government rates shall be requested when appropriate and used when available.

Travelers must keep receipts and accurate detailed records of all expenses to ensure correct reporting and submission of travel reimbursements. Claims for travel and meal expenses shall be submitted to the finance department on forms approved by the City Manager for this purpose. By signing the travel reimbursement request, the traveler is certifying the accuracy of all information and the legitimacy of the travel. The signature of the traveler's supervisor certifies that he or she agrees that the travel was necessary and the requested reimbursements are proper.

The maximum reimbursement rate for lodging shall be based on the same lodging rate paid by the Commonwealth of Virginia to its employees at any given time. Utilize the calculator at the following website to determine maximum allowance for your destination: <http://perdiemcalc.net/gsa-np/> . Up to 150% above the rate may be approved by department head, above 150% must be approved by the City Manager in advance of travel. Expenses in excess of the base guidelines will not be reimbursed, unless approved in advance. Employees who do not plan with careful consideration to these guidelines will bear the additional expense personally.

### **Miscellaneous**

Disallowed Expenditures. The following expenses will not be reimbursed: lost or stolen articles, alcoholic beverages, damage to personal vehicles, clothing, or other items, movies charged to hotel bills, entertainment expense, internet access (unless pre-approved for a business purpose) or expenses for children, spouses, and companions while traveling. This list is not all-inclusive. Employees should use prudent judgement and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.

### **Travel Expenditures charged to the City credit card**

Travel expenses charged directly to the City credit card must follow these guidelines. For additional guidelines see the Credit Card Use Policy.

**BRISTOL, VIRGINIA CITY COUNCIL  
AGENDA ITEM SUMMARY  
Item #8**

Meeting Date: January 22, 2019  
Department: City Manager  
Staff Contact: Randall Eads

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**AGENDA ITEM WORDING:**

Presentation of the Capital Improvement Program.

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**ITEM BACKGROUND:**

The Capital Improvement Program was developed by the Capital Improvement Program committee. The committee consists of the City Manager, the Chief Financial Officer, the Director of Public Works, the Police Chief, the Fire Chief, the Sheriff, and the Information Technology Manager. All City departments had the opportunity to submit items. The submitted items were evaluated based upon a set of criteria and ranked according to the scoring criteria.

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**PREVIOUS RELEVANT ACTION:**

N/A

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**STAFF RECOMMENDATIONS:**

N/A

**DOCUMENTATION:**      Included   X        Not Required       

**MOTION:** Council will receive the presentation for their information.



# CITY OF BRISTOL, VIRGINIA CAPITAL IMPROVEMENT PROGRAM 2020-2024

## ROADMAP





## City of Bristol, Virginia Capital Improvement Program

### Introduction

One of the most important duties of a local government is capital improvement planning. A capital improvement program consists of two (2) components, the capital plan and the capital budgets. The capital budget is an element of the locality's annual budget adoption process and details the upcoming year's planned expenditures for capital projects. This capital budget is based on the capital improvement plan. The plan is a listing of capital items that the locality anticipates undertaking within the next five (5) years. A capital item is any tangible asset or project with a total cost of \$5,000 or more and a useful life of longer than 1 year.

The Capital Improvement Program (CIP) for the City of Bristol, Virginia is intended to provide four (4) basic benefits:

- The CIP is a formal mechanism for decision making.  
The CIP provides the City with an orderly process for planning and budgeting capital needs. It provides answers to such questions as what to build, when to build, and how much to spend.
- The CIP links the budgeting process to the City's long range planning process.
- The CIP is a financial management tool.  
A capital improvement plan can easily be seen as a "wish list" for government spending. However, the capital budget component of the program requires prioritization of capital items based on estimates of revenue, possible financing mechanisms, available funding and existing debt. This ensures that the best use is made of financially constrained capital dollars.
- The CIP is a reporting tool.  
The program provides a source of information for citizens and businesses alike to be informed about planned city expenditures and needs.

### Organization

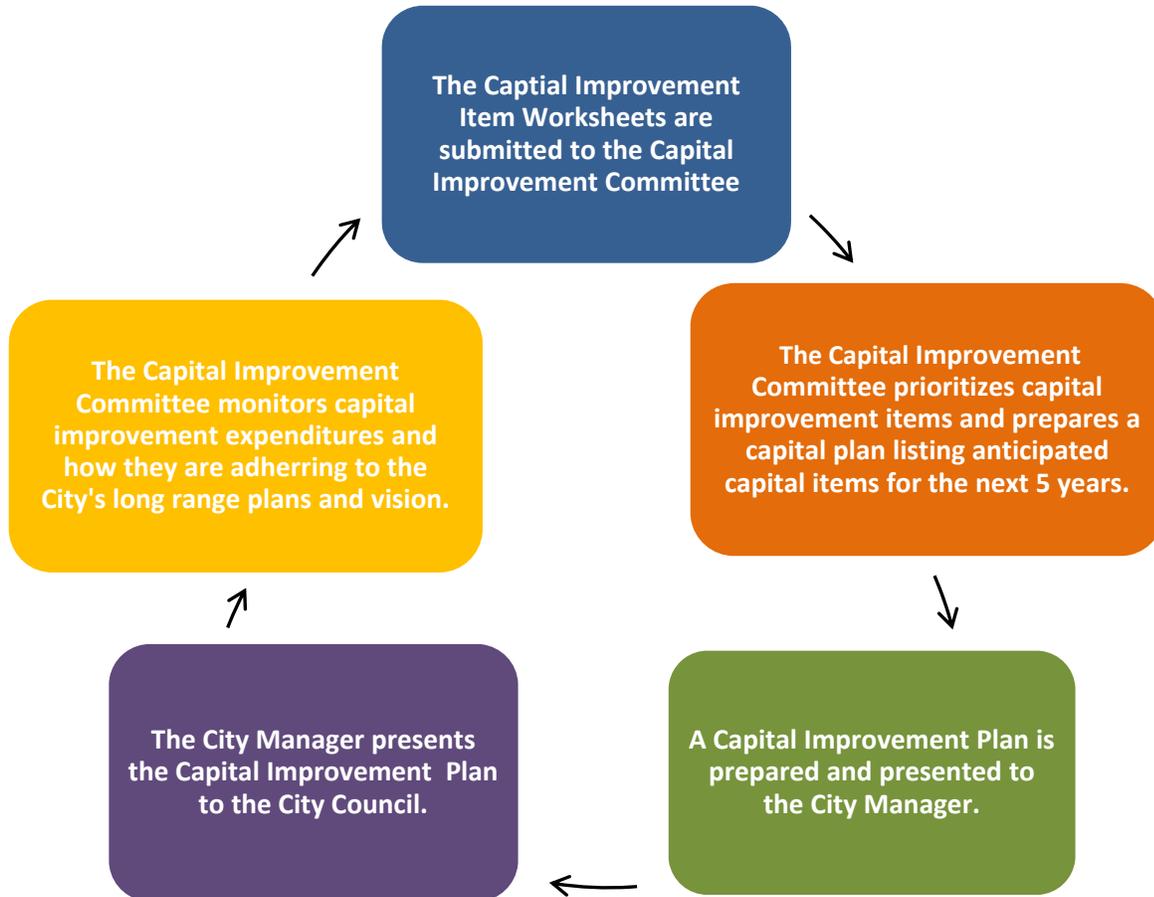
The Capital Improvement Program is composed of both process and format. A CIP committee will be formed. It will consist of the City Manager, Chief Financial Officer, Director of Public Works and other applicable City Staff. Each capital item to be included in the plan is sponsored by a department head and must be submitted to the CIP Committee with a valid Capital Improvement Item Worksheet. The worksheet provides details of the capital item to be purchased or the project to be undertaken. The Committee will convene to review the current year's capital budget, consider new capital item submissions, and discuss available funding. The Committee will update the capital improvement program as needed, which may include reprioritizing the capital items included in the plan, redistributing funding and adjusting delivery dates.

Following the work of the CIP Committee, the CIP will be submitted to the City Manager. The City Manager will review the plan and present it to the City Council.



