



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
February 26, 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 Resolution Adopting the Emergency Operations Plan.
 - a. Staff Report
 - b. Public Comments
 - c. Reading of Resolution
 - d. Council Motion and Second
 - e. Council Discussion
 - f. Roll Call
2. Consider a Resolution Requesting the Virginia Department of Transportation conduct a *Transportation Mobility Alternatives Analysis Study* of the Piedmont Avenue Corridor.
 - a. Staff Report
 - b. Public Comments
 - c. Reading of Resolution
 - d. Council Motion and Second
 - e. Council Discussion
 - f. Roll Call
3. Discussion of Refinance Opportunity.
4. Consider closed session pursuant to §2.2-3711.A5, Code of Virginia, 1950, as amended. Discussion concerning a prospective business or industry or the

expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community (**Unannounced business prospect**),

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**),

and 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

4.1 Certify Closed Session.

- a. Roll Call

- 5. Consider Authorization to Hire Director of Community Development and Director of Economic Development.
 - a. Staff Report
 - b. Council Motion and Second
 - c. Council Discussion
 - d. Roll Call

CONSENT AGENDA

6.1 Consider Approval of Meeting Minutes:

January 22, 2019

February 12, 2019

February 19, 2019

6.2 Consider a supplemental appropriation of **\$787,739** to the FY19 Budget per the Items Listed Below.

Code Compliance

Appropriate CDBG transfer of funds to cover salary and benefits for Code Compliance officer.

Expenditure	4-001-82010-1145	Salaries & Wages	\$7,080
Expenditure	4-001-82010-2100	FICA	\$470
Expenditure	4-001-82010-2210	VRS Retirement	\$4,500
Expenditure	4-001-82010-2310	Health Insurance	\$4,392

Expenditure	4-001-82010-2400	VRS Life Insurance	\$352
Expenditure	4-001-82010-2450	VRS Disability Insurance	\$195
Expenditure	4-001-82010-2710	Worker's Compensation	\$846
Revenue	3-001-41020-0004	Transfer Comm Dev Block Grant	\$17,835

Sheriff Department

Appropriate funds received from sales of Holiday Packs.

Expenditure	4-001-33010-6014	Operating Supplies & Materials	\$2,588
Revenue	3-001-16090-0004	Inmate Holiday Revenue	\$2,588

Economic Development

Appropriate payment per the No Net Loss Agreement with the Hotel Bristol.

Expenditure	4-001-81025-5706	Hotel Bristol	\$65,000
Revenue	3-001-12010-0001	Local Sales & Uses Tax	\$33,435
Revenue	3-001-12010-0010	Lodging Tax	\$12,300
Revenue	3-001-12010-0011	Restaurant Meals Tax	\$19,265

Hazardous Materials Emergency

Appropriate additional VDEM funds received for HazMat call.

Expenditure	4-001-35050-6014	Operating Supplies & Materials	\$2,076
Revenue	3-001-24010-0046	Dept. of Emergency Management	\$2,076

Street & Engineering Division

Appropriate a recovered costs to Street & Engineering Department.

Expenditure	4-001-41010-6011	Clothing & Personal Supplies	\$240
Revenue	3-001-19010-0001	Recovered Costs – Street	\$240

Capital Projects Fund

Appropriate additional VDOT funds for Lee Highway Widening Phase 2.

Expenditure	4-009-95755-8112	Other Improvements or Const.	\$500,000
Revenue	3-009-24030-0101	VDOT Lee Hwy Widening Phase2	\$500,000

Appropriate 2016A bond proceeds for capital items to replace City fuel tank.

Expenditure	4-009-41010-8101	Public Works-Other Equipment	\$200,000
Revenue	3-009-41010-0001	Local Bond Issue	\$200,000

6.3 Consider budget transfers for specific items listed below:

Solid Waste Disposal Fund

Appropriate the transfer of budgeted funds between departments for SWDF.

Increase	4-004-12020-3135	Contract Labor-Collection	\$6,500
Decrease	4-004-12010-3135	Contract Labor-Disposal	\$6,500
Increase	4-004-12020-3320	Maintenance of Mach & Equip	\$20,000
Decrease	4-004-12010-8101	Disposal – Other Equipment	\$20,000
Increase	4-004-21010-9120	Long Term Interest	\$59,665
Decrease	4-004-22010-9210	Debt Service Budget Reserve	\$59,665

General Fund

Debt Service

Appropriate the transfer of budgeted funds in accordance with the bond refunding amortization schedules.

Increase	4-001-094035-9141	Debt Service Budget Reserve	\$59,665
Decrease	4-001-094030-9120	Interest on Long Term Debts	\$59,665

6.4 Consider Purchase Requisitions –Total Amount: \$64,701.18

Police Department; Vehicle purchase \$31,312.40

Sheriff's Department; Inmate Housing December 2018 \$33,388.78

D. Adjournment

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

Meeting Date: Feb 26, 2019
Department: Fire
Staff Contact: Chief Armstrong

AGENDA ITEM WORDING:

Consider Resolution in Support of City Emergency Operations Plan (Update)

ITEM BACKGROUND:

PREVIOUS RELEVANT ACTION:

EOP was previously adopted by City Council February 10, 2015.

STAFF RECOMMENDATIONS:

Recommend approval as submitted.

DOCUMENTATION: Included X Not Required _____

MOTION: __

Move to adopt the resolution in support of the City Emergency Operations Plan.



Office of the
City Manager
Appendix 9

City of Bristol, Virginia

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



Resolution of Adoption of EOP

Resolution Emergency Operations Plan

WHEREAS the City Council of the City of Bristol, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS the City of Bristol, Virginia has a responsibility to provide for the safety and well being of its citizens and visitors; and

WHEREAS the City of Bristol, Virginia has established and appointed a Director and Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bristol, Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FUTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time be ordered to come before this council.

Approved at the regular meeting of the City Council for the City of Bristol, Virginia, February 26, 2019.

Kevin Mumpower, Mayor

Attest:

Nicole Storm, City Clerk
Clerk's Certificate

I, the undersigned, certify that I am Clerk of the City Council for the City of Bristol, Virginia and that the foregoing is a true copy of the resolution duly adopted at the regularly held City Council meeting on the _____ day of _____, 2019, at which a quorum was present and voted.

Nicole Storm, City Clerk

CITY OF BRISTOL VIRGINIA



EMERGENCY OPERATIONS PLAN

JANUARY 2019

CONTENTS

Contents	2
EXECUTIVE SUMMARY.....	4
BASIC PLAN	
I. Introduction	5
II. Planning Situation and Assumptions	7
III. Roles and Responsibilities	10
IV. Concept of Operations	14
V. Finance and Administration	24
VI. Plan Maintenance	26
VII. Exercise and Training	27
Appendix 1: Glossary of Key Terms.....	28
Appendix 2: List of Acronyms.....	33
Appendix 3: Authorities and References	35
Appendix 4: Matrix of Responsibilities	36
Appendix 5: Succession of Authority.....	37
Appendix 6: EOP Distribution List.....	38
Appendix 7: Essential Records.....	39
Appendix 8: NIMS Resolution	40
Appendix 9: Resolution of Adoption of EOP	41
Appendix 10: Local Declaration of Emergency	42
Appendix 11: Record of Changes	43
EMERGENCY SUPPORT FUNCTIONS (ESFs)	
ESF # 1 - Transportation	ESF # 1-1
ESF # 2 - Communications	ESF # 2-1
ESF # 3 – Public Works	ESF # 3-1
ESF # 4 - Fire	ESF # 4-1
ESF # 5 – Emergency Management	ESF # 5-1
ESF # 6 – Mass Care, Housing, Human Resources	ESF # 6-1
ESF # 7 – Resource Management	ESF # 7-1
ESF # 8 – EMS and Public Health.....	ESF # 8-1
ESF # 9 – Search and Rescue	ESF # 9-1
ESF # 10 – Oil and Hazardous Materials	ESF # 10-1
ESF # 11 – Agriculture and Natural Resources	ESF # 11-1
ESF # 12 – Energy	ESF # 12-1
ESF # 13 – Public Safety	ESF # 13-1
ESF # 14 – Long Term Recovery	ESF # 14-1
ESF # 15 – External Affairs.....	ESF # 15-1
ESF # 16 – Military Support	ESF # 16-1

ESF # 17 – Volunteers and Donations ESF # 17-1

SUPPORT ANNEXES

Animal Care and Control..... 1-1
Damage Assessment..... 2-1
Debris Management 3-1
Evacuation 4-1
Information Technology..... 5-1
Dam Safety 6-1
Emergency Contacts 7-1

Executive Summary

The City of Bristol Emergency Operations Plan (EOP) has been revised as required by the Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, as amended, § 44-146.13 to § 44-146.29:2. A review team was developed within the fire department to gather input and information to complete the revision of this plan.

The revised plan is an accurate and appropriate reflection of how the City will address natural and man-made disasters and events as they develop. The revised plan is based on current resources available at the local level.

The plan has been re-formatted to conform to the recommendations of the Virginia Department of Emergency Management, the National Response Framework (NRF), the National Incident Management System (NIMS), and the Incident Command System (ICS).

The EOP consists of a basic plan followed by the Emergency Support Functions (ESFs), Support Annexes, and Incident Annexes.

The Basic Plan establishes the legal and organizational basis for emergency operations in the City of Bristol to effectively respond to and recover from all-hazards and emergency situations.

The Emergency Support Functions group resources and capabilities into functional areas to serve as the primary mechanisms for providing assistance at the operational level. The ESF structure results in improved effectiveness and efficiency in mitigation, preparedness, response, and recovery operations.

The Support Annexes describes the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management. The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several ESFs.

The Incident Annexes address contingency or hazard situations requiring specialized application of the EOP. Incident Annexes are organized alphabetically. The overarching nature of functions described in these annexes frequently involves either the support to, or the cooperation of, all departments and agencies involved in incident management efforts. In some cases, actions detailed in the annex also incorporate various components of local agencies and other departments and agencies to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities.

In addition to the Executive Summary, included in the Basic Plan is a Council Resolution. The purpose of this resolution is two-fold. First, it serves as the format for formal adoption of the City of Bristol Emergency Operations Plan. Second, it charges and authorizes the Director or his/her designee with the responsibility of maintaining this plan over the next four (4) years, when it will once again come before this Council for formal adoption.

I. Introduction

The City of Bristol is vulnerable to a variety of hazards such as flash flooding, winter storms and ice, severe thunderstorms, high winds and resource shortages. To respond effectively to any emergency of a size or complexity beyond routine response systems it is critical that all of the City of Bristol public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and response ensues, and become particularly important as command organizes beyond the initial reactive phase of first responders.

A planned-for and coordinated response on the part of state and local officials in support of in-the-field emergency responders can save lives, protect property, and more quickly restore essential services. The foundation for this coordinated response is established through the City of Bristol Emergency Operations Plan (EOP). The *"Commonwealth of Virginia Emergency Services and Disaster Laws of 2000," as amended (Code of Virginia, § 44-146.13 to 44-146.29:2)* requires that state and local governments develop and maintain current Emergency Operations Plans (EOP) in order to be prepared for such events.

The City of Bristol Emergency Operations Plan (EOP) consists of a basic plan followed by the Emergency Support Functions, Support Annexes, and finally Incident Annexes.

Plan Preface

The following items are included in the City of Bristol EOP:

- Table of contents
- Promulgation statement
- Executive Summary
- Record of changes
- Distribution list
- Basic Plan
- Emergency Support Functions
- Support Annexes
- Incident Annexes

Purpose and Scope

The purpose of the Basic Plan is to establish the legal and organizational basis for operations in the City of Bristol to effectively respond to and recover from all-hazards disasters and/or emergency situations. It assigns broad responsibilities to local government agencies and support organizations for disaster prevention, preparedness, response, and recovery operations. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources.

The EOP employs a multi-agency operational structure based upon the principles of the National Incident Management System (NIMS) / Incident Command System (ICS) to manage, coordinate and direct resources committed to an incident. The City of Bristol is a practitioner of NIMS and is committed to insuring that required trainings are provided to all persons with direct responsibility for implementing the plan and critical functions within the plan. Supporting plans for all-hazards disasters set forth the concepts and procedures whereby Bristol can effectively apply available resources to insure that casualties and property damage will be minimized and those essential services will be restored as soon as possible following an emergency or disaster situation.

The Emergency Operations Plan (EOP) identifies a range of disasters that could possibly occur in or near this locality. The EOP works to anticipate the needs that the jurisdiction might experience during an incident and provides guidance across city departments, agencies, and response organizations by describing an overall emergency response system:

- How city departments/agencies will be organized during response to an event, including command authorities;
- Critical actions and interfaces during response and recovery;
- How the interaction between the jurisdiction and regional, state, and federal authorities is managed;
- How the interaction between the jurisdiction and its private partner organizations (hospitals, non-governmental emergency organizations and others) is managed during emergencies; and
- How to handle and manage needs with the resources available.

The EOP is applicable to all local agencies that may be requested to provide support. The plan has taken into consideration the local comprehensive plans adopted by the City of Bristol.

II. Planning Situation and Assumptions

Situation

The plan recognizes that City of Bristol is an independent city located along Interstate 81 and abutting the far southwestern reach of Washington County on one side and the City of Bristol, Tennessee on the other. Bristol has a population of approximately 17,744 based on the 2010 U.S. Census. The following demographics are included in the population estimate:

CITY OF BRISTOL DEMOGRAPHIC DATA	
<i>Demographic</i>	<i>Percentages/Numbers</i>
Number of Households	7,671
Persons per Household	2.21
Median Household Income, 1999	\$35,801
Persons under 5 years old	5.2%
Persons under 18 years old	20.4%
Person 65 years old and over	20.9%
Female Persons	52.7%
Persons with a disability, under age 65	15.3%
Persons in poverty	23.6%
Persons of Caucasian Race	90.3%
Persons of African-American Race	5.8%
Persons of Hispanic or Latino Race	2.4%
Persons of Other Race	2.1%
Households with Pets	Unavailable

Table No. 1 – Demographic Data

The City of Bristol encompasses approximately 13.3 square miles of land area. The city is traversed north-south by Interstates 81 and 381, U.S. Routes 11, 19, 421, and east-west by U.S. Rt. 58. Parts of the city border the City of Bristol, Tennessee at the city's southern border. Bristol also has the Norfolk Southern railroad passing north-south through the city with one active spur. Bristol includes Sugar Hollow Park and Campground in the north-eastern and various other smaller parks and/or playgrounds throughout the city.

The plan takes into account the increasing risks related to man made hazards, identified through hazardous materials reporting required by the Superfund Amendments and Reauthorization Act of 1986 (SARA). The plan further takes into account, through a review of the *Pre-Hazard Mitigation Plan for Mount Rogers Region, Virginia*, the risk levels related to identified hazards and the past and on-going mitigations to address those risks. The chief natural hazards occurring in the City of Bristol include flooding, severe snow and ice storms, and high winds. Two dams are listed in the Virginia Department of Conservation and Recreation Dam Safety Database that may affect the City of Bristol. They are Clear Creek Dam and Beaver Creek Dam, both located upstream in Washington County. Additional information on regulated dams can be found in the *Dam Safety Incident Annex* located within the Emergency Operations Plan. Bristol also has undefined hazard risks from karst terrain and landslides. The table below indicates the probability of the incidents identified above. Both natural and man-made hazards identified below pose a potential for loss of life, property, agriculture, and infrastructure. These chief hazards are addressed in the Hazard Incident Annexes of the EOP.