## City of Bristol, Virginia Capital Improvement Program

### Capital Improvement Program Process





## City of Bristol, Virginia Capital Improvements Program

	FY19	FY20	FY21	FY22	FY23	FY 24
<b>Summary by Funding Source</b>						
General Fund						
Operating Transfers	301,000	625,427	985,415	1,239,601	1,480,000	1,680,000
State Funding	6,450,006	2,639,677	0	0	0	0
Federal Funding	4,028,861	5,807,434	3,654,000	2,841,000	0	0
Other Funding	0	0	0	0	0	0
Debt Funding	1,006,334	0	0	0	0	0
Rserve Funding	97,322	0	0	0	0	0
<b>Total Funding by Year</b>	<b>11,883,523</b>	<b>9,072,538</b>	<b>4,639,415</b>	<b>4,080,601</b>	<b>1,480,000</b>	<b>1,680,000</b>

<b>Summary by Function</b>						
General Government Administration	0	0	0	49,848	23,202	0
Public Safety	1,437,010	670,233	672,415	711,583	40,000	0
Public Works	10,100	0	0	0	75,000	0
Parks & Recreation	0	0	0	33,170	38,017	0
Community & Economic Development	0	0	0	0	0	0
Transit	138,050	0	0	0	0	0
Infrastructure	10,298,363	8,176,305	3,654,000	2,841,000	0	0
Vehicle Replacment	0	226,000	313,000	445,000	480,000	480,000
Reserve	0	0	0	0	823,781	1,200,000
<b>Total CIP</b>	<b>11,883,523</b>	<b>9,072,538</b>	<b>4,639,415</b>	<b>4,080,601</b>	<b>1,480,000</b>	<b>1,680,000</b>



**City of Bristol, Virginia**  
**Capital Improvements Program**

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
LOCAL FUNDING PLAN						
Local Capital	301,000.00	399,427.00	672,415.00	794,601.00	1,000,000.00	1,200,000.00
Local Vehicle	0.00	226,000.00	313,000.00	445,000.00	480,000.00	480,000.00
Total	301,000.00	625,427.00	985,415.00	1,239,601.00	1,480,000.00	1,680,000.00
% of General fund	0.58%	1.20%	1.90%	2.38%	2.85%	3.23%
Budget Increase from PY		324,427.00	359,988.00	254,186.00	240,399.00	200,000.00



**City of Bristol, Virginia  
Capital Improvements Program**

	FY20	FY21	FY22	FY23	FY24	Total		
Fully Funded Infrastructure Projects								
State Funds	410,000	0	0	0	0	410,000		
Federal Funds	1,459,798	3,654,000	2,841,000	0	0	7,954,798		
Total Revenue	1,869,798	3,654,000	2,841,000	0	0	8,364,798		
Project Costs								
Bonham Rd/Paulena Dr. Sidewalk	130,000	0	0	0	0	130,000		
Lee Hwy-Old Airport Intersection	280,000	123,000	2,841,000	0	0	3,244,000		
Euclid-Bob Morrison Signal	424,198	0	0	0	0	424,198		
Shared Use Path Overhill to Clover	195,600	0	0	0	0	195,600		
Fairview St. Bridge Improvements	280,000	0	0	0	0	280,000		
Goodson St. Bridge Replacement	375,000	1,590,000	0	0	0	1,965,000		
Martin Luther King Bridge Rehab	185,000	1,941,000	0	0	0	2,126,000		
Total Projects	1,869,798	3,654,000	2,841,000	0	0	8,364,798		

City of Bristol, Virginia  
Capital Improvement Assessment

Dept no.	Description	1. Health/Saf	2. Compl	3. Progr	4. Rem defic	5. Long Term	6. ServArea	7. Dept Pri	8. Service	9. Proj Fund	Total	TOTAL COST	FED FUND	STATE FUND	LOCAL FUND
41010	Lee Hwy Exit 5 Phase 1B w/ Off Ramps	35	30	35	35	35	35	35	35	32	307	5,150,000	3,814,141	1,309,142	26,717
41010	Bonham Road Shared Use Path-Paulena	33	26	34	33	35	30	31	34	27.7	283.7	755,507	193,350	549,535	12,622
41010	Kings Mill Pike Curve Reconstruction	35	16	32	34	35	34	34	35	25.5	280.5	401,000		371,000	30,000
32010	Heart Monitors/Defibrillators	35	35	31	33	20	34	35	33	20	276	172,723			172,723
31010	Repeater Replacement-Radio	35	35	29	33	21	35	34	35	9	266	9,887			9,887
32010	Radio System	34	30	23	33	21	35	31	35	24	266	358,047	340,145		17,902
32010	Fire Hose	31	35	31	33	14	33	34	35	17	263	85,000			85,000
32010	Mobile Data Terminal	33	30	33	35	14	31	35	33	16	260	44,576			44,576
33010	X-ray Inspection	34	28	29	35	23	30	32	31	17	259	22,415			22,415
33010	Waterline Replacement	33	35	33	35	31	25	31	17	9	249	150,000			150,000
33010	HVAC	35	35	32	35	24	27	27	22	5	242	500,000			500,000
33010	Service Weapons	29	30	20	35	21	30	33	31	7	236	34,739			34,739
33010	Cover/netting over Rec Yard	35	8	29	35	23	29	33	31	7	230	120,000			120,000
12095	Sheriff Department Infrastructure Modern	34	35	22	30	14	32	31	23	7	228	49,848			49,848
33010	Updated Lighting Cell Blocks	29	35	27	35	21	26	28	19	7	227	15,000			15,000
33010	Clothes Dryers-Laundry	25	31	25	35	16	23	33	19	7	214	11,773			11,773
32010	Fire Station Sleeping Qtr remodel	14	35	25	29	32	21	26	17	7	206	150,000			150,000
33010	Oven/Mixer-Kitchen	23	33	19	23	23	26	28	19	7	201	16,533			16,533
71010	John Deere Zero Turn Mower	21	1	31	31	21	28	28	23	9	193	11,000			11,000
71030	Scoreboards -Baseball	13	1	30	30	23	31	27	25	9	189	22,170			22,170
33010	Security Tower-Rec Yard	30	5	26	26	19	29	22	23	7	187	163,538			163,538
32010	Station Alerting System	24	3	18	20	19	31	22	25	20	182	200,000			200,000
71010	Dump Trailer	17	1	29	27	21	28	25	19	9	176	5,500			5,500
41010	Misc Street and Drainage Improvements	22	1	30	18	22	28	21	25	7	174	75,000			75,000
12095	Document Management System	10	30	19	23	15	28	23	15	7	170	14,800			14,800
71030	Scoreboards -Soccer	14	1	23	26	22	30	25	17	9	167	11,030			11,030
71030	Scoreboards -Soccer/Football	13	1	23	26	22	30	24	17	9	165	7,927			7,927
71030	Backstops/Padding Base Ball Fields	19	1	20	25	22	30	23	15	7	162	13,560			13,560
32010	Kitchen Upgrade	9	1	7	21	32	21	22	7	7	127	20,000			20,000
12095	Video System	1	5	3	23	13	28	21	11	7	112	8,402			8,402
32010	Fire Station Office-Window Repl	11	0	5	22	24	8	17	6	6	99	20,000			20,000
												8,619,975	4,347,636	2,229,677	2,042,662

**BRISTOL, VIRGINIA CITY COUNCIL**  
**AGENDA ITEM SUMMARY**  
**Item #9**

Meeting Date: January 22, 2019  
Department: City Manager  
Staff Contact: Randall Eads

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**AGENDA ITEM WORDING:**

Consider the Budget Calendar for the fiscal year 2019-2020 budget year.

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**ITEM BACKGROUND:**

The staff at the City of Bristol is in the process of developing the 2019-2020 Administrative Recommended Budget. The calendar sets the timeline for development of the budget and presentation of the recommended budget.

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**PREVIOUS RELEVANT ACTION:**

N/A

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**STAFF RECOMMENDATIONS:**

N/A

**DOCUMENTATION:**      Included   X                Not Required           

**MOTION:**   N/A

## City of Bristol, Virginia Budget Calendar FY2019-2020

Budget Workpapers to Departments	January 4, 2019
Outside Agency Applications Due	January 31, 2019
Internal Department Management Meetings	February 2019
Budget Development	February, March 2019
Budget Workshop	February 28, 2019
Budget Workshop	March 7, 2019
BVPS Presentation/Outside Agency Presentations	March 12, 2019
Public Hearing/Budget Presentation	March 26, 2019
Tax Rate Resolution	April 9, 2019
Public Hearing Appropriation Ordinance	April 23, 2019
Budget Workshop	April 27, 2019
First Reading of Budget Ordinance	May 14, 2019
Second Reading of Budget Ordinance Adoption of Budget	May 28, 2019

Public comment pertaining to the budget will be available at all regularly scheduled Council meetings.

All meetings begin at 6pm with the exception of any Saturday meetings.



**BRISTOL, VIRGINIA CITY COUNCIL  
AGENDA ITEM SUMMARY  
Item # 11.1**

Meeting Date: 1/22/19  
Department: City Clerk  
Staff Contact: Nicole Storm

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**AGENDA ITEM WORDING:**

Consider Approval of Minutes.

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**ITEM BACKGROUND:**

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**PREVIOUS RELEVANT ACTION:**

Approval of meeting minutes:

December 11, 2018 Regular Meeting  
December 20, 2018 Called Meeting  
January 8, 2019 Regular Meeting

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**STAFF RECOMMENDATIONS:**

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**DOCUMENTATION:**      Included   X        Not Required \_\_\_\_\_

**MOTION:** I move to approve the consent agenda.

December 11, 2018

A REGULAR MEETING OF THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON DECEMBER 11<sup>TH</sup>, 2018 AT 6:00PM AT 300 LEE STREET, BRISTOL, VIRGINIA WITH VICE MAYOR KEVIN WINGARD PRESIDING. COUNCIL MEMBERS PRESENT WERE ANTHONY FARNUM, WILLIAM HARTLEY, AND NEAL OSBORNE. MAYOR KEVIN MUMPOWER ARRIVED A FEW MINUTES LATE. CITY MANAGER/INTERIM CITY ATTORNEY, RANDALL EADS, AND CHIEF FINANCIAL OFFICER TAMRYA SPRADLIN WERE ALSO PRESENT.