Hazard Type	Hazards Identified	Individual Localities																				
		Bland County	Carroll County	Grayson County	Smyth County	Wash. County	Wythe County	City Bristol	City Galax	Abingdon	Chilhowie	Damascus	Fries	Glade Spring	Hillsville	Independence	Marion	Rural Retreat	Saltville	Troutdale	Wytheville	
Avalanche																						
Coastal Erosion																						
Coastal Storm																						
Dam Safety	X	X	X	X	X	X	X	L	na	na	na	na	na	na	na	na	na	na	na	na	na	
Drought	X	M	M	M	M	M	M	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
Earthquake	X	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
Expansive Soils																						
Extreme Heat																						
Flood	X	H	L	H	H	H	H	H	H	H	H	H	H	H	L	L	H	L	H	L	M	
Hailstorm																						
Hazardous Material Spills	X	L	L	L	L	L	L	H	L	L	L	L	L	L	L	L	L	L	L	L	L	
Hurricane (see																						
Karst and Sinkholes	X	X	na	na	X	X	X	na	na	na	na	na	na	na	na	na	na	na	na	na	na	
Landslide	X	L	H	H	H	H	L	na	na	na	na	na	na	na	na	na	na	na	na	na	na	
Severe Winter Storm/Ice	X	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	
Tornadoes/Hurricanes	X	L	L	L	M	M	L	L	L	M	M	L	L	M	L	L	L	L	L	L	L	
Tsunami																						
Volcano																						
Wildfire	X	M	H	M	H	H	H	na	M	na	na	na	na	na	na	na	na	na	na	na	na	
Windstorm	X	M	H	M	M	M	M	M	H	M	M	M	M	M	H	M	M	M	M	M	M	
Thunderstorms/Lightning	X	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	

Table No. 2 – Hazard Probability 2018

Notes:

The term "na" means the hazard data is not available. The H, M, and L symbols refer to the relative likelihood and/or relative severity of given hazards, comparing one locality to another. H = highest likelihood, M = moderate likelihood, and L = low likelihood. X indicates the hazard was identified, but further hazard assessment data was lacking.

Hazard indices and vulnerability assessments for moderate and significant risk events were developed for the City of Bristol. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular area was affected by a specific hazard. These assessments are described in the 2018 Mount Rogers Regional Hazard Mitigation Plan.

Capability Assessments indicate the strength and knowledge of the personnel in emergency procedures, the importance of the installed and tested emergency alert system throughout the City, and reinforce the need to continue efforts to integrate response with local and state response plans. The Local Capability Assessment for Readiness (LCAR) is a process used to determine community capabilities and limits in order to prepare for and respond to the defined hazards. The LCAR is updated annually, as required by the "Commonwealth of Virginia Emergency Services and Disaster Laws of 2000", as amended. A copy of the full report may be obtained by contacting the City's Emergency Manager or Coordinator.

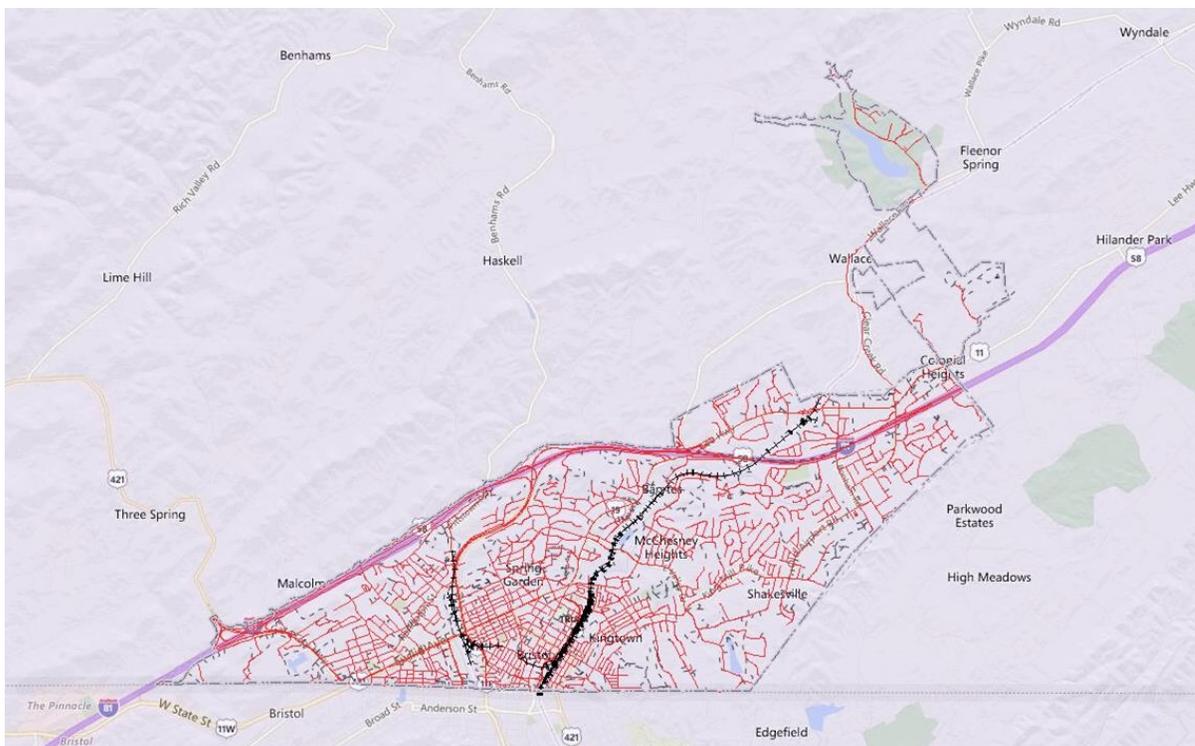
Assumptions

The City of Bristol's Emergency Operations Plan is based on an all-hazards principle that most emergency response functions are similar regardless of the hazard.

- The emergency manager will mobilize resources and personnel as required by the situation to save lives, protect property, restore critical infrastructure, insure continuity of government, and facilitate recovery of individuals, families, businesses, and the environment.
- Incidents are managed at the local level.
- The City of Bristol will have mutual aid agreements with neighboring jurisdictions.
- The City of Bristol uses the National Incident Management System (NIMS) and the Incident Command Structure (ICS).
- Special facilities (schools, nursing homes, adult day care and child care facilities) are required to develop and exercise emergency plans. The Emergency Manager may request the facility to furnish a copy of the emergency plan for review as applicable by the *Code of Virginia* § 44-146.18.
- Regulated facilities, Superfund Amendments and Re-authorization Act sites posing a specific hazard will develop, coordinate, and furnish emergency plans and procedures to local, city and state departments and agencies as applicable and required by codes, laws, regulations or requirements.

Tab 1 to Planning Situation and Assumptions

MAP OF THE CITY OF BRISTOL VIRGINIA



City of Bristol Virginia; GIS 2015

III. Roles and Responsibilities

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provide that emergency services organizations and operations are structured around existing constitutional government. Section 44-146.19 of this *Code* establishes the powers and duties of political subdivisions.

The City of Bristol's Emergency Management program involves local government officials, local government agencies, private sector and non-profit organizations. Their roles are summarized in the following discussions.

Elected Officials

Members of the Bristol City Council are responsible for:

- Protecting the lives and property of citizens;
- Understanding and implementing laws and regulations that support emergency management and response;
- Establishing the local emergency management program;
- Appointing the local emergency manager; and
- Adopting and promulgating the Emergency Operations Plan (EOP).

Local Chief Executive Officer/Director of Emergency Management (City Manager)

The Director of Emergency Management shall be the City Manager. The City Manager, serving as the jurisdiction's chief executive, is responsible for the public safety and welfare of the people of the City of Bristol. The City Manager is responsible for:

- Establishing a curfew;
- Determining the need to evacuate endangered areas;
- Directing evacuations;
- In coordination with the District Health Director, ordering a quarantine;
- Providing leadership;
- Communicating information to the public; and
- Implementing the EOP if warranted.

Coordinator of Emergency Management

The Coordinator of Emergency Management shall be the Fire Chief and is appointed by the local governing body. The Coordinator has the day-to-day responsibility for overseeing emergency management programs and activities, including:

- Implementing the EOP if warranted in the absence of the Director.
- Exercising direction and control from the EOC during disaster operations; and
- Assessing the availability and readiness of local resources most likely required during an incident;
- Developing mutual aid agreements to support the response to an incident;
- Coordinating damage assessments during an incident;
- Advising and informing local officials about emergency management activities during an incident;
- Developing and executing public awareness and education programs;
- Conducting exercises to evaluate plans and systems and obtain lessons learned;

- Involving the private sector and nongovernmental organizations in planning, training, and exercises;
- Maintaining the local EOC in a constant state of readiness;
- Developing and maintaining the Emergency Operations Plan (EOP), ensuring the plan takes into account the needs of the jurisdiction, including persons, property, structures, individuals with special needs, and household pets;
- Assuming certain duties in the absence of the director of emergency management; and
- Overall responsibility for maintaining and updating the plan; ensuring that the EOP is reviewed, revised and adopted every four years.

Deputy Coordinator of Emergency Management

The Deputy Coordinator of Emergency Management shall be appointed by the Coordinator of Emergency Management. The Deputy Coordinator assists the Coordinator in the day-to-day responsibility for overseeing emergency management programs and activities, including:

- Implementing the EOP if warranted in the absence of the Director. The Deputy Coordinator has this authority in the absence of both the Director and Coordinator.
- Assessing the availability and readiness of local resources most likely required during an incident;
- Developing mutual aid agreements to support the response to an incident;
- Coordinating damage assessments during an incident;
- Advising and informing local officials about emergency management activities during an incident;
- Developing and executing public awareness and education programs;
- Conducting exercises to evaluate plans and systems and obtain lessons learned;
- Maintaining the local EOC in a constant state of readiness;
- Developing and maintaining the Emergency Operations Plan (EOP), ensuring the plan takes into account the needs of the jurisdiction, including persons, property, structures, individuals with special needs, and household pets;
- Ensuring that the EOP is reviewed, revised and adopted every four years.

Local Government Agencies

Local department and agency heads collaborate with the emergency manager during development of the EOP and provide key response resources. Participation in the planning process ensures that specific capabilities (e.g., firefighting, law enforcement, emergency medical services, public works, and public health) are integrated into the EOP. These department and agency heads develop, plan, and train to internal policies and procedures to meet response and recovery needs safely. They also participate in interagency training and exercises to develop and maintain their capabilities. Local departments and agencies participate in the Emergency Support Function (ESF) structure as coordinators, primary response agencies, and/or support agencies as required to support incident management activities, such as:

- Develop and maintain detailed plans and standard operating procedures (SOPs);
- Identify sources of emergency supplies, equipment and transportation;
- Negotiate and maintain mutual aid agreements which are identified in the plan;
- Maintain records of disaster related expenditures and appropriate documentation;
- Protect and preserve records essential for the continuity of government; and
- Establish and maintain list of succession of key emergency personnel.

Emergency Support Functions (ESFs)

An ESF is a grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during incidents. Operating agencies and local departments participate in the Emergency Support Functions (ESF) structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities. The City of Bristol identifies the primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on the resources and capabilities in a given functional area (See Appendix 1 – Matrix of Responsibilities). Additional discussion on roles and responsibilities of ESF coordinators, primary agencies, and support agencies can be found in the introduction to the ESF Annexes. Note that not all incidents result in the activation of the ESFs. It is possible an incident may be addressed without activating the ESFs. The ESFs are responsible for:

- Developing and maintaining detailed plans and Standard Operating Procedures (SOPs) to support their functional requirements;
- Identifying sources of emergency supplies, equipment and transportation;
- Maintaining accurate records of disaster-related expenditure and documentation;
- Protecting and preserving records essential for continuity of government; and
- Establishing a line of successions for key emergency personnel.

Nongovernmental and Volunteer Organizations

Nongovernmental organizations collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, a local American Red Cross chapter provides relief at the local level and also provides staffing of ESF #6 – Mass Care. The Virginia Voluntary Organizations Active in Disaster (VVOAD) is a group of recognized local, state, and national organizations that provide disaster relief. VVOAD provides significant capabilities to incident management and response efforts.

Local Disaster Recovery Task Forces also provide for individuals, families, and businesses who have applied for available state and federal assistance but who may still have unmet needs.

Private Sector

Private sector organizations play a key role before, during, and after an incident. They must provide for the welfare and protection of their employees in the workplace. The Emergency Manager must work with businesses that provide water, power, communications, transportation, medical care, security, and numerous other services upon which both response and recovery are dependent. Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters.

The roles, responsibilities and participation of the private sector during disaster vary based on the nature of the organization and the type and impact of the disaster. The four distinct roles of the private sector organizations are summarized below.

Type of Organization	Role
Impacted Organization or Infrastructure	Private sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private sector organizations that are significant to local economic recovery. Examples of privately owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals.
Response Resource	Private sector organizations provide response resources (donated or compensated) during an incident—including specialized teams, equipment, and advanced technologies—through local public-private emergency plans, mutual aid agreements, or incident specific requests from local government and private sector volunteered initiatives.
Regulated and/or Responsible Party	Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs.
Local Emergency Organization Member	Private sector organizations may serve as an active partner in local emergency preparedness and response organizations and activities, such as membership on the Local Emergency Planning Committee.

Table No. 3 – Private Sector Roles

Private sector organizations support emergency management by sharing information with the local government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response and recovery activities. Private sector organizations are encouraged to develop and maintain capabilities to respond and to manage a complete spectrum of incidents and emergencies. The City of Bristol maintains ongoing interaction with the critical infrastructure and key resources and industries to provide coordination of prevention, preparedness, response and recovery activities. Private sector representatives should be included in planning and exercises.

Citizen involvement

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation. The Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer services to help make communities safer, stronger, and better prepared to address all-hazards incidents. The Citizen Corps works through a national network of state and local Citizen Corp Councils, which bring together leaders from law enforcement, fire, emergency medical, and other emergency management volunteer organizations, local elected officials, the private sector, and other community stakeholders.

The Citizen Corps Council implements the Community Emergency Response Teams (CERT), Medical Reserve Corps (MRC), Neighborhood Watch, and the affiliate programs and provides opportunities for special skills and interests. The Bristol Virginia Police Department also organizes a

Neighborhood Watch program. These programs develop targeted outreach for special needs groups and organize special projects and community events.