Vice Mayor Kevin Wingard called the meeting to order and asked for a moment of silence, followed by the pledge of allegiance. Mr. Hartley and Mr. Farnum thanked city staff for their work during the recent winter storm. Mr. Osborne encouraged citizens to learn more about the Ballad Health realignment. City Manager Randall Eads thanked Gene Christian for his work on the city Christmas tree and discussed snow removal routes in the City.

1. Presentation from Chamber of Commerce.

Council received information on the “Bristol2040” visioning process that is being led by the Chamber of Commerce.

Mayor Mumpower commented on the challenges of working across state lines.

2. Consider Public Hearing of an Ordinance (18-14) to Amend the City Charter.

Mayor Mumpower opened the public hearing. City Manager Randall Eads said that this ordinance included amendments to the following sections of the City Charter: 4.05. – Mayor and vice mayor; 5.03- General powers and duties; and 7.04- Police department. Mayor Mumpower closed the hearing with no comments made.

3. Consider First Reading of an Ordinance (18-14) to Amend the City Charter (by caption only).

Mr. Osborne made a motion for first reading of the ordinance by caption only. Mr. Hartley seconded the motion, which carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

City Manager Randall Eads read the ordinance by caption only:

**AN ORDINANCE TO REQUEST A CHARTER CHANGE TO THE CHARTER FOR THE CITY OF BRISTOL, VIRGINIA**

4. Consider Second Reading and Adoption of an Ordinance to Exchange Parcels of Land with American Merchant (by caption only).

City Manager Randall Eads said that the ordinance will facilitate the exchange of land for the wastewater treatment plant at the American Merchant plant, which is supported by federal funds from the Appalachian Regional Commission. Mr. Osborne moved for second reading of the ordinance, which was seconded by Mr. Hartley. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

City Manager Randall Eads read the ordinance by caption only: ORDINANCE TO TRANSFER SURPLUS CITY PROPERTY.

Mayor Mumpower asked for a motion to adopt the ordinance. Mr. Osborne made the motion, which was seconded by Mr. Farnum. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

5. Consider Second Reading and Adoption of an Ordinance (18-13) to Amend the City Charter (by caption only).

City Manager Randall Eads said that these changes have been discussed extensively by Council and provided to the public for input. Mr. Osborne made a motion for second reading by caption only, which was seconded by Mr. Farnum. The motion carried by the following votes:

December 11, 2018

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

City Manager Randall Eads read the ordinance by caption only: **AN ORDINANCE TO REQUEST A CHARTER CHANGE TO THE CHARTER FOR THE CITY OF BRISTOL, VIRGINIA.**

Mr. Osborne made a motion for to adopt the ordinance, which was seconded by Mr. Farnum. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

6. Consider Approval of Agreement with i-Go Technology.

Mr. Bart Poe said this item had been tabled back in September. The proposal would allow i-Go Technology to place a backhaul antennae on top of City Hall at a cost of \$50.00 per month.

Michael Pollard commented that a different photo was provided in the agenda packet and that there was nothing included to cover liability.

Mr. Osborne made a motion to approve the agreement. Mr. Hartley seconded the motion.

Mr. Wingard said that things of this nature should be left to private industry and that he was not in favor. Mr. Hartley suggested that the agreement be improved to address the liability issue.

Council discussed the meeting procedures and the ability to discuss an item before making a motion. Mr. Osborne withdrew his motion to approve. Mr. Osborne then made a motion to table the item which was seconded by Mr. Farnum. The motion to table was carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

7. Consider Closed Session pursuant to §2.2-3711.A1, Code of Virginia 1950, as amended. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body (personnel).

City Manager Randall Eads said that the closed session was not necessary as only one application for the Planning Commission vacancy was received from Mr. Kevin Corbett.

8. Consider Appointment to Planning Commission.

Mr. Osborne made a motion to appoint Mr. Kevin Corbett to the Planning Commission which was seconded by Mr. Farnum. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

9. Consider Approval of Consent Agenda.

**9.1 Consider Approval of Minutes.**

November 6, 2018  
November 13, 2018  
November 19, 2018  
November 27, 2018

**9.2 Consider a supplemental appropriation of \$89,088 to the FY19 Budget per the items listed below:**

Police Department

Appropriate funds received as a donation to operating supplies and materials.

Expenditure	4-001-031010-6014 Operating Supplies and Materials	\$2,205
Revenue	3-001-018040-0001 Donations & Gifts – Police Dept.	\$2,205

Appropriate a refund received to recovered costs and to education and training.

December 11, 2018

Expenditure	4-001-031010-5540	Education & Training	\$650
Revenue	3-001-019010-0009	Recovered Costs – Police Dept.	\$650

Fire Department

Appropriate the sale of a vehicle to operating supplies & materials.

Expenditure	4-001-032010-6014	Operating Supplies & Materials	\$1,510
Revenue	3-001-018020-0005	Sale of Equipment	\$1,510

City Treasurer

Appropriate refunds to the appropriate expenditure and revenue accounts.

Expenditure	4-001-012070-6095	Refunds	\$40,000
Revenue	3-001-018020-0033	Refunds-Treasurer	\$40,000

Solid Waste Disposal Fund

Appropriate state funding for an analysis of the Solid Waste Disposal Fund.

Expenditure	4-004-022010-9150	Non-operating Expense – Other	\$44,723
Revenue	3-004-020000-0007	Non-operating Revenue - Other	\$44,723

**9.3** Consider budget transfers of \$5,000 for specific items listed below:

Inspections/Planning and Community Development

Appropriate the transfer of budgeted funds from Planning and Community Development to Inspections to cover the required 2% contribution levy fee to the State Treasury.

Increase	4-001-34010-3140	Professional Services	\$5,000
Decrease	4-001-81010-3140	Professional Services	\$5,000

**9.4** Consider Purchase Requisition per the items below:

Sheriff's Department; Inmate Housing October 2018	\$51,000
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Public Works; Animal Shelter HVAC System	\$23,500
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Mr. Farnum made a motion to approve the consent agenda, with the exception of the November 6 meeting minutes. The motion was seconded by Mr. Osborne. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

A motion to approve the November 6<sup>th</sup> meeting minutes was made by Mr. Hartley, which was seconded by Mr. Osborne. The motion carried by the following votes:

AYES: Hartley, Osborne, Wingard, Mumpower.

ABSTAIN: Farnum.

There being no further business, the meeting was adjourned.

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City Clerk

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Mayor

December 20, 2018

A CALLED MEETING OF THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON DECEMBER 20<sup>th</sup> AT 300 LEE STREET, BRISTOL, VIRGINIA WITH MAYOR KEVIN MUMPOWER PRESIDING. COUNCIL MEMBERS PRESENT WERE VICE MAYOR KEVIN WINGARD, ANTHONY FARNUM, WILLIAM HARTLEY, AND NEAL OSBORNE. CITY MANAGER/INTERIM CITY ATTORNEY, RANDALL EADS, AND CHIEF FINANCIAL OFFICER TAMRYA SPRADLIN WERE ALSO PRESENT.

### **5:00pm- Worksession on Financial Audit**

Mayor Mumpower called the worksession to order.

#### 1. Presentation of Audited Financial Statements.

Independent auditors presented information on the City's Audit for the Year Ending June 30, 2018.

At 5:45pm, Council recessed to reconvene in Council Chambers at 6pm for the called meeting. Mayor Mumpower called the meeting to order, and asked for a moment of silence followed by the pledge of allegiance. Mayor Mumpower wished everyone a safe holiday season. City Manager Randall Eads said that the City was notified that they are not included on the list of the most fiscally distressed localities in Virginia from the Auditor of Public Accounts.

Michael Pollard asked about policies on street maintenance and recommended an annual review of all streets that are maintained by the City.

#### 1. Presentation of Audited Financial Statements, continued.

City Manager Randall Eads introduced the Robinson, Farmer, Cox Associates representative who presented the City's audited financial statements for the year ending June 30, 2018. He did comment that the City's Solid Waste Disposal Fund remains unsustainable and requires transfers from the General Fund, and that the City has an unassigned fund balance of about \$14.2 million dollars.

Mayor Mumpower asked for a motion to accept the financial statements. Mr. Osborne made the motion to accept, and Mr. Farnum seconded.

Mr. Hartley thanked the auditors for their work as did Mayor Mumpower. CFO Tamrya Spradlin said that the audit would be available on the City website the following day.

The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

2. Consider closed session pursuant to §2.2-3711.A7, Code of Virginia, 1950, as amended. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. (Legal counsel)

Mr. Osborne made a motion to go into closed session for the reasons stated. Mr. Hartley seconded the motion, which was carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

Mayor Mumpower asked for a roll call vote to certify the closed session.