The Mount Rogers Health District (MRHD) has over 730 Southwest Virginia Medical Reserve Corps volunteers available to assist with emergency preparedness, response and recovery activities. The MRHD serves the counties of Bland, Carroll, Grayson, Smyth, Washington and Wythe and the cities of Bristol and Galax. MRC members include health care professionals and community members. MRC volunteers are activated by the Medical Director of the Mount Rogers Health District. MRC volunteers receive annual training and participate in local and regional exercises. The Far Southwest Hospital Preparedness Alliance Incident Command Strike Team is also very active in the City's Local Emergency Planning Committee and provides a mobile morgue to the area.

Individuals and Households

Although not formally a part of emergency management operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in and around their homes, such as raising utilities above flood level;
- Preparing an emergency supply kit and household emergency plan, including supplies for household pets and service animals;
- Monitoring emergency communications carefully to reduce their risk of injury, keep emergency routes open, and reduce demands on landline and cellular communication;
- Volunteering with an established organization to become part of the emergency management system and ensure that their efforts are directed where they are needed most; and
- Enrolling in emergency response training courses to enable them to take initial response actions required to take care of themselves and their households.

Information is relayed to the public during an emergency through use of local media via press releases and news conferences, emergency messages and via a reverse 911 system located in the Police Department's E-911 Center, Code Red and the Bristol Virginia Emergency Management Facebook page. Education and training is coordinated periodically and at different locations by the Fire Department in classes, meetings, etc. Multiple preparedness websites are available to the general public, including <http://www.vaemergency.gov/> and <https://www.fema.gov/>.

IV. Concept of Operations

General

This section describes the local coordinating structures, processes, and protocols employed to manage incidents. These coordinating structures and processes are designed to enable execution of the responsibilities of local government through the appropriate departments and agencies, and to integrate State, Federal, non-governmental organizations and private sector efforts into a comprehensive approach to incident management.

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations will be structured around existing constitutional government. The City of Bristol's organization for emergency operations consists of existing government departments, non-governmental, and private sector emergency response organizations.
2. The Director of Emergency Management is the City Manager. The day-to-day activities of the emergency preparedness program have been delegated to the Coordinator of Emergency Management. The Coordinator of Emergency Management is the Fire Chief. The Director, in conjunction with the Coordinator, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness. The Fire Department, in conjunction with the City Manager, will be responsible for emergency public information.
3. The Coordinator of Emergency Management, assisted by the Deputy Coordinator of Emergency Management and designated City staff will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC is located in the Bristol Virginia Police Department.
4. The day-to-day activities of the emergency management program, for which the Coordinator of Emergency Management is responsible, include developing and maintaining an Emergency Operations Plan, maintaining the City EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulation.
5. The Director of Emergency Management or, in his/her absence, the Coordinator of Emergency Management will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. Local law enforcement will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the Fire Chief or his representative on the scene should implement immediate protective action to include evacuation as appropriate. Evacuation orders will be issued over local media outlets, social media outlets and Code Red to reach the maximum number of individuals.
6. Succession to the Director of Emergency Management will be the Coordinator of Emergency Manager, and the Deputy Coordinator of Emergency Management, respectively.
7. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.

8. The Coordinator of Emergency Management will assure compatibility between the locality's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the city as appropriate.

In the event an incident exceeds local emergency response capabilities, outside assistance is available, either through mutual support agreements with nearby jurisdictions and volunteer emergency organizations or, through the Virginia Emergency Operations Center (VEOC). A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.

Concurrent Implementation of Other Plans

The Local Emergency Operations Plan (EOP) is the core plan for managing incidents and details the local coordinating structures and processes used during incidents. Other supplemental agency and interagency plans provide details on the authorities, response protocols, and technical guidance for responding to and managing specific contingency situations (such as hazardous materials spills, wild land fires, etc.). In many cases these local agencies manage incidents under these plans using their authorities. These supplemental agency or interagency plans may be implemented concurrently with the EOP, but are subordinated to the overarching core coordinating structures, processes, and protocols detailed in the EOP.

Organizational Structure

In accordance with the National Incident Management System (NIMS) process, resource and policy issues are addressed at the lowest possible organizational level. If issues cannot be resolved at that level, they are forwarded up to the next level. Reflecting the NIMS construct and in alignment with the National Response Framework (NRF), the EOP includes the following command and coordination structures:

- Incident Command Posts, on-scene using the Incident Command System;
- Area Command (if needed);
- Emergency Operations Centers;
- Emergency Support Functions;
- Joint Field Office (JFO), which is responsible for coordinating Federal assistance supporting incident management activities locally;
- Local Emergency Management;
- Director of Emergency Management;
- Coordinator of Emergency Management;
- Deputy Coordinator of Emergency Management; and
- Incident Commander

Organizational charts for the City of Bristol Incident Command Structure, Emergency Management Structure, Emergency Operations Center Structure, and Joint Field Office Structure are located on pages 17 – 20 of this EOP.

Emergency Operations Center (EOC)

When the local Emergency Operations Center (EOC) is activated, the Emergency Coordinator or Deputy Coordinator will coordinate with the incident commander to ensure a consistent response:

- EOC follows the Incident Command System (ICS) structure and
- The Emergency Support Functions (ESFs) are aligned with ICS staff.

The Incident Command System ensures:

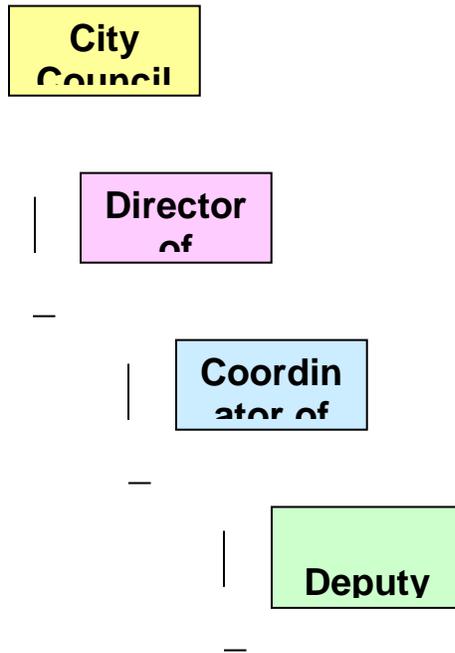
- Manageable span of control (3 to 7 staff; optimum is 5);
- Personnel accountability (each person reports to only one person in the chain of command);
and
- Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position)

Joint Field Office (JFO)

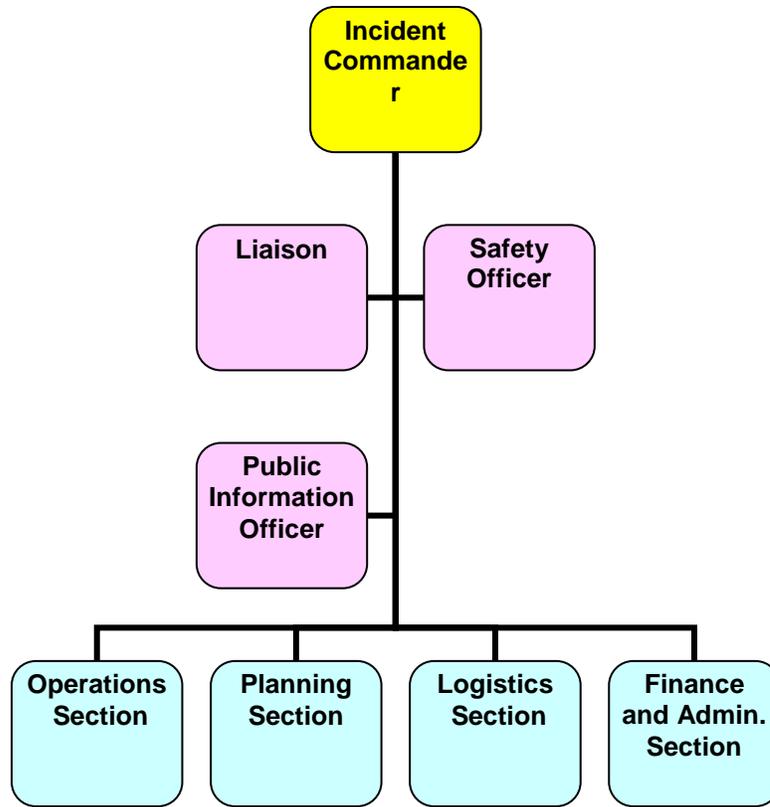
The Joint Field Office (JFO) is responsible for coordinating Federal assistance supporting incident management activities locally. Activities at the JFO primarily focus on recovery operations; however, a JFO may be operating simultaneously with a local EOC during response operations.

The diagram on Page 20 represents the JFO Organizational Structure. Additional details on the programs and services coordinated from the JFO are available in Emergency Support Function #14 Annex.

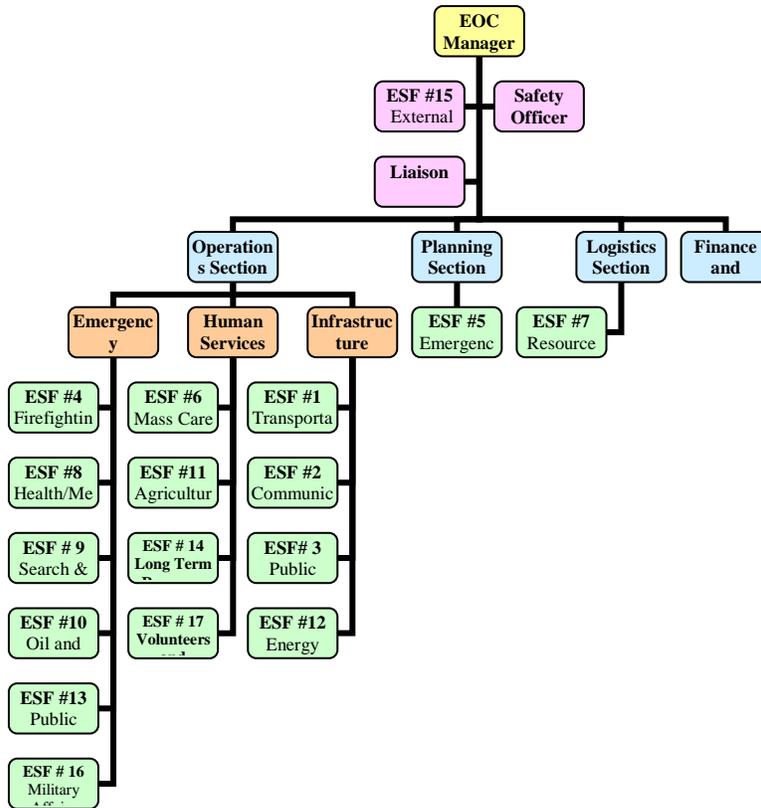
THE CITY OF BRISTOL EMERGENCY MANAGEMENT ORGANIZATIONAL STRUCTURE



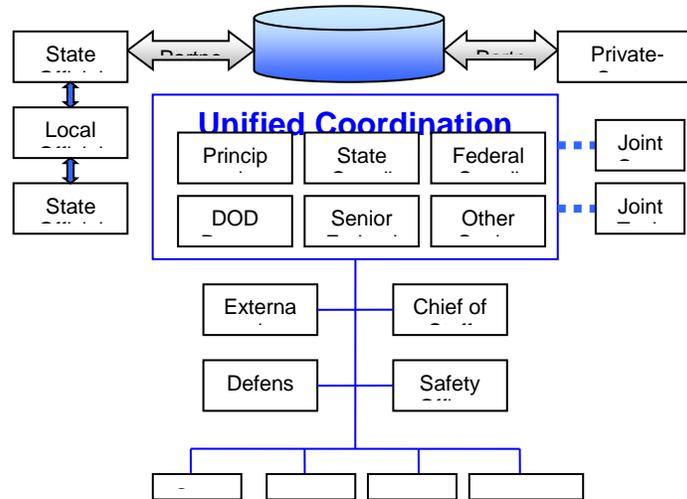
THE CITY OF BRISTOL INCIDENT COMMAND SYSTEM STRUCTURE



THE CITY OF BRISTOL EMERGENCY OPERATIONS CENTER STRUCTURE



JOINT FIELD OFFICE ORGANIZATIONAL CHART



Sequence of Action



This section describes incident management actions ranging from initial threat notification, to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

Non-emergency/Normal Operations

These are actions that are implemented during non-emergency or disaster periods that will prepare The City of Bristol for potential emergency response if necessary:

- Public information and educational materials will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites and other media;
- Develop, review and exercise emergency operations plans and standard operating procedures;
- Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts; and

- Conduct response and incident management training.

Pre-Incident Actions

These are actions that are implemented if the Emergency Manager receives notice of a potential emergency from the federal Homeland Security Advisory System, National Weather Service watches and warnings or other reliable sources.

Some issues to consider at this point in the incident are:

- Communication alert & warning;
- Public health and safety;
- Responder health and safety;
- Property protection;
- Possible partial activation of the EOC;
- Brief the local governing body of the impending situation;
- Alert emergency response personnel and develop a staffing pattern;
- Coordinate with external agencies (i.e. Health Department, American Red Cross, etc.); and
- Determine any protective action measures that need to be implemented in preparation for the situation.

Response Actions

These actions are taken to preserve life, property, the environment, and the social, economic, and political structure of the community. Some issues to consider at this point in the incident are:

- Law enforcement;
- Protection of responder health and safety;
- Fire suppression;
- Emergency medical services;
- Evacuations;
- Dissemination of public information;
- Actions to minimize additional damage;
- Urban search and rescue;
- Public health and medical services;
- Distribution of emergency supplies;
- Debris clearance;
- Protection and restoration of critical infrastructure;
- Daily functions of the government that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response;
- Efforts and resources may be redirected to accomplish an emergency task;
- Implement evacuation orders as needed;
- Open and staff emergency shelters as needed; and
- Submit Situation Reports to the Virginia Emergency Operations Center (VEOC).

Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.

Recovery Actions

These actions occur after the initial response has been implemented. These actions should assist individuals and communities return to normal as much as feasible. During the recovery period, some of the issues that will need to be addressed are:

- Initial damage assessment—within 72 hours of impact, complete and submit an Initial Damage Assessment (IDA) to the VEOC utilizing available Crisis Track Software.
- Assess local infrastructure and determine viability for re-entry of residents;
- Begin immediate repairs to electric, water, and sewer lines and pumping stations;
- Assess long-term recovery needs
- Begin cleanup and restoration of public facilities, businesses, and residences;
- Re-establishment of habitats and prevention of subsequent damage to natural resources; and
- Protection of cultural or historical sites during other recovery operations.

A Joint Field Office (JFO) may open to assist those impacted by the disaster if the event is declared a Federal Disaster. The JFO is the central coordination point among Federal, State and Local agencies and voluntary organizations for delivering recovery assistance programs.