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

3. Consider Public Hearing on the Sale of City-Owned Property.

December 20, 2018

Mayor Mumpower opened the public hearing. City Manager Randall Eads said that the property is located at the intersection of Old Airport Road and Bonham Road.

Michael Pollard said that he was unable to find where the property was advertised. City Manager Randall Eads said that the property was listed on the VEDP website (Virginia Economic Development Partnership). Mayor Mumpower closed the hearing with no other comments made.

4. Consider Approval of Offer to Purchase City-Owned Property.

City Manager Randall Eads said that he has reviewed the contract provided and found it to be in good order. Mr. Osborne made a motion to accept the offer received. Mr. Wingard seconded the motion. Mr. Osborne and Mr. Hartley voiced their approval of the proposal and said they were glad to see a developer interested in the City. The motion was carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

5. Consider Second Reading and Adoption of an Ordinance (18-14) to Amend the City Charter (by caption only).

City Manager Randall Eads said that the ordinance contained the 2<sup>nd</sup> set of changes requested by Council. Mr. Hartley made the motion for 2<sup>nd</sup> reading by caption only which was seconded by Mr. Osborne. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

City Manager Randall Eads read the ordinance by caption only:

**AN ORDINANCE TO REQUEST A CHARTER CHANGE TO THE CHARTER FOR THE CITY OF BRISTOL, VIRGINIA**

Mr. Hartley made a motion to adopt the ordinance, which was seconded by Mr. Osborne. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

6. Receive information on Virginia Conflict of Interest.

City Manager Randall Eads gave information on the Virginia Conflict of Interest Act as it applies to council members and city staff.

There being no further business, the meeting was adjourned.

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City Clerk

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Mayor

January 8, 2019

A REGULAR MEETING OF THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON JANUARY 8<sup>TH</sup> AT 4:00PM, 300 LEE STREET, BRISTOL, VIRGINIA WITH MAYOR KEVIN MUMPOWER PRESIDING. COUNCIL MEMBERS PRESENT WERE VICE MAYOR KEVIN WINGARD, ANTHONY FARNUM, WILLIAM HARTLEY, AND NEAL OSBORNE. CITY MANAGER/INTERIM CITY ATTORNEY, RANDALL EADS, AND CHIEF FINANCIAL OFFICER TAMRYA SPRADLIN WERE ALSO PRESENT.

1. Consider closed session pursuant to §2.2-3711.A6, Code of Virginia, 1950, as amended. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected (proprietary).

Mayor Mumpower asked for a motion and second to go into closed session. Mr. Hartley made a motion to enter into executive session for the reasons stated. Mr. Osborne seconded the motion, which was carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

Mayor Mumpower asked for a roll call vote to certify the closed session.

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

*Recess and reconvene in Council Chambers, 6pm*

Mayor Mumpower called the meeting to order and asked for a moment of silence, followed by the pledge of allegiance. Mayor Mumpower said he thought that the year was starting off on a good note in the City and that he was glad to see economic development activity going on. City Manager Randall Eads said that staff was developing a budget calendar that would be presented at the January 21, 2019 meeting.

Mahlon Luttrell spoke about the termination and renegotiation of the lease with Bristol Baseball. Michael Pollard asked for information on the CBD processing facility, the opening of the animal shelter, and the White site which was being used as a soccer field. City Manager Randall Eads said the license was just awarded by the state on December 17 and they have one year to begin production. He said the animal shelter should be up and running at the end of the month or early February due to weather delays. He also said that the White Site is in an industrial area and that there are many other fields in the City to be used for soccer.

Mr. Osborne asked that Item #5 be amended to include section 74-7 of the City Code of Ordinances. Mr. Hartley seconded the amendment to the agenda which was carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

2. Consider a Closed Session pursuant to §2.2-3711.A1, Code of Virginia 1950, as amended. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body (personnel).

Mr. Farnum made a motion to enter into closed session for the reasons stated which was seconded by Mr. Osborne. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

Mayor Mumpower asked for a roll call vote to certify the closed session.

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

3. Consider Councilmanic Appointments.

January 8, 2019

Mr. Hartley made a motion to appoint Mr. Farnum to the Drug Court Advisory Board, the East Hill Cemetery Board, the Farmers Market, the Mount Rogers Commission on Aging, the Joint Planning Commission, the Redevelopment and Housing Authority, and the Public Library Board. Mr. Wingard seconded the motion, which was carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

4. Consider Public Hearing on FY18-19 CDBG Annual Action Plan Amendment.

Mayor Mumpower opened the public hearing. CDBG Coordinator Ellen Tolton said the amendments proposed to the action plan would allow needs to be met for the home repair program, which has a waiting list, instead of going to a park. Mayor Mumpower closed the public hearing with no comments made.

5. Consider Joint Public Hearing with the Planning Commission on an Ordinance to Amend Sections 74-7, 50-356 and 50-357 of the City Subdivision Ordinance.

The Planning Commission called their meeting to order with Chair Jordan Pennington presiding. The following members were present: Jordan Pennington, Bart Long, Michael Pollard, Kevin Corbett, and Kevin Wingard. Members absent were: Susan Long and Todd Buchanan.

Mayor Mumpower opened the public hearing. The Planning Commission opened the public hearing.

GIS Coordinator Kelly Miller said the ordinance includes the changes required to become compliant with Next-Gen 911. City Planner Sally Morgan said that the Planning Commission was required to vote on changes to the City Subdivision Ordinance (sections 50-356 and 50-357). Planning Commission member Michael Pollard pointed out requirements for height of address numbers currently in the City Code.

Mayor Mumpower and Chair Pennington closed the public hearing.

6. Consider Joint Public Hearing with the Planning Commission on an Ordinance to Amend Sections 50-133 and to the zoning map to implement approved amendments to the city Enterprise Zone program.

Mayor Mumpower and Chair Pennington opened the public hearing. City Planner Sally Morgan said the purpose of the public hearing is to approve changes to the Enterprise Zone (EZ) program that were approved by the state in December, including changes to the façade improvement grant and the job training grant, in addition to a revision to the boundaries of the zone which is an overlay zoning district. Ellen Tolton, CDBG and EZ Coordinator for the city, explained the incentive changes and Ms. Morgan presented the proposed map revisions. Mayor Mumpower and Chair Pennington closed the public hearing.

On a motion by Michael Pollard, seconded by Kevin Corbett, the Planning Commission voted to recommend the proposed changes in City Code sections 50-356 and 50-357 in Agenda Item #5 to City Council.

On a motion by Michael Pollard, seconded by Kevin Corbett, the Planning Commission voted to recommend the proposed EZ code and map changes in Item #6 to City Council.

Chair Pennington adjourned the Planning Commission meeting.

7. Consider Approval of FY18-19 Annual Action Plan Amendment.

Mr. Osborne made a motion to approve the amendment to the CDBG Action Plan. Mr. Farnum seconded the motion. Mr. Wingard asked about the eligibility requirements for CDBG. Mr. Osborne's motion was carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

January 8, 2019

8. Consider First Reading of an Ordinance to Amend Sections 74-7, 50-356 and 50-357 of the City Subdivision Ordinance.

City Manager Randall Eads said that since the ordinance is overly lengthy and has been available to the public, the ordinance may be read by caption only. Mr. Hartley made a motion for first reading by caption only, which was seconded by Mr. Osborne. The motion for first reading was carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

City Manager Randall Eads read the ordinance by caption only:

AN ORDINANCE AMENDING BRISTOL VIRGINIA CODE STANDARDS FOR STREET NAMES AND ADDRESSING; AN ORDINANCE AMENDING CHAPTER 50, ARTICLE III (SUBDIVISIONS), SECTIONS 356 AND 357 AND CHAPTER 74, ARTICLE (IN GENERAL), SECTION 7.

9. Consider First Reading of an Ordinance to Amend Section 50-133 of the City Code (Enterprise Zone Amendments).

Mr. Hartley made a motion for first reading of the ordinance by caption only, which was seconded by Mr. Farnum. The motion was carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

City Manager Randall Eads read the ordinance by caption only:

AN ORDINANCE AMENDING BRISTOL VIRGINIA CODE FOR ENTERPRISE ZONE; AN ORDINANCE AMENDING CHAPTER 50, ARTICLE II (ZONING), SECTION 133 AND THE BRISTOL VIRGINIA ZONING MAP.

10. Consider Approval of Termination Agreement and Release for Nulife, Inc.

City Manager Randall Eads said that the City and Nulife had entered into a performance agreement for the receipt of a grant from the Virginia Economic Development Partnership. Mr. Eads said that he has been negotiating the repayment of the grant with the Virginia Attorney General's office and the attorney for Nulife. The IDA approved and signed the agreement at their last meeting.

Mr. Osborne made a motion to approve the agreement which was seconded by Mr. Farnum.