Mitigation Actions

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects. During the mitigation process, these issues will need to be addressed:

- Review the Mount Rogers Mitigation Plan 2018 and update as necessary any mitigation actions that could be of assistance in preventing similar impacts for a future disaster.
- Work with the Virginia Department of Emergency Management to develop mitigation grant projects to assist in the most at risk areas.
- Identify grant programs for loss reduction measures (if available);
- Delivery of loss reduction building-science expertise;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;
- Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs;
- Predictive modeling to protect critical assets;
- Early documentation of losses avoided due to previous hazard mitigation measures; and
- Community education and outreach necessary to foster loss reduction.
- Implement mitigation measures in the rebuilding of infrastructure damaged in the event

Declaration of a Local Emergency

The City Council shall declare by resolution an emergency to exist whenever the **threat or actual occurrence** of a disaster is or threatens to be of sufficient severity and magnitude to require significant expenditure and a coordinated response in order to prevent or alleviate damage, loss, hardship or suffering. A local emergency may be declared by the Director of Emergency Management with the consent of the local governing body. If the governing body can not convene due to the disaster or other exigent circumstances, the Director or in his absence the Coordinator shall declare the existence of an emergency, subject to the confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 14 days of the declaration, whichever occurs first. It is the Director's responsibility to implement the EOP, or the Coordinator's in the Director's absence. The Deputy Coordinator has this authority in the absence of both the Director and Coordinator.

Activation of the Emergency Operations Center (EOC)

The Emergency Management Director, Emergency Management Coordinator or Deputy Emergency Management coordinator may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive multiagency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster event;
- A large regional event;
- Manmade or terrorist incidents;
- The disaster affects multiple political subdivisions within counties or cities that rely on the same resources to resolve major emergency events; and/or
- The local emergency ordinances are implemented to control the major emergency or disaster event.

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position).

During an emergency, the primary EOC location has the capability to become operational in a short time, by bringing in laptop and/or desktop computers, status boards, communications equipment (i.e. portable radios, additional phone/fax lines, amateur radio communicators/equipment, cell phones, etc.) and general office equipment. Should primary communications through the City's E-911 center be disrupted, calls will be re-routed through the Washington County Sheriff's E-911 Center or secondly, through the City of Bristol Tennessee's E-911 Center.

Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems will be used as available.

The Emergency Operations Center (EOC) is located in the training room of the Bristol Police Department, on the same floor as the E-911 Communications Center. A secondary location for the EOC will be the Southwest Virginia EMS council building located at 306 Piedmont Avenue Bristol, Virginia. Mobile options for the EOC include the mobile command unit for the Virginia Department of Emergency Management. Any needed changes in location of the EOC will be coordinated and communicated by the activating official.

Finance and Administration

The City of Bristol's Finance Department ensures the necessary management controls, budget authorities, and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures, and maximize state and federal assistance following the disaster.

The Director of Emergency Management/City Manager must notify the Finance Director or designee that a local emergency or disaster has been declared in accordance with the provisions set forth in *Section 44-146.21 of the Virginia Emergency Services and Disaster Law of 2000, as amended.*

Concept of Operations

- A. In an emergency situation as defined by the Emergency Operations Plan (EOP), the Finance Director or designee will be responsible for expediting the process of purchasing necessary capital items. Verbal approval will replace the usual written budget change request process; however, the budget change requests must be documented at a later time. The Director of Emergency Management or designee must request verbal approval of funding.

- B. The Finance Director or designee would permit over-spending in particular line items (e.g. overtime, materials, and supplies) under emergency circumstances as defined in the EOP. A year-end adjustment can be made if required.
- C. The Finance Department will staff the Emergency Operations Center's Finance and Administration Section during emergency operations. This section will work with the Emergency Support Functions (ESF) to facilitate needed purchases.
- D. The Director of Emergency Management or designee must define disaster related expenditures for the Finance Section and the appropriate length of time these disaster-related expenditures will be incurred. All disaster related expenditures must be documented in order to be eligible for post-disaster reimbursement from the Commonwealth of Virginia or Federal government. The Finance Department will implement record keeping of all incurred expenses throughout the emergency/disaster period. This office will also assist in compilation of information for the "Report of Disaster-Related Expenditures" as required.
- E. The Finance Department will work with ESF #7 - Resource Management – to track resource needs, purchases, equipment, and personnel, utilizing electronic software to the extent possible.
- F. Employees must complete times sheets, to include overtime hours worked, during disaster response and recovery operations. Copies of employee time sheets must be signed by their immediate supervisor or the EOC Manager, as appropriate.
- G. The City Manager may re-assign local government employees, as needed, to maintain continuity of government during disaster response and recovery operations.
- H. The City of Bristol has mutual aid agreements in place with local volunteer and non-governmental agencies for use of facilities, food, equipment, etc. during disaster response and recovery operations. The City of Bristol also participates in the Statewide Mutual Aid (SMA) Agreement, which provides for requesting goods, services, personnel, and equipment through the Virginia Emergency Operations Center. Mutual Aid Agreements are referenced in ESF #7 and are also contained in the Continuity of Operations Plan (COOP).

Finance Section Actions

- Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments;
- Provide training to familiarize staff with state and federal disaster assistance requirements and forms;
- Instruct all departments to maintain a continuous inventory of supplies on hand at all times;
- Prepare to make emergency purchases of goods and services;
- Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures;
- Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation;
- Track and compile accurate cost records from data submitted by departments and ESFs;
- Prepare and submit disaster assistance applications for reimbursement;
- Assist in the preparation and submission of government insurance claims; and
- Work with the City Treasurer to ensure reimbursements are received and reconciled;

V. Plan Maintenance

Coordination

The Emergency Management Coordinator will update the Emergency Operations Plan annually. The Coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

The planning team may include Coordinator of Emergency Management, Public Works, representatives from internal agencies such as Finance, Human Resources, etc. External group representatives may include Emergency Medical Services (EMS), Fire, Law Enforcement, Hospitals, Red Cross, Health Department, and others as appropriate.

The City of Bristol will conduct a comprehensive plan review and revision of its EOP every four years, followed by adoption from the City Council to ensure the plan remains current.

Such review shall also be certified in writing to the Virginia Department of Emergency Management (VDEM) Region 4 planner.

It is the responsibility of the Coordinator to assure the plan is tested and exercised on an annual basis.

VII. Exercise and Training

Trained and knowledgeable personnel are essential for the prompt and proper execution of the City of Bristol Emergency Operations Plan (EOP). The Director of Emergency Management or his/her designee will ensure all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the City of Bristol EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Emergency Management Coordinator or his/her designee is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of the City of Bristol. This program will be designed to attain an acceptable level of emergency preparedness for the City of Bristol.

Training will be based on federal and state guidance. Instructors may be selected from the City of Bristol government officials and staff, state and federal governments, private industry, the military, and volunteer groups trained in emergency management. All training and exercises conducted in the City of Bristol will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The Emergency Management Coordinator will develop, plan, and conduct tabletop, functional and/or full scale exercises annually. These exercises will be designed to not only test the City of Bristol EOP, but to train all appropriate officials and personnel, and to improve the overall emergency response organization and capability of the City of Bristol. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). The City of Bristol may also participate in regional HSEEP exercises, as appropriate.

The Emergency Management Coordinator will maintain the training and exercise schedule and assure that the appropriate resources are available to complete these activities.

Following each exercise or actual event, a hot-wash and After Action Review (AAR) will take place. Strengths and areas for improvement will be identified, addressed and incorporated into an update of the EOP.

Appendix 1 – Glossary of Key Terms

Amateur Radio Emergency Services

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed

American Red Cross

A humanitarian organization led by volunteers, that provides relief to victims of disasters and helps prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Command Section

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Command Post

That location at which primary Command functions are executed; usually collocated with the Incident Base. Also referred to as the Incident Command Post.

Comprehensive Resource Management

Maximizes the use of available resources, consolidates like resources and reduces the communications load on the Incident Command Operation.

Coordination

The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

Emergency

Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

Decontamination

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT.

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

Emergency Operations Center

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Emergency Operations Plan

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Support Function

A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health and maintain public safety.

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Evacuation

Assisting people to move from the path or threat of a disaster to an area of relative safety.

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act (Public Law 93-288).

Geographic Information System

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e.-data identified according to their locations.

Hazardous Materials

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Hazardous Materials Emergency Response Plan

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the city's Emergency Operations Plan.

Homeland Security Exercise and Evaluation Program

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. The HSEEP constitutes a national standard for all exercises. The HSEEP is maintained by the Federal Emergency Management Agency's National Preparedness Directorate, Department of Homeland Security.

Incident Command System

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

Integrated Communications Plan

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Local Emergency Planning Committee

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

Mitigation

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

Mobile Crisis Unit

A field response team staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal Critical Incident Stress Debriefings for service providers after the incident has been brought under control.

Mutual Aid Agreement

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency situation.

National Response Framework

Is a guide to how the Nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

National Weather Service

The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Preparedness

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

Presidential Declaration

A presidential declaration frees up various sources of assistance from the Federal government based on the nature of the request from the governor.

Primary Agency

While several City departments will be performing varied and critical tasks during a disaster, in most cases only one agency will be considered the “primary agency.” The primary agency shall be responsible for detailed planning, testing, and evaluation of their respective emergency support function. The Department Director of the primary agency shall serve as the principle advisor to the City Manager during the response and recovery phase. In addition, the Department Director or the primary agency must assure that essential operations of his/her agency will continue, unless otherwise directed by the City Manager or his/her designee.

Regional Information Coordination Center

The center facilitates communications and coordination among local, state, and federal government authorities to ensure an effective and timely response to regional emergencies and incidents, including coordination of decision-making regarding events such as closings, early release of employees, evacuation, transportation decisions, health response, etc.

Situation Report

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the City with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the State EOC via fax or submitted through the Virginia Department of Emergency Management website.

Span of Control

As defined in the Incident Command System, Span of Control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established Federal regulations for the handling of hazardous materials.

Unified Command

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

Weapons of Mass Destruction

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).

Appendix 2 – List of Acronyms

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services

SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

Appendix 3 – Authorities and References

Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act
3. National Response Framework, Third Edition, June 2016
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security
5. Comprehensive Preparedness Guide 101, Version 2.0, June, 2010.

State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2006, as amended.
2. The Commonwealth of Virginia Emergency Operations Plan, December 2007

Local

1. Mount Rogers Regional Pre-Disaster Hazard Mitigation Plan, 2018
2. The City of Bristol Emergency Operations Plan, 2018

Appendix 4 – Matrix of Responsibilities

	City Council	City Manager/Assistant	Coordinator of Emergency Management	Police Department	Fire Department	Superintendent of Schools	Department of Social Services	American Red Cross	Health Department	Life Saving Crew	City Engineer	Bristol Regional Medical Center	VT Extension Agent	Building Inspector	City Attorney	Emergency Management
• - Primary ○ - Secondary																
Direction and Control	○	●	●												○	
Emergency Public	○	○	●												○	
Law Enforcement				●											○	○
Traffic Control				●	○					○						○
Communications				●												○
Warning and Alerting				●	○					○						○
Fire Response					●					○						○
Hazardous Materials			●	●	●					●						○
Search and Rescue			●	●	●					○						○
Evacuation	●		●	●	○					○						○
Radiological Incident			●		●				○	○						○
Shelter Operation						○	●	○								
Emergency Medical					○					●						
Mass Feeding						○	●	○								
Welfare Services							●	○								
Health Services									●							
Utility Services											●					○
Street Maintenance											●					
Debris Removal											●			○		
Damage Assessment		○	●								○		●	○		
Resource and Supply			●								○					
Medical Services								○	○	○		●				○
Mortuary Services									●	○		○				○

Appendix 5 – Succession of Authority

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency, which might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed in the table below by position in decreasing order.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none"> 1. Director of Emergency Management 2. Emergency Management Coordinator 3. Deputy E. M. Coordinator
Emergency Public Information	<ol style="list-style-type: none"> 1. Director of Emergency Management 2. Emergency Management Coordinator 3. Deputy E. M. Coordinator 4. Public Information Officer (PIO)
Police Department	<ol style="list-style-type: none"> 1. Police Chief 2. Captain 3. Lieutenant
Fire Department	<ol style="list-style-type: none"> 1. Fire Chief 2. Battalion Chief/Captain 3. Lieutenant
Emergency Medical Services (EMS/Rescue)	<ol style="list-style-type: none"> 1. Captain 2. Lieutenant
School Division	<ol style="list-style-type: none"> 1. Superintendent 2. Assistant Superintendent
Building Inspections	<ol style="list-style-type: none"> 1. Building Official 2. Building Inspector 3. Technical Specialist
Public Works/Utilities	<ol style="list-style-type: none"> 1. Director 2. Operations Manager 3. Utility Supervisor
Health Department	<ol style="list-style-type: none"> 1. Director 2. Administrative Supervisor 3. Nurse Manager
Social Services	<ol style="list-style-type: none"> 1. Director 2. Social Work Supervisor 3. Eligibility Supervisor

Table 5 – Succession of Authority

Appendix 6 – Emergency Operations Plan Distribution List

Director of Emergency Management/City Manager

Coordinator of Emergency Management/Fire Chief

Deputy Coordinators of Emergency Management/Fire Lieutenant/Secretary

Communications/E-911 Center

Fire Department

Fire Marshal

Life Saving Crew

Superintendent of Schools

Department of Social Services

American Red Cross, Local Chapters

Health Department

Sheriff's Office

City Attorney

Planning Department

Virginia Department of Emergency Management

Appendix 7 – Essential Records

Court Records

The preservation of essential records for the locality is the responsibility of the Clerk of the Circuit Court. All essential records are to be stored in the records vault located in the Office of the Clerk of the Circuit Court. These records include the following:

- Real Estate Records*
- Criminal Records
- Wills
- Civil Records
- Chancery Records
- Marriage Licenses

The evacuation of records in the event of an emergency will be accomplished only by approval of the Clerk of the Circuit Court. The loading and transportation of these records is the responsibility of the Sheriff's Office.

***A microfilm copy of all real estate records for the locality is stored in the Archives, State Library in Richmond, Virginia.**

Agencies/Organizations

Each agency/organization within the City of Bristol government should establish its own records protection program. Those records deemed essential for continuing government functions should be identified and procedures should be established for their protection, such as duplicate copies in a separate location and/or the use of safe and secure storage facilities. Provisions should be made for the continued operations of automated data processing systems and records.

The City of Bristol maintains a Continuity of Operations Plan (COOP) Annex to the EOP. Additional guidance and standard operating procedures for the continued delivery of essential government services is included in the COOP.

Appendix 8 – NIMS Resolution

Declaration of Adoption National Incident Management System

WHEREAS, at the request of the President, the Department of Homeland Security has developed the National Incident Management System (NIMS) for the purpose of unifying and coordinating all emergency responders' efforts during disasters; and

WHEREAS, the Department of Homeland Security has directed all Federal, State, Territorial, Tribal, and local entities involved in emergency response to adopt NIMS; and

WHEREAS, the Governor of the Commonwealth of Virginia has similarly endorsed NIMS by proclaiming it the official basis for management of incident response in Virginia; and

WHEREAS, the NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and natural disaster; and

WHEREAS, the City of Bristol currently uses the Incident Command System (ICS) as referred to in NIMS; and

WHEREAS, the City of Bristol recognizes the need for a single Incident Management System to be used by all local agencies and disciplines;

BE IT THEREFORE RESOLVED, that the City of Bristol, Virginia adopts the National Incident Management System. That this system will be used at all incidents and drills, taught in all Emergency

Management training courses, and reflected in all emergency mitigation, preparedness, response and recovery plans and programs.

Approved at the regular meeting of the City Council for the City of Bristol, Virginia

_____, 2019.

Kevin Mumpower, Mayor

Attest:

Nicole Storm, City Clerk

Clerk’s Certificate

I, the undersigned, certify that I am Clerk of the City Council for the City of Bristol, Virginia and that the foregoing is a true copy of the resolution duly adopted at the regularly held City Council meeting on the ____ day of _____, 2019, at which a quorum was present and voted.

Nicole Storm, City Clerk

Appendix 9 – Resolution of Adoption of EOP

**Resolution
Emergency Operations Plan**

WHEREAS the City Council of the City of Bristol, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS the City of Bristol, Virginia has a responsibility to provide for the safety and well being of its citizens and visitors; and

WHEREAS the City of Bristol, Virginia has established and appointed a Director and Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bristol, Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FUTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time be ordered to come before this council.

Approved at the regular meeting of the City Council for the City of Bristol, Virginia

_____, 2019.

Kevin Mumpower, Mayor

Attest:

Nicole Storm, City Clerk

Clerk's Certificate

I, the undersigned, certify that I am Clerk of the City Council for the City of Bristol, Virginia and that the foregoing is a true copy of the resolution duly adopted at the regularly held City Council meeting on the ____ day of _____, 2019, at which a quorum was present and voted.

Nicole Storm, City Clerk

Appendix 10 – Local Declaration of Emergency

Consent to Director of Emergency Management’s DECLARATION OF EMERGENCY

WHEREAS, the City Council of the City of Bristol, Virginia does hereby find:

That due to _____, the City of Bristol is facing dangerous conditions;

That due to _____, conditions of extreme peril to life and property necessitates the proclamation of the existence of an emergency;

The Director of Emergency Management has declared a local emergency.

NOW THEREFORE, IT IS HEREBY PROCLAIMED that the City Council of the City of Bristol consents to the declaration of emergency by the Director of Emergency Management and the emergency now exists throughout the City of Bristol, Virginia; and

IT IS FURTHER PROCLAIMED AND ORDERED that the City of Bristol Emergency Operations Plan is now in effect.

Approved at the regular meeting of the City Council for the City of Bristol, Virginia

_____, 2019.

Kevin Mumpower, Mayor

Attest:

Nicole Storm, City Clerk

Clerk’s Certificate

I, the undersigned, certify that I am Clerk of the City Council for the City of Bristol, Virginia and that the foregoing is a true copy of the resolution duly adopted at the regularly held City Council meeting on the ____ day of _____, 2019, at which a quorum was present and voted.

Nicole Storm, City Clerk

BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY
#2

Meeting Date: February 26, 2019
Department: Public Works
Staff Contact: Wallace McCulloch

AGENDA ITEM WORDING:

Consider a Resolution Requesting the Virginia Department of Transportation conduct a *Transportation Mobility Alternatives Analysis Study* of the Piedmont Avenue Corridor.

ITEM BACKGROUND:

The City of Bristol, Virginia is providing an endorsement of a 100% VDOT funded study.

Piedmont Ave. is a bridge over Beaver Creek from north of Leisure Park Towers to the state line. The bridge was built in 1925 and is rated in poor condition. The weight limit is set at 17 tons for a single unit vehicle and 26 tons for tractor trailer. None of the full-size fire trucks can cross the bridge. We are looking at funding alternatives to repair/replace the bridge. This study will look at accessibility to adjacent businesses during the construction process.

PREVIOUS RELEVANT ACTION:

None

STAFF RECOMMENDATIONS:

Approval of Resolution

DOCUMENTATION: Included X Not Required_____

MOTION:

I move to approve the Resolution Requesting the Virginia Department of Transportation conduct a Transportation Mobility Alternatives Analysis Study of the Piedmont Avenue Corridor.



Office of the
City Manager

City of Bristol, Virginia

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



A RESOLUTION OF THE CITY OF BRISTOL, VIRGINIA SUPPORTING AND REQUESTING THAT THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) CONDUCT A TRANSPORTATION MOBILITY ALTERNATIVES ANALYSIS STUDY OF THE PIEDMONT AVENUE CORRIDOR

WHEREAS, the Virginia Department of Transportation is seeking to partner with the City of Bristol, Virginia and their structural engineer to conduct a study that will assess the transportation and mobility impacts associated with various Piedmont Avenue bridge replacement/modifications alternatives; and

WHEREAS, the City of Bristol, Virginia recently conducted an inspection and evaluation of the Piedmont Avenue bridge structure over Beaver Creek, extending from a location approximately 200 feet north of Sycamore Street to a location approximately 100 feet south of State Street; and

WHEREAS, the City of Bristol, Virginia commissioned an inspection of the Piedmont Avenue bridge that identified and confirmed various deficiencies associated with the existing structure that are significantly costly to address in a timely manner through available VDOT and/or Federal funding sources; and,

WHEREAS, the structural deficiencies have resulted in vehicle weight limit restrictions being placed on the bridge segment of Piedmont Avenue for an extended period of time; and

WHEREAS, the vehicle weight limit restrictions dictate Emergency Services (i.e., Fire and Ambulatory) response routes and thus impact response times to those citizens whose health and/or safety may be in jeopardy; and

WHEREAS, the Virginia Department of Transportation will partner with the City of Bristol, Virginia and their structural engineer to evaluate and analyze the influence various Piedmont Avenue bridge replacement/modifications alternatives will have on traffic circulation, flow, operations, and overarching mobility; and

WHEREAS, the City is seeking to evaluate and identify practical, fundable, and implementable roadway and bridge infrastructure improvement alternatives that will result in an improved downtown street network that accommodates all modes of mobility, enhances safety, and sustains economic vitality along the Piedmont Avenue corridor in downtown Bristol.

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

1. That the City of Bristol, Virginia hereby supports and seeks to partner with the Virginia Department of Transportation to conduct a Transportation Mobility Alternatives Analysis Study of the Piedmont Avenue Corridor in an effort to:
 - a. Identify a Piedmont Avenue roadway and bridge infrastructure improvement alternative that will sustain acceptable levels of traffic circulation, flow, and operations on the downtown street network
 - b. Assist in the identification of roadway and bridge infrastructure improvement alternatives that are practical, fundable and implementable
 - c. Identify opportunities to improve Emergency Services response times
 - d. Improve the downtown street network to accommodate all modes of mobility, enhance safety, and sustain economic vitality along the Piedmont Avenue corridor.
2. That this resolution shall be in full force and effect upon its passage.

ADOPTED this 26th day of February, 2019

Kevin Mumpower, Mayor

ATTEST:

Nicole Storm, 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 February 26th, 2019.

2017 BRIDGE INSPECTION REPORT

COMMISSION NUMBER: 13086

ROUTE 11 (PIEDMONT AVENUE)
OVER
BEAVER CREEK

STRUCTURE NUMBER: 1809



 Schwartz &
Associates, Inc.
Consulting Engineers
Lynchburg-Roanoke

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001 **Date of Inspection:** 12/11/2017

County/City: CITY OF BRISTOL	Due: DECEMBER	Inspection Frequency: 12 Months
Main Route: 11	Feature Intersected: BEAVER CREEK	Facility Carried: PIEDMONT AVENUE
Lead Inspector: J. PROEHL, ET	Location: 0.00 PIEDMONT AVE.; 0.30 8TH ST.	

Signature of Lead Inspector: <i>Jay Proehl</i> 12-27-17	 <p>COMMONWEALTH OF VIRGINIA JAMES F. GRIZZLE, JR. Lic. No. 35295 1-8-2018 PROFESSIONAL ENGINEER PE Stamp of Reviewer</p>
Signature & Date of City/Town Reviewer: <i>[Signature]</i> 1/25/18 City Engineer	

SPECIAL REQUIREMENTS Fracture Critical Fatigue Prone Details Pin & Hanger

CONDITION RATINGS

Deck: 4
 Superstructure: 4
 Substructure: 4
 Channel/Channel Prot.: 6★
 Culvert: N

FIELD POSTING

Sign Legibility: G
 Sign Visibility: G
 Capacity Sign R12-1 (Tons): N
 Capacity Sign R12-5
 Single (Tons): 17
 Semi (Tons): 26

TRAFFIC SAFETY FEATURES

Bridge Railings: 0
 Transitions: 0
 Approach Guardrail: 0
 Approach Guardrail Ends: 0

YEAR PAINTED N/A

ELEMENT CONDITION STATE DATA

No.	Description	ENV	Unit	State 1	State 2	State 3	State 4	State 5	Total

**NOTE: THIS STRUCTURE IS NOT ON THE NATIONAL HIGHWAY SYSTEM.
 ELEMENT LEVEL DATA IS NOT REQUIRED.**

Attachments: Structure Inventory Data Sheet Sketches Channel Profile
 Cover Sheet of Rating Calculations Other Clearance Sheet

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection: 12/11/2017

County/City: CITY OF BRISTOL

Feature Intersected: BEAVER CREEK

Main Route: 11

Facility Carried: PIEDMONT AVENUE

Location: 0.00 PIEDMONT AVENUE; 0.30 8TH STREET

Lead Inspector: J. PROEHL, ET

Additional Inspectors: N. WILSON

DESCRIPTION	Single span concrete T-beam, 42' long.	
ORIENTATION	Abutment A on left looking downstream.	
MISCELLANEOUS (Items which are structure specific and cannot be included in another section.)	<p>★ - Denotes changes since last inspection. Structure ties into existing structure at Tennessee State Line. Weather: Sunny, 40°F</p> <p>Beams are numbered S1-S8, C-Z, ZZ and 2-134 beginning at downstream end. Structure plans on file in City Engineer's Office do not include deck and Beams S1-S8 under State Street or deck and Beams 111-134 at upstream end of structure. Oldest portion of superstructure appears to be from state line to downstream end of slab span.</p>	Bridge Coordinates N 36° 35' 53.12" W 82° 10' 59.96"
SPECIAL REQUIREMENTS (Special Equipment needed or Special Inspections required such as: Fracture Critical, Underwater, Fatigue Prone, Scour Critical, Moveable Bridge, Segmental Concrete, Pin & Hanger, etc.)	None.	
WORK DONE	None.	
STRUCTURAL ANALYSIS	2013 LRFR Rating: 17 tons, Single Unit and 26 tons, Truck & Semi-trailer (Controlling Member – 20" Slab) Revised analysis not required. Please see attached Load Rating Coversheet.	
OVERALL CONDITION	<p>POOR.</p> <ul style="list-style-type: none"> -Plant mix on structure is cracking and breaking up at random locations. -Bottom of deck has numerous areas of extensive moisture seepage, cracks and spalled concrete with exposed reinforcement steel. -Utility lines beneath structure have corroded exposing cables and/or wires. -Utility hangers broken. -Deck joints leaking. -Beams and endwalls have numerous areas of spall and exposed reinforcement steel. -Bearing seat for Beam 7 at Abutments A & B spalled causing loss of bearing. -Abutments and pier have cracks, mortar missing in rubble masonry, scale and honeycomb concrete. -Footing at abutments and pier undermined. -Flood debris in channel. 	
RECOMMENDATIONS	<ul style="list-style-type: none"> -Schedule structure for replacement in near future due to poor condition and marginal load capacity. -Repair undermined footing at abutments and pier. -Repair bearing seat beneath Beam 7 at each abutment. -Repair areas of spalled, delaminated, and deteriorated concrete throughout beams, bottom of deck, and substructure. -Repair broken utility hangers. -Remove flood debris from channel. 	

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017

DECK	<p>Condition Rating: 4</p>																																																																																						
<u>Wearing Surface</u>	Asphalt wearing surface (6" depth) is cracking over deck joints.																																																																																						
<u>Top of Deck</u>	<i>No deficiencies noted.</i>																																																																																						
<u>Bottom of Deck</u>	<p>Bottom of deck throughout structure has heavy moisture seepage and numerous transverse and longitudinal cracks (0.060" width) with efflorescence at random locations. See Photo #5. Also numerous areas of spalled and/or delaminated concrete (1 S.F. each x 2" maximum depth) due to shy cover of reinforcing steel (up to 60% section loss) at deck drains unless listed in chart below. See Photo #6.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Bay</th> <th>Quantity (SF)</th> <th>Bay</th> <th>Quantity (SF)</th> </tr> </thead> <tbody> <tr><td>★C</td><td>★8</td><td>65</td><td>8</td></tr> <tr><td>★F</td><td>★3</td><td>66</td><td>★8</td></tr> <tr><td>G</td><td>2</td><td>67</td><td>20</td></tr> <tr><td>★O</td><td>★4</td><td>71</td><td>6</td></tr> <tr><td>★T</td><td>★8</td><td>73</td><td>11</td></tr> <tr><td>U</td><td>6</td><td>74</td><td>12</td></tr> <tr><td>V</td><td>24</td><td>75</td><td>2</td></tr> <tr><td>W</td><td>14</td><td>82</td><td>4</td></tr> <tr><td rowspan="2">10</td><td rowspan="2">30</td><td>84</td><td>4</td></tr> <tr><td>87</td><td>10</td></tr> <tr><td>11</td><td>10</td><td>88</td><td>11</td></tr> <tr><td>14</td><td>10</td><td>91</td><td>32</td></tr> <tr><td>29</td><td>24</td><td>92</td><td>10</td></tr> <tr><td colspan="4">See Photo #7</td></tr> <tr><td>★37</td><td>★4</td><td>★93</td><td>★10</td></tr> <tr><td>★50</td><td>★10</td><td>96</td><td>40</td></tr> <tr><td>57</td><td>6</td><td>97</td><td>40</td></tr> <tr><td>61</td><td>60</td><td>98</td><td>40</td></tr> <tr><td>62</td><td>7</td><td>99</td><td>40</td></tr> <tr><td>63</td><td>★15</td><td>★122</td><td>★1</td></tr> <tr><td>64</td><td>30</td><td>★131</td><td>★6</td></tr> </tbody> </table>	Bay	Quantity (SF)	Bay	Quantity (SF)	★C	★8	65	8	★F	★3	66	★8	G	2	67	20	★O	★4	71	6	★T	★8	73	11	U	6	74	12	V	24	75	2	W	14	82	4	10	30	84	4	87	10	11	10	88	11	14	10	91	32	29	24	92	10	See Photo #7				★37	★4	★93	★10	★50	★10	96	40	57	6	97	40	61	60	98	40	62	7	99	40	63	★15	★122	★1	64	30	★131	★6
Bay	Quantity (SF)	Bay	Quantity (SF)																																																																																				
★C	★8	65	8																																																																																				
★F	★3	66	★8																																																																																				
G	2	67	20																																																																																				
★O	★4	71	6																																																																																				
★T	★8	73	11																																																																																				
U	6	74	12																																																																																				
V	24	75	2																																																																																				
W	14	82	4																																																																																				
10	30	84	4																																																																																				
		87	10																																																																																				
11	10	88	11																																																																																				
14	10	91	32																																																																																				
29	24	92	10																																																																																				
See Photo #7																																																																																							
★37	★4	★93	★10																																																																																				
★50	★10	96	40																																																																																				
57	6	97	40																																																																																				
61	60	98	40																																																																																				
62	7	99	40																																																																																				
63	★15	★122	★1																																																																																				
64	30	★131	★6																																																																																				
<u>Curbs/Sidewalks</u>	<i>No deficiencies noted.</i>																																																																																						
<u>Railing</u>	<i>No deficiencies noted.</i>																																																																																						
<u>Drains</u>	<i>No deficiencies noted.</i>																																																																																						
<u>Utilities</u>	<p>Utility lines beneath structure have medium rust for entire length. Also several conduits have corroded exposing cables and/or wires inside.</p> <p>Utility hanger broken in Bay S5, Span 1 side.</p>																																																																																						

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001	Date of Inspection: 12/11/2017
--	---------------------------------------

<u>Utilities</u> (cont.)	Utility hanger for 2" diameter gas line is broken in Bay 56. Utility hanger is broken in Bay 64 adjacent to Abutment A.
<u>Expansion Joints</u>	All longitudinal deck construction and/or expansion joints are leaking heavily.