Mr. Wingard said he would like to table the agreement until the payment was made. Mr. Eads said that the certificate of satisfaction will not be signed until the payment is made to the Commonwealth. Mr. Hartley asked about the materials stored in the building, which Mr. Eads said have all been removed. Mayor Mumpower asked about the likelihood of the building being sold with a lien from the City.

Mayor Mumpower asked for a roll call on the motion made by Mr. Osborne, which carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

NO: Wingard.

11. Presentation of Landfill Study, SCS Engineers.

City Manager Randall Eads introduced the representatives from SCS Engineers who completed the analysis of the landfill finances. Mr. Eads noted that the landfill has cost the City roughly \$85 million dollars since opening, and will cost the City more over its lifetime than the development of the Falls.

SCS Engineers gave a presentation on their analysis of the landfill and discussed options that Council may consider to make the Solid Waste Disposal Fund self-sustaining.

January 8, 2019

Mayor Mumpower said that Council would have to look at available options to find a solution. Mr. Farnum asked if they had seen other localities with circumstances similar to Bristol. Mr. Dick of SCS Engineers said he has not seen another locality with the level of debt, the inequity between cost of service and revenue, and the continuation of general funds transfers that are necessary every year.

12. Consent Agenda.

12.1 Consider Purchase Requisition per the Item Listed Below.

Public Works, Independent Cost Analysis. \$27,500.00

12.2 Consider Approval of Street Closure- Martin Luther King Jr., Parade

Mr. Osborne made a motion to approve the consent agenda as presented. Mr. Farnum seconded the motion, which was carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

There being no further business, the meeting was adjourned.

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City Clerk

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Mayor

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

Meeting Date: January 22, 2019  
Department: Finance  
Staff Contact: Tamrya Spradlin

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**AGENDA ITEM WORDING:** Consider a supplemental appropriation of **\$310,970** to the FY19 Budget per the Items Listed Below.

**Police Department**

Appropriate funds received as a donation to Other Equipment.

Expenditure	4-001-31010-8101	Other Equipment	\$10,000
Revenue	3-001-18040-0001	Donations & Gifts – Police Dept.	\$10,000

**Fire Department**

Appropriate funds received as a donation to Operating Supplies & Materials.

Expenditure	4-001-32010-6014	Operating Supplies & Materials	\$5,000
Revenue	3-001-18040-0002	Donations & Gifts – Fire Dept.	\$5,000

Appropriate additional SHSP HazMat grant funds awarded for fiscal year 2019.

Expenditure	4-001-32030-5870	SHSP FY18 HazMat	\$52,000
Revenue	3-001-33020-0044	SHSP FY18 HazMat	\$52,000

Appropriate additional SHSP Tech Rescue grant funds awarded for fiscal year 2019.

Expenditure	4-001-32030-5871	SHSP FY18 Special Ops Tech Res	\$35,000
Expenditure	4-001-32030-1242	SHSP FY18 Salaries & Wages	\$15,000
Revenue	3-001-33020-0045	SHSP FY18 Tech Rescue	\$50,000

**City Treasurer**

Appropriate a refund of taxes paid to the appropriate expenditure account. This refund was the result of a legal proceeding and is needed to comply with the final court order. These funds were received in a prior fiscal year.

Expenditure	4-001-12070-6095	Refunds	\$171,932
Revenue	3-001-10110-0001	Beginning Fund Balance	\$171,932

**Parks & Recreation – Programming**

Appropriate donations received for youth basketball.

Expenditure	4-001-71030-6014	Operating Supplies & Materials	\$977
Expenditure	4-001-71030-6014	Operating Supplies & Materials	\$925

Revenue	3-001-18020-0001	Donations and Gifts	\$1,902
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**Economic Development**

Appropriate state funding to pay for an Economic Forecast.

Expenditure	4-001-81190-3140	Professional Services	\$20,136
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Revenue	3-001-24010-0051	State Reimbursement	\$20,136
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**ITEM BACKGROUND:**

On June 12, 2018, the Bristol Virginia City Council adopted the FY19 Budget. The above items are an additional appropriation to the original budget.

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**PREVIOUS RELEVANT ACTION:**

June 12, 2018, the adoption of the FY19 Budget

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**STAFF RECOMMENDATIONS:**

Staff recommends that Council approve the supplemental appropriation as listed.

**DOCUMENTATION:**      Included   X                Not Required\_\_\_\_\_

**MOTION:**

Bristol Virginia Police Department  
501 Scott Street Bristol, VA 24201



**MEMORANDUM**

TO: Tamrya Spradlin, CFO

FROM: Chief John S. Austin

DATE: 12/12/2018

RE: Supplemental Budget Appropriation Request FY 2018-2019

=====

We are requesting that the following budget supplemental appropriation be presented and approved at the next Council meeting.

Reason for request: Contributions from The United Company Foundation & James & Frances G. McGlothlin Foundation.

Amount: \$5,000.00 (check # 8177 from The United Company Foundation)  
\$5,000.00 (check #1460 from James & Frances G. McGlothlin Foundation)

Revenue: 3-001-18040-0001 (Donations/Gifts)

Expenditure: 4-001-31010-8101 (Other Equipment)

A handwritten signature in blue ink that reads "John S. Austin".

John S. Austin  
Chief of Police

James & Frances G. McGlothlin Foundation  
1005 Glenway Ave  
Bristol, VA 24201

TRISUMMIT BANK  
87-920/642

1460

12/4/2018

Pay to the  
Order of

Bristol Virginia Police Department

\$ \*\*5,000.00

Five Thousand and 00/100\*\*\*\*\*Dollars

Bristol Virginia Police Department

*Barbara J Bjerke* MP

Details on Back. Secure Check

THE UNITED COMPANY

THE UNITED COMPANY FOUNDATION  
1005 GLENWAY AVENUE  
BRISTOL, VA 24201

TRISUMMITBANK

87-920/642

1460

8177

CHECK NO. 008177

PAY \*FIVE THOUSAND AND XX / 100

DATE AMOUNT

12/6/2018 \*\*\*\*\*5,000.00\*

TO THE  
ORDER  
OF

BRISTOL VA CITY POLICE DEPT.  
417 CUMBERLAND STREET  
BRISTOL, VA 24201

*Lois a Clarke*

Security features. Details on back.

THE UNITED COMPANY FOUNDATION

8177

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
12/4/2018	DECEMBER 2018	DECEMBER 2018 CHRISTMAS	5,000.00	0.00	5,000.00



# CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

TO: Tamrya Spradlin, CFO

FROM: Fire Chief Mike Armstrong, Fire Department

RE: Supplemental Budget Appropriation FY 2018-2019

DATE: 12/11/18

We are requesting that the following budget supplemental appropriation be presented and approved.

On 12/11/18, the United Company Foundation donated the below funds to the Bristol Virginia Fire Department:

Funds: \$5,000

Purpose: To go toward the purchase of equipment, operating supplies, and other Fire Department expenditures.

Revenue: 3-001- 18040-002

Expenditure: 4-001-32010-6014

Signature: \_\_\_\_\_

*Mike Armstrong*

THE UNITED COMPANY  
**Foundation**



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1005 GLENWAY AVENUE - BRISTOL, VIRGINIA 24201 - 276.645.1454 - 276.645.1420 (fax)

[www.unitedcofoundation.org](http://www.unitedcofoundation.org)

December 11, 2018

Chief Mike Armstrong  
Bristol Virginia Fire Department  
211 Lee Street  
Bristol, VA 24201

Dear Chief Armstrong:

On behalf of The United Company Foundation and its Board of Directors, I am pleased to enclose a check in the amount of \$5,000.00 as a contribution to your organization this year.

Thank you for all you do for our community. We wish you and your associates a happy, healthy and prosperous New Year.

Sincerely yours,

Lois A. Clarke  
President

THE UNITED COMPANY FOUNDATION  
1005 GLENWAY AVENUE  
BRISTOL, VA 24201

TRISUMMITBANK

8175

87-920/642

CHECK NO. 008175

PAY \*FIVE THOUSAND AND XX / 100

DATE

AMOUNT

12/6/2018

\*\*\*\*5,000.00\*

TO THE  
ORDER  
OF

BRISTOL VIRGINIA FIRE DEPARTME  
211 LEE STREET  
BRISTOL, VA 24201

*Lois a Clarke*

Security features. Details on back.

THE UNITED COMPANY FOUNDATION

8175

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
12/4/2018	DECEMBER 2018	DECEMBER 2018 CHRISTMAS	5,000.00	0.00	5,000.00

Check: 008175

12/6/2018

BRISTOL VIRGINIA FIRE DEPARTME

Check Total:

5,000.00



# CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

TO: Tamrya Spradlin, CFO

FROM: Fire Chief Mike Armstrong

RE: Supplemental Budget Appropriation FY 2018-2019

DATE: 11/5/18

We are requesting that the following budget supplemental appropriation be presented and approved.