SUPERSTRUCTURE	Condition Rating: 4
<u>Bearing Devices</u>	<i>No deficiencies noted.</i>
BEAMS <u>General</u>	<p>Beams S1-S8:</p> <p>★Beam S5 in Span 1 at pier has 1 SF spall 4" deep on back corner causing approximately 15% bearing loss. See Photo #8.</p> <p>Beam S8 (Span 1) has spalling concrete (2" depth) for entire length with exposed reinforcement steel (17 stirrups and 3 longitudinal bars) having up to 30% section loss.</p> <p>Beam S5 (Span 2) has a spall (2 S.F. x 1½" depth) causing approximately 15% loss of bearing at pier.</p> <p>Beam S8 (Span 2) has 50 S.F. of delaminated/spalled concrete (2" deep) with 35 stirrups exposed having 75-100% section loss, 4 longitudinal bars having 50% section loss, and 1 longitudinal bar having 75% section loss. See Photo #9.</p> <p>Slab:</p> <p>Underside of slab in Span 1 at Abutment A, upstream side has 40 S.F. of delaminated/spalled concrete (2" deep) with 3 transverse bars with 100% section loss and 10 longitudinal bars with up to 50% section loss See Photo #10 with an additional 66 S.F. of delaminated/spalled concrete at isolated locations.</p> <p>Underside of slab in Span 2 has 60 S.F. of delaminated/spalled concrete (2" deep) located on downstream side at mid-span with 4 transverse bars having up to 75-100% section loss and 10 longitudinal bars having up to 30% section loss. See Photo #11.</p> <p>Beams C-134:</p> <p>★Beam 4 is a utility encased in concrete and does not support structure.</p> <p>Concrete beams throughout structure have numerous areas of poor consolidated concrete causing honeycomb and voids with shy cover spalls (1/2" deep). See Photo #12.</p> <p>Beams have numerous areas of spalled concrete (3" maximum depth) with exposed rebar with section loss primarily at longitudinal deck expansion joints listed in chart on next page.</p>

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017

Beams C-134 (Cont.):

Beam	Location	S.F.	Depth	% S.L.	Notes
C	★Abutment A	★4	★3"	★30	★2 stirrup bars
C	Span 1 at pier	3	3"	40	On 6 main bars
				100	On 2 stirrups
C	★Span 2 at ¼ point	20	1"	20	On 2 main bars
				60	On 3 stirrups
L	¼ point to ¾ point	42	★3"	30	On 3 main bars
				100	On 6 stirrups
L	★at Abutment B	★5	★1"	★30	★On 6 stirrups
M	Mid-span	10	1½"	25	On 14 stirrups
S	Mid-span	15	1½"	20	On 4 stirrups
T	Mid-span	15	1½"	20	On 3 stirrups
T	Abutment B	★5	★1"	30	On 7 stirrups
				★30	★On 8 stirrups
ZZ	¼ to ¾ point	30	2"	20	On 4 main bars
				60	On 3 stirrups
17	Mid-span	12	1½"	20	On 2 main bars
				50	On 2 stirrups
				100	On 1 stirrup
18	6' from Abutment B	8	1"	50	On 5 stirrups
				20	On 2 main bars
25	Entire length	12	¾"	20	On 15 stirrups
26	6' from Abutment B	8	1"	50	On 4 stirrups
33	¾ point to Abutment B	6	2"	20	On 3 main bars
				100	On 4 stirrups
42	¾ point	20	2"	50	On ★5 main bars
				100	On 4 stirrups
47	Entire length	8	1"	50	On 9 stirrups
48	Abutment A to mid-span	25	1½"	20	On 4 main bars at Abutment A
				100	On ★7 stirrups at Abutment A
				20	On 4 main bars at mid-span
				100	On 5 stirrups at mid-span
53	3' from Abutment A	6	1½"	20	On 3 main bars
				100	On ★8 stirrups
53	¼ point to Mid-span	7	2"	20	On 2 main bars
				30	On 5 stirrup bars
54	Abutment A	6	1½"	30	On 5 stirrups
				100	On 2 stirrups

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017

Beam	Location	S.F.	Depth	% S.L.	Notes
60	Abutment A to ¼ point	10	1½"	100	On 6 stirrups
60	Mid-span to ¾ point	45	3"	20	On 4 main bars at mid-span See Photo #13
				100	On 5 stirrups at mid-span
				80	On 3 stirrups at mid-span
				60	On 4 main bars at ¾ point
				100	On 6 stirrups at ¾ point
60	Abutment B	6	2"	100	On 8 stirrups
				30	On 4 main bars
61	Abutment A to ¼ point	50	3"	20	On 3 main bars
				50	On 1 main bar
				100	On 14 stirrups
				75	On 7 stirrups
61	¾ point to 3' from Abutment B	★10	3"	20	On 3 main bars
				50	On 1 main bar
				100	On 19 stirrups
68	¼ point to ¾ point	50	3"	40	On 4 main bars
				100	On 24 stirrups See Photo #14
69	Mid-span	20	1"	10	On ★3 main bars
				100	On 1 stirrup
69	5' from Abutment B	★2	1"	20	On 2 main bars for 2 L.F.
				100	On 4 stirrups
77	Abutment A to ⅓ point	42	1½"	25	On 3 main bars
				100	On 14 stirrups
77	¾ point	★10	1½"	40	On 3 main bars for 5 L.F. See Photo #15
				100	On 4 stirrups
78	Mid-span	20	1"	--	
83	Abutment A with 10% bearing loss	4	2"	20	On ★5 main bars
				80	On 5 stirrups
84	Abutment A	1	2"	50	On 2 stirrups
				100	On 2 stirrups
86	Entire length	9	2"	40	On 7 stirrups
87	At Abutment A	6	1"	80	On 4 stirrups
87	¼ point to 8' from Abutment B	42	2"	10	On 1 main bars at ¼ point
				100	On 2 stirrups at ¼ point
				20	★On 3 main bars at 2/3 point
				75-100	On 13 stirrups at ¾ point to 2' from Abutment B

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017

Beam	Location	S.F.	Depth	% S.L.	Notes
90	★Abutment A	★2	★2"	★10	★On 2 main bars
93	Abutment B	2	2"	40	On 2 stirrups
				★10	★On 4 main bars
95	Mid-span	20	2"	25	On 3 stirrups
95	2/3 point	3	1½"	30	On 2 main bars
96	Entire length	42	1"	90	On 2 stirrups at ¾ point
97	Abutment A	2	2"	10	On 4 main bars
				100	On 1 stirrup
				20	On 2 stirrups
98	Abutment A	1	2"	20	On 2 stirrups
104	Entire length	42	1½"	20	On 3 main bars at Abutment A
				★100	★On 3 stirrups at Abutment A
				20	On 2 main bars at mid-span
				80	On 1 stirrup at mid-span
				20	On 4 main bars at 5' from Abut B
				100	On 10 stirrups at 5' from Abut B See Photo #16
105	Abutment A	10	1½"	20	On 5 stirrups
106	Abutment A	1	1"	20	On 3 stirrups, Bay 106 side
110	Abutment A to ¼ point	12	1½"	30	On 15 stirrups
				100	On 3 stirrups
110	¾ point	30	1½"	20	On 3 main bars
				100	On 2 stirrups
111	Mid-span	12	1½"	20	On stirrups
118	Abutment A	2	1½"	20	On 4 stirrups
119	Abutment A to ¼ point & ¾ point to Abutment B	12	1½"	20	On stirrups
				10	On 1 main bar at ¼ point
120	Abutment A	2	1½"	20	On ★3 main bars
				30	On 4 stirrups
123	Abutment A	3	2"	40	On 1 stirrup bar

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017

Beam	Location	S.F.	Depth	% S.L.	Notes
126	Entire length	42	2"	100	On 4 stirrups at Abutment A
				20	On 2 main bars at 1/4 point
				100	On 2 stirrups at 1/4 point
				30	On 2 main bars at 3/4 point
				100	On 2 stirrups at 3/4 point
				100	On 2 stirrups, 2' from Abutment B
127	Entire length	42	4"	20	On 2 main bars for entire length
				40	On 1 main bar for entire length
				100	On 17 stirrups at Abutment B See Photo #17
				100	On 5 stirrups at 1/2 to 3/4 point
				100	On 2 stirrups at 1/4 point
134	4' from Abutment A	2	3/4"	25	On 2 stirrups
134	Mid-span	15	3"	15	5 exposed main bars See Photo #18
				10	On 2 main bars
				100	On ★5 stirrups
				★35	★8 stirrups
134	★at Abutment B	★2	★1"	★20	★On 2 stirrups
				★10	★On 2 main bars

Diaphragms/Cross Frames

Endwalls at both abutments have moisture seepage and areas of minor spalling concrete (1/2" depth) with exposed reinforcement steel due to shy cover.

SUBSTRUCTURE

Condition Rating: 4

ABUTMENTS

Wings

No deficiencies noted.

Bearing Seats

Bearing seat for Beam 7 at Abutments A & B has missing concrete (approximately 1.5 S.F. x 6" depth) due to utility placement. Approximately 30% loss of bearing at each abutment. **See Photo #19.**

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017

Breastwall

Breastwall at both abutments has full-height vertical cracks (hairline to ¼" width) at random locations. All concrete in area of cracks is solid.

Breastwall at both abutments has areas of missing mortar in rubble masonry joints at waterline in area between Beams S1-S8.

Weep Holes

No deficiencies noted.

Footings

Footings at each abutment probed during this inspection with a 6' probing rod. Undermined areas as follows:

Location	Between Beams	Undermined Area Measurements
Abutment A	34 & 35	7' length x 6" high x 1'-0" under
	45 & 46	1' length x 6" high x 2'-0" under
	83 & 84	10' length x 6" high x 2'-0" under
Abutment B	54 & 55	4' length x 1' high x 1'-6" under
	49 & 51	18' length x 6" high x 1'-0" under

Undermining

None.

Settlement

None.

PIERS

Caps

Cap at pier has a full-height vertical crack (½" maximum width) with moisture seepage between Beams S2 & S3. Crack is visible on both sides.

Bearing Seats

No deficiencies noted.

Walls

Wall at pier has a full-height vertical crack (½" maximum width) with moisture seepage between Beams S2 & S3. Crack is visible on both sides.

Wall at pier has an area of severe concrete scale and honeycomb (35'-0" length x up to 6" depth) near downstream end. Scale and honeycombed area on both sides of pier wall. Pier wall is 24" width.

Footings

Pier footing has heavy scale and deteriorated concrete (2" deep) on entire length.

Footing at pier on west side is undermined in two locations as follows:

Distance from Upstream End of Pier	Undermined Area Measurements
35'-0"	4'-0" length x 6" maximum depth x 1'-2" back under
45'-0"	3'-0" length x 6" maximum depth x 2'-0" back under

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection: 12/11/2017

<p><u>Footings</u> (cont.)</p>	<p>Footing at pier on east side is undermined in two locations as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Distance from Upstream End of Pier</th> <th style="padding: 5px;">Undermined Area Measurements</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">30'-0"</td> <td style="padding: 5px;">6'-0" length x 6" maximum depth x 1'-0" back under</td> </tr> <tr> <td style="padding: 5px;">40'-0"</td> <td style="padding: 5px;">1'-0" length x 6" maximum depth x 6" back under</td> </tr> </tbody> </table> <p>Undermined areas due to irregular rock foundation.</p>	Distance from Upstream End of Pier	Undermined Area Measurements	30'-0"	6'-0" length x 6" maximum depth x 1'-0" back under	40'-0"	1'-0" length x 6" maximum depth x 6" back under
Distance from Upstream End of Pier	Undermined Area Measurements						
30'-0"	6'-0" length x 6" maximum depth x 1'-0" back under						
40'-0"	1'-0" length x 6" maximum depth x 6" back under						
<p><u>Undermining</u></p>	<p>None.</p>						
<p><u>Settlement</u></p>	<p>None.</p>						

<p>CHANNEL AND SLOPE PROTECTION</p>	<p>Condition Rating: 6★</p>
<p><u>Channel Profile</u></p>	<p>Channel profile checked and no significant change found since 04/06/1991. See attached Channel Profile.</p>
<p><u>Scour</u></p>	<p><i>No deficiencies noted.</i></p>
<p><u>Embankment Erosion</u></p>	<p><i>No deficiencies noted.</i></p>
<p><u>Drift</u></p>	<p>★Flood debris at upstream end of pier at Beam C. See Photo #20.</p>
<p><u>Vegetation</u></p>	<p><i>No deficiencies noted.</i></p>
<p><u>Adequacy of Opening</u></p>	<p>Poor.</p>

<p>FIELD POSTING</p>	
<p><u>Actual Posting</u></p>	<p>Single Unit – 17 Tons; 26 Tons - Truck & Semi-Trailer. See Photos #21 - #29.</p>
<p><u>Legibility</u></p>	<p>Good.</p>
<p><u>Visibility</u></p>	<p>Good.</p>
<p><u>Advanced Warning Signs</u> <small>In accordance with the Virginia Supplement to the MUTCD</small></p>	<p>Advanced warning signs not in place due to close proximity of intersections.</p>

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection: 12/11/2017

<p>OTHER</p> <p>APPROACH PAVEMENT</p> <p>TRAFFIC SAFETY FEATURES</p> <p style="padding-left: 20px;"><u>Bridge Railing</u></p> <p style="padding-left: 20px;"><u>Transitions</u></p> <p style="padding-left: 20px;"><u>Approach Guardrail</u></p> <p style="padding-left: 20px;"><u>Approach Guardrail Terminal</u></p> <p>OBJECT MARKERS</p>	<p><i>No deficiencies noted.</i></p> <p>Substandard.</p> <p>None in place.</p> <p>None in place.</p> <p>None in place.</p> <p>None in place.</p>
--	--

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017



PHOTO #1

Approach elevation looking from Abutment A to Abutment B.



PHOTO #2

Approach elevation looking from Abutment B to Abutment A.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017



PHOTO #3
Side elevation looking upstream.



PHOTO #4
Side elevation looking downstream.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017



PHOTO #5

Moisture seepage, transverse and longitudinal cracks with efflorescence in bottom of deck.



PHOTO #6

Typical spall in bottom of deck.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017



PHOTO #7

Spalled/delaminated concrete with exposed reinforcement steel in bottom of deck, Bay 29.



PHOTO #8

Spall on Beam S5 in Span 1 at pier.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017



PHOTO #9

Delaminated/spalled concrete with exposed reinforcement steel, Beam S8, Span 2.



PHOTO #10

Delaminated/spalled concrete with exposed reinforcement steel in underside of slab, Span 1, upstream side, Abutment A.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017



PHOTO #11

Delaminated/spalled concrete with exposed reinforcement steel in underside of slab, Span 2.

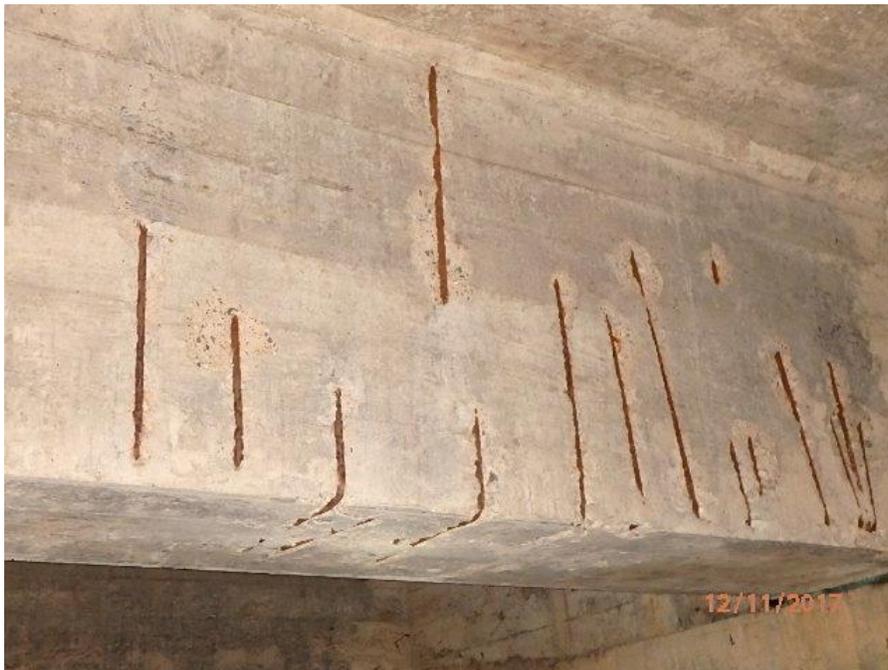


PHOTO #12

Surface spalls exposing reinforcing steel on Beam 85. Typical all beams.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection: 12/11/2017



PHOTO #13
Spall with exposed rebar on Beam 60 at mid-span.



PHOTO #14
Spalled concrete on Beam 68, note exposed reinforcing steel.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection: 12/11/2017



PHOTO #15

Spalled concrete on Beam 77, note exposed reinforcing steel.



PHOTO #16

Spalled concrete on Beam 104, note exposed reinforcing steel.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection: 12/11/2017



PHOTO #17

Spalled concrete on Beam 127. Note exposed reinforcing steel.



PHOTO #18

Spall with exposed rebar on Beam 134 at mid-span.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection: 12/11/2017



PHOTO #19

Missing concrete in bearing seat, Beam 7, Abutment A.



PHOTO #20

Flood debris in channel at upstream end of pier.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017



PHOTO #21

Posted weight limit sign on State Street at Abutment A approach.



PHOTO #22

Posted weight limit sign on State Street at Abutment B approach.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection: 12/11/2017



PHOTO #23
Posted weight limit sign at Goode Street.



PHOTO #24
Posted weight limit sign at Winston Alley, Abutment A.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection: 12/11/2017



PHOTO #25

Posted weight limit sign at Sycamore Street, Abutment B.



PHOTO #26

Posted weight limit sign at Cumberland Street, Abutment B.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017



PHOTO #27

Posted weight limit sign at Cumberland Street, Abutment A.



PHOTO #28

Posted weight limit sign at 7th Street.

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017



PHOTO #29

Posted weight limit sign at Piedmont.

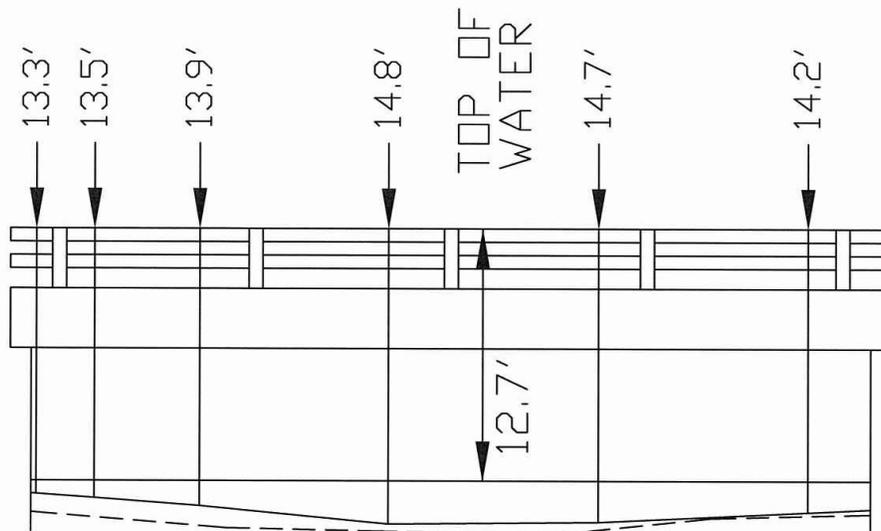
STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-00000000020001

Date of Inspection:

12/11/2017

CHANNEL PROFILE



ABUT. A

ABUT. B

UPSTREAM SIDE LOOKING DOWNSTREAM

----- = 1972

————— = 1991 & 2010

Checked 2017 – No significant changes.
JP

VERTICAL DIMENSIONS TAKEN
FROM TOP OF RAIL TO GROUNDLINE

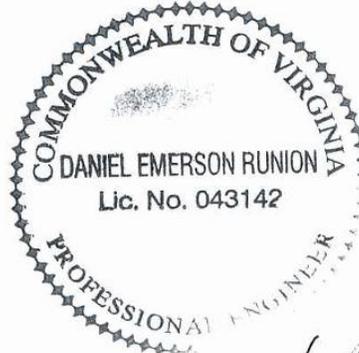
ROUTE:	PIEDMONT AVENUE
OVER:	BEAVER CREEK
CITY:	BRISTOL
BY:	BAM
DWG:	CPROFILES/BRISTOL/1809

Structure and Bridge

LOAD RATING SUMMARY FORM FOR STRUCTURES

Rte.: 11 (Piedmont Avenue)
 Over: Beaver Creek
 VA Structure No.: 1809
 FED. ID: 000000000020001
 City: Bristol
 District: Bristol
 Rated By: APS Date: 4/9/13
 Checked By: DER Date: 4/9/13
 VDOT Reviewer: _____

PE Seal



SIGNATURE: *Daniel Runion*
 NAME: Daniel Runion

CALCULATION TOOLS AND METHOD USED: LRFR
 BASIS FOR RATING:

	GVW (TONS)	RATING FACTOR	CONTROLLING MEMBERS	CONTROLLING LOCATION	CONTROLLING FORCE
DESIGN LOAD					
HL-93 (INV)	N/A	0.553	20" Slab	Mid Span	Flexure
HL-93 (OPR)	N/A	0.717	20" Slab	Mid Span	Flexure
		TONS			
HS-20 (INV)	36	20	20" Slab	Mid Span	Flexure
HS-20 (OPR)	36	26	20" Slab	Mid Span	Flexure
LEGAL LOADS		TONS			
VA Type 3	27	17	20" Slab	Mid Span	Flexure
VA Type 3S2	40	26	20" Slab	Mid Span	Flexure
*LANE	40				
PERMIT LOAD		TONS			
BP-90	45	23	20" Slab	Mid Span	Flexure
BP-115	57.5	25	20" Slab	Mid Span	Flexure
SH VEHICLES		TONS			
NRL:	40	26	20" Slab	Mid Span	Flexure
SU4:	27	17	20" Slab	Mid Span	Flexure
SU5:	31	20	20" Slab	Mid Span	Flexure
SU6:	34.75	22	20" Slab	Mid Span	Flexure
SU7:	38.75	25	20" Slab	Mid Span	Flexure

*Not applicable for single spans less than and equal to 200 feet.
 -Load rating is based on inspection report dated 3/27/2013.

ON' RECORD INVENTORY - Federal Items

Agency ID : 1021809-00000000020001
 Maint. Resp. : 102
 SR : 32.50

SD/FO : SD
 Bridge Key: 00000000020001

Identification	
State (1)	: 51 Virginia
District (2)	: Bristol
Facility Carried (7)	: PIEDMONT AVE.
Feature Intersected (6)	: BEAVER CREEK
Record Type (5A)	: Route On Structure
Level of Service (5C)	: 1 Mainline
Directional Suffix (5E)	: 0 N/A (NBI)
Latitude (16)	: 36° 35' 53.12"
Longitude (17)	: 82° 10' 59.95"
Struc Num (8)	: 00000000020001
Location (9)	: 0.00 PIED AVE:0.30 8TH ST
Rel. Signing Prefix (5B)	: 3 State Hwy
Route Number (5D)	: 00000
Place Code (4)	: Bristol
County Code (3)	: Bristol
Mile Post (11)	: 0.00
Border Br. Code (98A)	: 47 Tennessee
% Responsibility (98B)	: 2
Border Bridge No. (99)	: 82039300001

Structure Type and Materials	
No. Spans Main Unit (45)	: 1
Main Span Material (43A)	: 1 Concrete
Main Span Design (43B)	: 4 Tee Beam
Deck Type (107)	: 1 Concrete-Cast-in-Place
Membrane (108B)	: 8 Unknown
No. Appr. Spans (46)	: 0
Appr. Span Material (44A)	: 0 Other
Appr. Span Design (44B)	: 00 Other (NBI)
Wearing Surface (108A)	: 6 Bituminous
Deck Protection (108C)	: 0 None

Age and Service	
Year Built (27)	: 1925
Type of Service On (42A)	: 1 Highway
Type of Service Under (42B)	: 5 Waterway
Lanes On (28A)	: 4
Detour Length (19)	: 1.86
ADT (29)	: 3485 3300
% Truck ADT (109)	: 3
Year Reconst. (105)	: -1
Lanes Under (28B)	: 0
Year of ADT (30)	: 2014 2014

Geometric Data	
Length Max Span (48)	: 42.00
Curb/Stwk Width Left (50A)	: 0.00
Width Curb to Curb (51)	: 49.87
Appr. Roadway Width (32)	: 49.87
Slew (34)	: 0.00°
Horizontal Clearance (47)	: 49.87
Vertical Clearance (10)	: 99.99
Minimum Vertical Clearance Over Bridge (53)	: 99.99
Minimum Vertical Underclearance Reference (54A)	: N Feature not Hwy or RRR
Minimum Vertical Underclearance (54B)	: 0.00
Minimum Lateral Underclearance Reference Right (55A)	: N Feature not Hwy or RRR
Minimum Lateral Underclearance Right (55B)	: 0.00
Minimum Lateral Underclearance Left (56)	: 0.00

Inspection	
Regular Inspection	: RECD (92) 12
Fracture Critical	: N
Underwater Insp.	: N
Other Special Insp	: N
FREQ (91)	: 12
LAST INSP. (90)	: 12/11/17
NEXT INSP.	: 12/11/19
LAST INSP. (93)	: 12/11/17
NEXT INSP.	: 12/11/19

Classification	
Toll Facility (20)	: 3 On free road
Functional Class (26)	: 16 Urban Minor Arterial
Historical Significance (37)	: 5 Not eligible for NRHP
Parallel Structure (101)	: No bridge exists
Temporary Structure (103)	: Unknown (NBI)
Nat. Truck Network (110)	: 0 Not part of natl netwo
National Base Net (12)	: 0 LRS Inv Rte (13a)
Fed. Maint. Resp (21)	: 04 City/Municipal Hwy Agenc
Owner (22)	: 04 City/Municipal Hwy Agenc
Defense Highway (100)	: 0 Not a STRAHNET hwy
Direction of Traffic (102)	: 2-2-way traffic
Highway System (104)	: 0 Not on NHS
NBIS Length (112)	: Long Enough
Sub# (13)	: 00

Condition	
Deck (68)	: 4 Poor
Superstructure (59)	: 4 Poor
Channel/Channel Protection (61)	: Minor Damage
Substructure (60)	: 4 Poor
Culvert (62)	: Not Applicable

Load Rating and Posting	
Design Load (31)	: 5 HS 20
Oper. Rig. Method (63)	: 3 LRFR Load & Res. Fact
Inv. Rig. Method (65)	: 3 LRFR Load & Res. Fact
Posting (70)	: 1 30-0-39 9%below
FHWA SHV S U5	: 20
FHWA SHV S U6	: 22
FHWA SHV S U7	: 25
Posting Status (41)	: P Posted for load
Oper. Rig. (64)	: 26 260
Inv. Rig. (66)	: 220 200

Appraisal	
Bridge Rail (35A)	: 0 Substandard
Transition (35B)	: 0 Substandard
Appr. Rail (36C)	: 0 Substandard
Appr. Rail Ends (36D)	: 0 Substandard
Scour Critical (113)	: 4 Stable, needs action
Str. Eval. (67)	: 4
Deck Geometry (68)	: 3 Inadequate - Correct
Undercr. Vert. and Horiz (69)	: N Not applicable (NBI)
Waterway Adequacy (71)	: 7 Above Minimum
Approach Alignment (72)	: 7 Above Min Criteria
Type of Work (75)	: 31 Rep/Load Capac/Improv. Length (76)
Bridge Cost (94)	: \$16,520,000.00
Roadway Cost (95)	: \$1,835,000.00
Total Cost (96)	: \$23,861,500.
Year of Estimate (97)	: 2034
Future ADT (114)	: 3,849
% of Fut. ADT (115)	: 2035

Navigation Data	
Navigation Control (38)	: Permit Not Required
Vertical Clearance (39)	: 0.00
Horizontal Clearance (40)	: 0.00
Lift Bridge Vertical Clearance (116)	: 0.00
Pier Protection (111)	: Unknown (NBI)