On 11/1/18 the Virginia Department of Emergency Management awarded the following 2018 Special Ops State Hazardous Materials Team funding to the City of Bristol Virginia:

Total SubAward Value: \$52,000

Purpose: Annual VDEM SHSP Award Program

Revenue: 3-001- 33020-044

Expenditure: 4-001- 32030-5870

Signature: Mike Armstrong



Virginia Department of Emergency Management

10501 Trade Court  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

1. SUBRECIPIENT NAME AND ADDRESS:

Bristol City  
300 Lee St.  
Bristol, Virginia 24201

4a. SUBAWARD ID NUMBER: 7905

4b. Federal Award Identification Number: EMW-2018-SS-00093-S01

5. SUBAWARD DATE: 11/1/2018

6. PROJECT PERIOD: «10/01/2018» to «03/31/2020»  
BUDGET PERIOD: «10/01/2018» to «03/31/2020»

7. TOTAL AMOUNT OF THIS SUBAWARD: **\$52,000.00**

2. SUBRECIPIENT DUNS Number:

074914581

SUBRECIPIENT EIN:

54-6001159

8. FEDERAL AMOUNT OF THIS SUBAWARD: **\$52,000.00**

9. SUBRECIPIENT NON-FEDERAL COST SHARE REQUIREMENT: N/A

10. INDIRECT COST RATE (If applicable): N/A

3. PASS-THROUGH ENTITY: Virginia Department of Emergency Management  
SUBAWARD NAME: **2018 State Homeland Security Grant Program (SHSP)**  
CFDA: 97.067 Homeland Security Grant Program (HSGP)  
U.S. Department of Homeland Security (DHS)  
Federal Emergency Management Agency (FEMA)

11. STANDARD TERMS AND CONDITIONS & SPECIAL CONDITIONS

The above subaward is approved subject to the 2018 Department of Homeland Security (DHS) Standard Terms and Conditions and VDEM Special Conditions as set forth on the attached pages.

12. APPROPRIATION AUTHORITY FOR GRANT

The project is supported under the *Department of Homeland Security Appropriations Act, 2018 (Public Law No. 115-141)*.

13. METHOD OF PAYMENT

Commonwealth of Virginia Cardinal Accounting System

AGENCY APPROVAL

SUBRECIPIENT ACCEPTANCE

14. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL

Jeffrey D. Stern Ph.D.  
State Coordinator

16. NAME AND TITLE OF AUTHORIZED OFFICIAL

Randall Eads  
City Manager

15. SIGNATURE OF APPROVING VDEM OFFICIAL

*Jeffrey D. Stern* Stern

17. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL

*Randall Eads*

18. DATE: 11/2/18



# CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

TO: Tamrya Spradlin, CFO

FROM: Fire Chief Mike Armstrong

RE: Supplemental Budget Appropriation FY 2018-2019 Revised

DATE: 1/4/19

We are requesting that the following revised budget supplemental appropriation be presented and approved.

On 11/2/18 the Virginia Department of Emergency Management awarded the following 2018 Special Ops Technical Rescue Team funding to the City of Bristol Virginia:

Total SubAward Value: \$50,000

Purpose: Annual VDEM SHSP Award Program

Revenue: 3-001-033020-0045 \$50,000

Expenditure: 4-001-32030-5871 FY18 SHSP Heavy Technical Rescue \$35,000

Expenditure: 4-001-32030-~~1239~~<sup>1240</sup> FY18 SHSP Heavy Technical Rescue – Salaries & Wages \$15,000

Signature: 



Virginia Department of Emergency Management

10501 Trade Court  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

1. SUBRECIPIENT NAME AND ADDRESS:

Bristol City  
300 Lee St  
Bristol, Virginia 24201

4a. SUBAWARD ID NUMBER: 7921  
4b. Federal Award Identification Number: EMW-2018-SS-00093-S01  
5. SUBAWARD DATE: 11/2/2018

6. PROJECT PERIOD: «10/01/2018» to «03/31/2020»  
BUDGET PERIOD: «10/01/2018» to «03/31/2020»

7. TOTAL AMOUNT OF THIS SUBAWARD: **\$50,000.00**

2. SUBRECIPIENT DUNS Number:

074914581

SUBRECIPIENT EIN:

54-6001159

8. FEDERAL AMOUNT OF THIS SUBAWARD: **\$50,000.00**

9. SUBRECIPIENT NON-FEDERAL COST SHARE REQUIREMENT: N/A

10. INDIRECT COST RATE (If applicable): N/A

3. PASS-THROUGH ENTITY: Virginia Department of Emergency Management  
SUBAWARD NAME: **2018 State Homeland Security Grant Program (SHSP)**  
CFDA: 97.067 Homeland Security Grant Program (HSGP)  
U.S. Department of Homeland Security (DHS)  
Federal Emergency Management Agency (FEMA)

11. STANDARD TERMS AND CONDITIONS & SPECIAL CONDITIONS

The above subaward is approved subject to the 2018 Department of Homeland Security (DHS) Standard Terms and Conditions and VDEM Special Conditions as set forth on the attached pages.

12. APPROPRIATION AUTHORITY FOR GRANT

The project is supported under the *Department of Homeland Security Appropriations Act, 2018 (Public Law No. 115-141)*.

13. METHOD OF PAYMENT

Commonwealth of Virginia Cardinal Accounting System

AGENCY APPROVAL

SUBRECIPIENT ACCEPTANCE

14. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL

Jeffrey D. Stern Ph.D.  
State Coordinator

16. NAME AND TITLE OF AUTHORIZED OFFICIAL

Randall Eads  
City Manager

15. SIGNATURE OF APPROVING VDEM OFFICIAL

*Jeffrey D. Stern*

17. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL

*Randall Eads*

18. DATE: 11/5/2018

Special Issue

Fund: 12070

CITY OF BRISTOL VIRGINIA  
CHECK REQUEST

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DATE: 1/11/2019

CHARGE: 6095 TRCL

AMOUNT: \$171,931.81

TO: Sunstar Keshav Properties, LLC  
190 Franklin St  
Elmwood Park, NJ 07407

For: Reassessment Credit  
RE2016 Account #213  
Tax 139,931.55  
Interest 32,000.26  
171,931.81

Angel Britt  
Requested By

Ⓟ 17869

4-001-012070-6095

VIRGINIA:

IN THE CIRCUIT COURT OF CITY OF BRISTOL

SUNSTAR KESHAV PROPERTIES, LLC, )

Plaintiffs )

v. )

CASE NO. 16-458

CITY OF BRISTOL, VIRGINIA )

Defendants )

**FINAL ORDER**

On October 8, 2018 came the plaintiff, by counsel, and the defendant, by counsel, for a bench trial on the Application to Correct Erroneous Real Estate Tax Assessment of the plaintiff for the tax year 2016; upon the Answer of the defendant; upon the evidence of the plaintiff; and, upon the arguments of counsel for the parties.

UPON CONSIDERATION THEREOF, it appearing to the Court that based upon the evidence presented that the real property described in the Application (hereinafter "the Real Estate"), on which the commercial business known locally as The Bristol Mall was located, has been losing tenants and income for several years; that the plaintiff purchased the Real Estate on March 16, 2016 for the total consideration of \$1,758,750.00 after a two day nationwide online auction for which there were multiple bidders; that at the time of purchase the Bristol Mall was 45% occupied; that the Bristol Mall continued to lose tenants until the plaintiff listed the Real Estate for sale with a nationwide commercial real estate broker in August 2017 when the Bristol

HUTTON & ASSOCIATES, P.C.  
ATTORNEYS AT LAW  
131 EAST VALLEY STREET  
ABINGDON, VA 24210

Mall lost its last tenant; that the plaintiff sold the Real Estate on June 1, 2018 for the total consideration of \$2,600,000.00; that at the time the plaintiff purchased the Real Estate the total tax assessed value thereof was \$16,993,900.00; that the defendant conducted a reassessment of all real estate located in its boundaries in 2016, effective for the tax year of 2107, that assessed the tax value three tracts owned by the plaintiff in the total amount of \$2,248,000; and that based upon all of the evidence presented the Court found the proper tax assessed value of the three tracts of land as described in the Application is in the total amount of \$2,600,000.00; it is therefor

ORDERED that the defendant, City of Bristol, Virginia, re-calculate all real estate taxes required to paid by the plaintiff on the Real Estate in tax year 2016 based upon the total tax assessed value of \$2,600,000.00; it is further

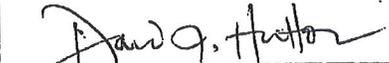
ORDERED that the defendant, the City of Bristol, Virginia, shall reimburse and refund to the plaintiff the amount of all overpaid taxes on the Real Estate based upon the corrected tax assessed value of the Real Estate as set forth in the preceding paragraph hereof, including pro-rated taxes for the first half of 2016 and the second half year taxes for 2016, in the total amount of \$139,931.55, with interest on both amounts at the rate of 10%, pursuant to Virginia Code §58.1-3916 and Bristol, Virginia Code § 78-8, from the date both the date the 2016 pro-rated first half year taxes and the second half year taxes were paid to the Treasurer of the City of Bristol, Virginia, and said refunds shall be paid to counsel for plaintiff within ten (10) days of the date of entry of this Final Order; and it is further

ORDERED that the Clerk of this court shall provide counsel for the parties a copy of this Order and this case shall be dismissed from the docket of this court.

ENTER this 21<sup>st</sup> day of December, 2018.

  
Sage B. Johnson, Judge

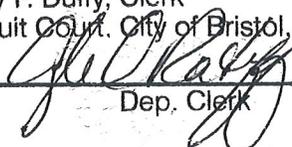
REQUESTED BY:

  
David J. Hutton, Esq. (VSB #18774)  
Counsel for Sunstar Keshav Properties, LLC

SEEN and OBJECTED TO:

  
Randall C. Eads, Esq. (VSB # 77871)  
Counsel for the City of Bristol, Virginia

A COPY TESTE:  
Kelly F. Duffy, Clerk  
Circuit Court, City of Bristol, VA

By:   
Dep. Clerk



# CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

TO: Tamrya Spradlin, CFO

FROM: Danny Hill, Recreation Superintendent, Parks and Rec. Programming 71030

RE: Supplemental Budget Appropriation Request FY 2018-2019

DATE: January 9, 2019

We are requesting that the following budget supplemental appropriation be presented and approved at the next Council meeting.

Reason for request: The attached copies of checks and cash donations were given to sponsor shirts and trophies for several teams of our Youth Basketball Leagues and to defray the cost of purchasing shirts and trophies which will come out of our line **6014 Operating Supplies and Materials**

Amount: \$ ~~997.00~~ 977.00 ✓

Revenue: 3-001-18020-0001

Expenditure: 4-001-

71030-6014

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Danny Hill", is written over a horizontal line. The signature is stylized and includes a large loop at the beginning.



Sylvia-

Donation from Youth Care Pediatrics  
For

Parks + Rec. Programs - Youth Basketball  
Uniforms + Trophies

\$325.00

CITY OF BRISTOL VA  
JAN - 8 2019  
FINANCE  
Johnson  
1-8-19

Vogel

JOHN RAGAN  
NICOLE RAGAN  
PH. 276-591-5420  
60 KINGSBRIDGE  
BRISTOL, TN 37620

337

87-7844/2642  
BRCH00

1-4-19

Date

Pay to the  
order of

VA  
Bristol's Park & Recreation

\$ 280.00

two hundred eighty & 00/100

Dollars



Security  
Features  
Details on  
Back.



UNITED SOUTHEAST  
FEDERAL CREDIT UNION  
Bristol / Johnson City, TN • Bristol, VA  
Wake Forest, NC • Abingdon, VA

Helping Our Members Live Better Lives

*[Signature]*

MP

For \_\_\_\_\_

FLAGS OF FREEDOM

1/09/19

**LEO CONTRACTING**

1016 WEAVER PIKE  
BRISTOL, TN 37620  
423-797-0500

2281

87-816/642

DATE 01-08-19

PAY TO THE ORDER OF

Parks and Rec Bristol Virginia

\$ 240.00

Two hundred and forty and <sup>00</sup>/<sub>100</sub>

DOLLARS



BRANCH BANKING AND TRUST COMPANY  
1-800-BANK BBT BBT.com

FOR

[Signature]

MP



FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

Joshua A. Haynes  
264 Beaverview Dr.  
Bristol VA 24201-1843

Date 01-08-19

1102  
7935/2642

Pay to the order of

Bristol Virginia Parks and Rec

\$ 132.00

One hundred thirty two dollars and <sup>00</sup>/<sub>100</sub>

Dollars



MEMO

Services

SIGNED

[Signature]



THE REVERSE SIDE

HOLD AT ANGLE TO VIEW

1/10/19



# CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

TO: Tamrya Spradlin, CFO

FROM: Danny Hill, Recreation Superintendent, Parks and Rec. Programming 71030

RE: Supplemental Budget Appropriation Request FY 2018-2019

DATE: January 4, 2019

We are requesting that the following budget supplemental appropriation be presented and approved at the next Council meeting.

Reason for request The attached copies of checks were donations given to sponsor shirts and trophies for several teams of our Youth Basketball Leagues and to defray the cost of them which will come out of our line 6014 Operating Supplies and Materials

Amount: \$ 925.00

Revenue: 3-001-18020-0001

Expenditure: 4-001 - 71030-6014

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "Danny Hill", is written over a horizontal line.

**ISTOBAL**

1100 PAGE STREET • BRISTOL, VIRGINIA 24201  
276-466-3921 • info.usa@istobal.com • www.istobal.com

FIRST TENNESSEE

26-2/840

17771

PAY \*TWO HUNDRED FIFTY AND XX / 100

DATE  
11/29/2018

CHECK AMOUNT  
\*\*\*\*\*250.00\*

TO THE  
ORDER  
OF

Bristol Va Parks & Rec.

*Rhonda Burton*  
AUTHORIZED SIGNATURE

12-11-18

ISTOBAL USA CORP.

17771

DATE	INVOICE NO.	COMMENT	AMOUNT	DISCOUNT	NET AMOUNT
11/29/2018	BASKETBALL SPK		250.00	0.00	250.00
			DONATION - YOUTH BASKETBALL 3-001-18020-0001		
Check: 017771	11/29/2018	Bristol Va Parks & Rec.		<b>TOTAL</b>	250.00

8/8/21

J M S ASSOCIATES LLC  
BONHAM ROAD LOCATION  
P O BOX 872  
KINGSPORT, TN 37662

4473

87-794/642

DATE 12/13/18

CHECK ARMOR  
SECURED PAYMENT

PAY TO THE ORDER OF BRISTOL VA PARKS & REC \$ 240.<sup>00</sup>

Two hundred forty and <sup>00</sup>/<sub>100</sub> DOLLARS

Photo Safe Deposit  
Details on back

 Citizens BANK  
www.citizensbank24.com

FOR Jersey Mike's Team Sponsor

*David Wampler*



Advanced Graphic Installations, LLC  
420 Mount Area Drive  
Bristol, TN 37620  
423-573-0930

New Peoples Bank, Inc.  
68-889/514

5377

12/17/2018

PAY TO THE ORDER OF Bristol VA Parks and Rec

\$ \*\*280.00

Two hundred eighty and 00/100 \*\*\*\*\* DOLLARS

Bristol VA Parks and Rec

PROTECTED AGAINST FRAUD

MEMO



Advanced Graphic Installations, LLC

12/17/2018

Bristol VA Parks and Rec

5377

280.00

10100 Checking - New Peoples Bank

280.00

12/28/18

Details on Back  
Intuit® CheckLock™ Secure Check

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING



**JUDAH CHURCH**  
104 Cannon Ave  
Bristol, TN 37620  
(423) 217-0877

Eastman CU  
Volunteer Parkway  
Bristol, TN 37620  
87-7935/2642

3214

12/19/2018

PAY TO THE ORDER OF BRISTOL VA PARKS & RECREATION

\$ **\*\*155.00**

One Hundred Fifty-Five and 00/100\*\*\*\*\* DOLLARS

PROTECTED AGAINST FRAUD

BRISTOL VA PARKS & RECREATION  
21361 SUGAR HOLLOW RD  
BRISTOL VA 24202

MEMO SPONSORSHIP



99148358

© 2014 INTUIT INC. # 2571 1-800-433-8810



12/28/18



# COMMONWEALTH of VIRGINIA

## Office of the Governor

Aubrey L. Layne, Jr.  
Secretary of Finance

April 23, 2018

Randall C. Eads  
Interim City Manager  
City Attorney  
City of Bristol, VA  
300 Lee Street  
Bristol, VA 24201

Dear Mr. Eads:

On behalf of Governor Northam, I am pleased to inform you that the Governor has authorized financial assistance to the City of Bristol for state intervention. The conditions for the state intervention are contained in this letter.

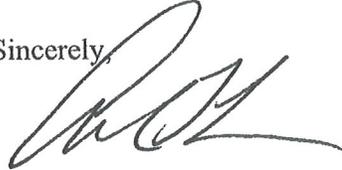
As you are aware, the Auditor of Public Accounts sent communication to Governor Northam, Senators Hanger, Norment, and Delegate Jones advising the City of Bristol met the criteria for fiscal distress based upon the low Financial Assessment Model (FAM) score. APA reported the two primary issues of the City's financial situation, which contributed to its low FAM score in their analysis, were issues specific to operational sustainability and long-term debt of its solid waste disposal fund and the short-term debt related to the Falls project. Based on APAs review, APA recommended that the City's situation warranted further assistance from the Commonwealth to assess and help stabilize its current financial situation, primarily assistance related to the City obtaining an independent consultant and assessment over the continued operations of its landfill, along with assistance to facilitate the development of a long-term financial forecast.

We understand that the City of Bristol plans to hire outside consultants to complete the studies referenced above. Governor Northam has authorized the expenditure of state funds to reimburse Bristol for the actual costs of the two studies up to \$100,000. As a condition of the reimbursements, the Secretary of Finance, through assigned staff, shall participate in the selection of vendors to complete the studies. In addition, the Governor has authorized \$2,000 for two employees of Bristol to attend an upcoming Virginia Local Government Management Association (VLGMA) conference and for two employees to attend an upcoming Virginia Government Finance Officers Association (VGFOA) conference.

April 23, 2018  
Page 2 of 2

We look forward to working with you on the selection of these vendors and are hopeful that this assistance will help the locality in your efforts to resolve the current financial situation. If you have any questions regarding the terms of the letter, please contact Deputy Secretary of Finance June Jennings at (804) 786-1148.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Layne, Jr.', with a stylized flourish at the end.

Aubrey L. Layne, Jr., MBA, CPA

c: The Honorable Clark Mercer  
The Honorable Suzette Denslow  
Mr. Daniel Timberlake

Proposal for Economic Forecast, City of Bristol, Virginia

January 4, 2019

Don Quesenberry  
City of Bristol Purchasing Department  
276-645-7328  
donq@bristolva.org

Dear Don,

We are pleased to submit this proposal to provide an economic forecast for the City of Bristol, Virginia.

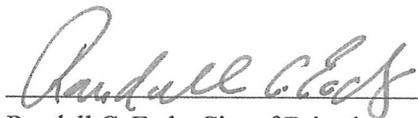
Chmura Economics & Analytics (Chmura), a nationally recognized economic consulting firm, is uniquely qualified to support your efforts based on our extensive knowledge of your region, previous experience with similar projects, as well as our existing set of analysis tools, datasets, and models.

Please call or email me if you would like additional information. My contact details are (804) 649-1107 (office), and (804) 512-7437 (mobile), or [leslie@chmuraecon.com](mailto:leslie@chmuraecon.com). Please sign this page to indicate acceptance of the proposal, and we look forward to working with you soon.<sup>1</sup>

Sincerely,



Leslie Peterson  
President and Chief Strategy Officer



Randall C. Eads, City of Bristol

1/4/19  
(Date)

<sup>1</sup> Chmura is a woman-owned small business (VA SWAM Vendor Number S-9700).

\$20,136

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

Meeting Date: January 22, 2019

Department: Finance

Staff Contact: Tamrya Spradlin

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**AGENDA ITEM WORDING:**

Consider Purchase Requisitions –Total Amount: \$56,182.00

Consider Purchase Requisition per the items below:

Sheriff's Department; Inmate Housing November 2018	\$29,557.00
--	-------------

Chamber of Commerce/Keep Bristol Beautiful; Quarterly Payments	\$26,625.00
--	-------------

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**ITEM BACKGROUND:**

The items are presented to City Council for payment approval.

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**PREVIOUS RELEVANT ACTION:**

N/A

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**STAFF RECOMMENDATIONS:**

Approval.

---

**DOCUMENTATION:**      Included      X                Not Required \_\_\_\_\_

**MOTION:** I move to approve all items on the consent agenda as presented.



## City of Bristol Virginia Department Purchase Requisition Form

<b>Date of Requisition</b>	Thursday, January 10, 2019
<b>Department Name:</b>	
<b>Purpose/Description</b>	Hotel/Motel Tx Allocation /Qtr.KBB

<b>Vendor Ordered/Purchased From</b>	Chamber of Commerce/287	
<b>Payment to:</b> please check one	<input checked="" type="checkbox"/> Vendor	<input type="checkbox"/> paid by City Credit Card

<b>Purchase Order #</b>		A purchase order is required if the amount purchase is over \$500. A purchase order is to be obtained before making purchase
<b>Invoice Number:</b>	54272	
<b>Invoice Date:</b>	Monday, January 07, 2019	
<b>Received By:</b>		

Material & Description	Charge to		Unit Price	QTY (#)	AMOUNT
	Dept #	Account #			
Qtr. KBB	81080	5699	1,625.00		1,625.00
Hotel/Motel Tx Alloc <i>✱</i>	81030	5699	25,000.00		25,000.00
<b>Total</b>					<b>26,625.00</b>

Fiscal Year Budget    *\* 50,000*

Budget Remaining After Purchase    *- 0 -*

<b>Department Approval:</b>	<u><i>Jamaya Spradlin</i></u>	Approval Level Up to \$5,000
<b>CFO Signature:</b>	<u><i>Jamya Spradlin</i></u>	Up to \$10,000
<b>City Manager Signature:</b>	<u><i>Quincey C. Adams</i></u>	Up to \$15,000
<b>Council Approved Date</b>	_____	Over \$15,000
<b>Quotes Attached</b>	_____	rev 12/06/2017

Packing Slip/Bill of Lading Attached \_\_\_\_\_



**Bristol Chamber of Commerce**  
 P.O. Box 519, Bristol, VA 24203-0519  
 20 Volunteer Parkway  
 Bristol, TN 37620  
 423.989.4850 | fax: 423.989.4867  
 ashuttle@bristolchamber.org

# Invoice

Invoice Date: 1/7/19  
 Invoice Number: 54272

City of Bristol Virginia  
 Tamrya Spradlin  
 300 Lee Street Room 202  
 Room 202  
 Bristol, VA 24201

		Terms	Due Date
		Due upon receipt	1/7/19
Description	Quantity	Rate	Amount
Hotel/Motel Tax Allocation - CVB	1	\$25,000.00	\$25,000.00
Quarterly Keep Bristol Beautiful Allocation	1	\$1,625.00	\$1,625.00
<b>Total:</b>			<b>\$26,625.00</b>
<b>Payment/Credit Applied:</b>			<b>\$0.00</b>
<b>Balance:</b>			<b>\$26,625.00</b>

**Login to your Member Center to pay online.**

- Go to <http://bristolchamber.tn.chambermaster.com/login> to login or retrieve forgotten login credentials.  
 Or create your login account for the first time at this registration page:  
<https://bristolchamber.tn.chambermaster.com/CreateAccount?ccid=2564&email=tamrya.spradlin@bristolva.org&repID=807854>.
- Pay online, check out your additional Member Benefits, update your member page and contact information.

*Keep this portion for your records*

*Please return this portion with your payment*

**FROM:**

City of Bristol Virginia  
 Tamrya Spradlin  
 300 Lee Street Room 202  
 Room 202  
 Bristol, VA 24201

**Invoice #** 54272

**Amount Due** \$26,625.00

**Please remit payment to:**

**Bristol Chamber of Commerce**  
 P.O. Box 519, Bristol, VA 24203-0519  
 20 Volunteer Parkway  
 Bristol, TN 37620

Amount Paid \$ \_\_\_\_\_

1,625.00 4-001-081080-5629  
 25,000.00 4-001-081030-5629

(229)



## City of Bristol Virginia Department Purchase Requisition Form

Date of Requisition	Tuesday, December 18, 2018
Department Name:	Bristol VA Sheriff's Office
Purpose/Description	Inmate Housing November 2018

Vendor Ordered/Purchased From	Southwest VA Regional Jail Authority	
Payment to: please check one	<input checked="" type="checkbox"/> Vendor	<input type="checkbox"/> paid by City Credit Card

Purchase Order #	A purchase order is required if the amount purchase is over \$500. A purchase order is to be obtained before making purchase	
Invoice Number:		
Invoice Date:		
Received By:	Capt Collins	

Material & Descripton	Charge to		Unit Price	QTY (#)	AMOUNT
	Dept #	Account #			
INMATE HOUSING <sup>Nov</sup> <del>October</del> 2018	33010	3142	<del>50,000.00</del> 29,055.00	1	<del>50,000.00</del> 29,055.00
Medical Expense	33010	3143	<del>1,000.00</del> 502.00	1	<del>1,000.00</del> 502.00
					0.00
					0.00
					0.00
<b>Total</b>					<del>51,000.00</del> 29,557.00

Fiscal Year Budget      2018-2019

506,756

Budget Remaining After Purchase

229,694

Approval Level

Up to \$5,000

Department Approval:

Capt. K. Collins

CFO Signature:

Jamaya Spreddin

Up to \$10,000

City Manager Signature:

Phillip C. Eoff

Up to \$15,000

Council Approved Date

\_\_\_\_\_

Over \$15,000

Quotes Attached

\_\_\_\_\_

rev 12/06/2017

Packing Slip/Bill of Lading Attached

\_\_\_\_\_



# Southwest Virginia Regional Jail Authority

PO Box 279  
Meadowview, VA 24361  
Phone 276-739-3523 Fax 276-739-3534

DATE: December 19, 2018  
INVOICE # BristolNov2018  
FOR: Inmate Billing-Nov 2018

**Bill To:**  
City of Bristol  
417 Cumberland Street  
Bristol, VA 24201

DESCRIPTION	AMOUNT
Inmate Billing - November 2018	29,055.00
Pharmacy Expense - November 2018	502.00
<b>TOTAL</b>	<b>\$ 29,557.00</b>

Make all checks payable to **Southwest Virginia Regional Jail Authority**  
If you have any questions concerning this invoice, contact Angie Haynes, 276-739-3523, ahaynes@swvrja.com