Agency ID : 1021809-00000000020001
 Maint. Resp. : 102

'ON' RECORD INVENTORY - State Items

Bridge Key: 0000000000020001

VA Str. Number (S4) : 1809 Sketch Page Number (S172) :
 Residency Code (S1) : Wytheville - 08 Original Plan Number (S13a) :
 Jurisdiction Code (S2) : Bristol - 102 Original Std. Plan Number (S13b) :
 Adj. Jur. Code (S10) : Recon. Plan Number (S14a) :
 All. Location (S193) : Recon. Stand. Plan No (S14b) :
 Parallel Structure (S192) : Repl. Structure (S39) : N Does not Replace

Special Structure Codes (S173)

<input type="checkbox"/> 01 Lowwater	<input type="checkbox"/> 02 Bailey Bridge	<input type="checkbox"/> 03 Covered Bridge
<input type="checkbox"/> 04 Army H 10	<input type="checkbox"/> 05 Stabilized Fill	<input type="checkbox"/> 06 Pin and Hanger
<input type="checkbox"/> 07 Pin and Hanger (redundant)	<input type="checkbox"/> 08 Curved Girder	<input type="checkbox"/> 09 NOVA Babo Arch
<input type="checkbox"/> 10 Pin-Hanger & Curved	<input type="checkbox"/> 11 Integral Backwall	<input type="checkbox"/> 12 Metal/Culvert Concrete
<input type="checkbox"/> 13 Hinge Pin	<input type="checkbox"/> 14 Modified Earth (MSE)	<input type="checkbox"/> 15 Metal Culvert/Asphalt
<input type="checkbox"/> 16 Encroachment present	<input type="checkbox"/> 17 Pre-Cast Slab Span	<input type="checkbox"/> 18 Post-tensioning

Hydraulics

Drain Barrel Length (S25) : 0 Tidal Indicator (S42) :
 Scour Critical Ind (S30) : Y Study/ Required Number Drain Openings (S22) : 0
 Scour Critical Remark (S31) : Drain Width (S23) : 0.0
 Height of Opening (S24) : 0.0 Drain Depth of Fill (S26) : 0

Appurtenances (S196)

Sign Sound Wall Pad Fence

Special Equipment (S64)

<input type="checkbox"/> Ladder	<input type="checkbox"/> Manlift	<input type="checkbox"/> Scaffold
<input type="checkbox"/> Snooper	<input type="checkbox"/> Bucket Truck	<input type="checkbox"/> Rigging
<input type="checkbox"/> Boat	<input type="checkbox"/> Pontoon	<input type="checkbox"/> Platform Truck

Utilities (S190)

<input type="checkbox"/> Water	<input type="checkbox"/> Sewer	<input type="checkbox"/> Lighting
<input type="checkbox"/> Gas	<input type="checkbox"/> Cable	<input type="checkbox"/> Fiber Optic
<input type="checkbox"/> Electric	<input type="checkbox"/> Telephone	<input type="checkbox"/> Other

SDE

Rated Capacity (Single) (S45) : 17 **SDE** : 26
 Design Load High (S44) : 2 H 15
 Posted Status (S50) : P - Non-State Posted
 Posting Required (S55) :
 Posted Date (S51) : 5/17/2013
 Foot Bridge Posting (S189) :
 Blanket VA80 (S208) : 23.00
 Special Ld Raig. (S210a) :
 Blanket VA115 (S209) :
 Spec Ld Raig Rmk(S210b) :

Rated Capacity (Semi) (S46) :
 Stress Level (S47) :
 Stress Analysis Meth (S48) :
 Computer File Name (S49a) :
 Last Run Date (S49b) :
 Blanket VA115 (S209) :
 Spec Ld Raig Rmk(S210b) :

Construction and Maintenance

Year Reconstructed (S27) : 0
 Type Construction (S39) : N - Bridge
 Type Reconstruction (S40) :
 Year Last Painted (S94) : 0
 Paint System (S185) : X

Project Status Code (S189) :
 Project UPC Code (S58) :
 HBRRP Indicator (S41) :
 Maint. Resp. - State (S15) :
 Bristol - 102

Special Usage Codes (S12)

<input type="checkbox"/> B Brush Removal	<input type="checkbox"/> AS Asbestos Present	<input type="checkbox"/> C BARS checked
<input type="checkbox"/> FS Fender System	<input type="checkbox"/> F Forestry Rites	<input type="checkbox"/> P Fatigue Prone
<input type="checkbox"/> PE PE Fatigue/Electroslag	<input type="checkbox"/> SP Stand Pipes	<input type="checkbox"/> SV Seismic Vulnerability
<input type="checkbox"/> U Ultrasonic Road	<input type="checkbox"/> V Analyzed w/VA Loads	<input type="checkbox"/> MS MS Materials Storage
<input type="checkbox"/> FA FA Facilities Adjacent		

Agency ID : 1021809-00000000020001
 Maint. Resp. : 102

ON' RECORD INVENTORY - State Items

Bridge Key: 00000000020001

Substructure Layout (S19, S20, S21)

SDE

SDE

Maintenance
 Maint. Repair Cost (S1000) (S56) : \$ 0
 Maintenance Fund Code (S57) : U Urban
 Posting Sign Leg (S170) :
 Posting Sign Vls (S171) :

Abutment A	Material	Design Type	Abutment B	Material	Design Type
Material and Type : 1 Concrete	02 Solid or Gravity	Material and Type : 1 Concrete	02 Solid or Gravity	Material and Type : 1 Concrete	02 Solid or Gravity
FndPiles Mat/Type : 3 Firm Material	01 Spread Footing	FndPiles Mat/Type : 3 Firm Material	01 Spread Footing	FndPiles Mat/Type : 3 Firm Material	01 Spread Footing
Main Pier - Group 1: Count : 0	Appr. Pier - Group 1: Count : 0	Main Pier - Group 1: Count : 0	Appr. Pier - Group 1: Count : 0	Main Pier - Group 1: Count : 0	Appr. Pier - Group 1: Count : 0
Material and Type : FndPiles Mat/Type					
Main Pier - Group 2: Count : 0	Appr. Pier - Group 2: Count : 0	Main Pier - Group 2: Count : 0	Appr. Pier - Group 2: Count : 0	Main Pier - Group 2: Count : 0	Appr. Pier - Group 2: Count : 0
Material and Type : FndPiles Mat/Type					
Main Pier - Group 3: Count : 0	Appr. Pier - Group 3: Count : 0	Main Pier - Group 3: Count : 0	Appr. Pier - Group 3: Count : 0	Main Pier - Group 3: Count : 0	Appr. Pier - Group 3: Count : 0
Material and Type : FndPiles Mat/Type					
Main Pier - Group 4: Count : 0	Appr. Pier - Group 4: Count : 0	Main Pier - Group 4: Count : 0	Appr. Pier - Group 4: Count : 0	Main Pier - Group 4: Count : 0	Appr. Pier - Group 4: Count : 0
Material and Type : FndPiles Mat/Type					
Main Pier - Group 5: Count : 0	Appr. Pier - Group 5: Count : 0	Main Pier - Group 5: Count : 0	Appr. Pier - Group 5: Count : 0	Main Pier - Group 5: Count : 0	Appr. Pier - Group 5: Count : 0
Material and Type : FndPiles Mat/Type					

Roadway	Additional Information
VA Highway System Code (S185) : Urban	Drainage Area (S194) :
On_Under Code (F5A) : 1	
Lane of Route (S5) :	
Railroad Division (S191a) :	
Railroad Milepost (S191b) :	
Federal RR Ref (S191c) :	

Posting	Clearances
Inspection Key : XWGX	Roadway Width - SingleLeft (S33) : 0.00
Posted Capacity Sid (S52) : 0	Roadway Width - Right (S34) : 0.00
Posted Capacity Single (S53) : 17	Median Width (S35) : 0.00
Posted Capacity Semi (S54) : 26	Total Horizontal - Left (ft) (S28) :
Posted Capacity SHV4/SHV5 (S213) :	Total Horizontal - Right (ft) (S29) :
Posted Capacity SHV6/SHV7 (S214) :	Min. Vert. - Right Code (ft) (S36a) :
Critical Features Class (S62) :	Min. Vert. - Right (ft) (S36b) :
	Min. Vert. - Left Code (ft) (S37a) :
	Min. Vert. - Left (ft) (S37b) :

LocationMap Reference
RNS Latitude : 36.5980888889
RNS Longitude : -82.1833222222
GPS Latitude :
GPS Longitude :
Map Book Reference (S195) :
Book Page Number (S195a) :
Book Page Column ID (S196b) :
Book Page Row ID (S195c) :

Bridge Inventory

Ratings

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

Meeting Date: 2/26/19
Department: Finance/CM
Staff Contact: Tamrya Spradlin/Randall Eads

AGENDA ITEM WORDING:

Discussion of General Obligation Bond Refinance.

ITEM BACKGROUND:

There is an opportunity to refinance the 2006 B and 2007 B general obligation bonds. Each bond would retain payoff in 2027, but due to a lower interest rate, annual payments could reduce by approximately 18,000 annually through payoff date, resulting in a net savings to the City of \$148,465.

PREVIOUS RELEVANT ACTION:

STAFF RECOMMENDATIONS:

DOCUMENTATION: Included X Not Required_____

MOTION:

**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY
Item # 6.1**

Meeting Date: 2/26/19
Department: City Clerk
Staff Contact: Nicole Storm

AGENDA ITEM WORDING:

Consider Approval of Minutes.

ITEM BACKGROUND:

PREVIOUS RELEVANT ACTION:

Approval of meeting minutes:

January 22, 2019 Regular Meeting
February 12, 2019 Regular Meeting
February 19, 2019 Called Meeting

STAFF RECOMMENDATIONS:

DOCUMENTATION: Included X Not Required _____

MOTION: I move to approve the consent agenda.

January 22, 2019

A REGULAR MEETING OF THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON JANUARY 22nd AT 6:00PM, 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.

Mayor Mumpower called the meeting to order and asked for a moment of silence, followed by the pledge of allegiance. Mayor Mumpower commented on the advisory groups on the agenda and the importance of citizen input on the budget and the landfill.

Michael Pollard spoke about the importance of sound financial policies. Nancy Marney spoke about the development of The Falls and the proposed Bristol Resort and Casino.

Mr. Osborne made a motion that the closed session exemption in Item #10 be changed to §2.2-3711.A5. Mr. Farnum seconded the motion, which carried by the following votes:

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

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.

GIS Coordinator Kelly Miller said that the ordinance would bring the city into compliance with NextGen911 requirements in 2020. Mr. Hartley made a motion for second reading of the ordinance 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: 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.

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

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

2. Consider Second Reading and Adoption of an Ordinance to Amend the Enterprise Zone (Chapter 50, Section 133 and zoning map), by caption only.

City Planner Sally Morgan said that the ordinance changes were recommended by the Planning Commission. Mr. Osborne made a motion for second reading of the ordinance. 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: TITLE: AMENDING BRISTOL VIRGINIA CODE FOR ENTERPRISE ZONE; AN ORDINANCE AMENDING CHAPTER 50, ARTICLE II (ZONING), SECTION 133 AND THE BRISTOL VIRGINIA ZONING MAP.

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

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

3. Consider Approval of Resolution of Support for VDOT Urban Additions.

January 22, 2019

Director of Public Works Wallace McCulloch said that the street names and additions were required each year by VDOT to receive maintenance funding and that an additional \$68,000 would be available this year due to the additions.

City Manager Randall Eads read the resolution: 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 22nd day of January, 2019

Mr. Osborne made a motion to adopt the resolution. Vice Mayor Wingard seconded the motion, which carried by the following votes:

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

4. Consider Approval of Resolution of Support for Fire Department Equipment.

City Manager Randall Eads said that the FY19 budget included \$180,000 in capital funding for the purchases of a fire department ladder truck and pumper truck. Mr. Eads said that the resolution was a requirement of the financing company. Mayor Mumpower asked Mr. Eads to read the resolution:

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;

January 22, 2019

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.

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.

Mr. Osborne made a motion to adopt the resolution. Mr. Farnum seconded the motion. The motion carried by the following votes:

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

5. Consider Approval of Resolution Establishing Citizen Budget Advisory Committee and a Solid Waste Disposal Fund Advisory Committee.

City Manager Randall Eads said that Mayor Mumpower and Vice-Mayor Wingard said they would like an advisory committee to review the Solid Waste Disposal Fund and the general fund. He said that under section 8.01 of the City Charter, an ordinance would need to be enacted to set up the committees which would need to be advertised before adoption. Mr. Eads read the resolution:

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.

Vice Mayor Wingard made a motion to adopt the resolution. The motion failed with no second made. A lengthy discussion on citizen input followed.

6. Consider Approval of Lee Highway Right of Way and Limited Access Line relocations.

City Engineer Joseph Daft said that this is part of the Lee Highway road projects and requires Council approval to proceed. Mr. Osborne made a motion to approve. Mr. Farnum seconded the motion. The motion carried by the following votes:

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

7. Consider Approval of Financial Policies.

Chief Financial Officer Tamrya Spradlin presented policies that were recommended for adoption by the Finance committee: a credit card policy, a travel policy, and a financial policy. The

January 22, 2019

policies are available on the City website.

Mr. Hartley made a motion to adopt the policies as presented. Mr. Osborne seconded the motion. Members of Council commented on the importance of these policies.

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

8. Presentation on Capital Improvement Program.

City Manager Randall Eads said that the City has not had a capital project plan in place for a number of years. Mr. Eads presented a five year plan for capital expenditures and explained the process for ranking capital projects submitted by departments and the vehicle replacement plan.

9. Discussion on FY20 Budget Calendar.

City Manager Randall Eads said that City staff has begun work on the FY20 budget and presented a proposed calendar of budget work sessions. The calendar would be available on the website. Mr. Hartley recommended adding an additional Saturday

10. Consider closed session pursuant to §2.2-3711.A5, Code of Virginia, 1950, as amended. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community (Unannounced business prospect).

Mayor Mumpower asked for a motion and second to go into closed session. Mr. Farnum 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.

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

January 22, 2019

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

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

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

There being no further business, the meeting was adjourned.

**
*

City Clerk

Mayor

February 12, 2019

A REGULAR MEETING OF THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON FEBRUARY 12TH, AT 6:00PM, 300 LEE STREET, BRISTOL, VIRGINIA WITH MAYOR KEVIN MUMPOWER PRESIDING. COUNCIL MEMBERS PRESENT WERE ANTHONY FARNUM, WILLIAM HARTLEY, AND NEAL OSBORNE. VICE MAYOR KEVIN WINGARD WAS ABSENT. CITY MANAGER/INTERIM CITY ATTORNEY, RANDALL EADS, AND CHIEF FINANCIAL OFFICER TAMRYA SPRADLIN WERE ALSO PRESENT.

Mayor Mumpower called the meeting to order and asked for a moment of silence, followed by the pledge of allegiance. Mayor Mumpower commented on the progress at American Merchant.

City Manager Randall Eads thanked Scott Bowen for this thirty four years of service to the City on his retirement.

John Wilson thanked the Council and the City Manager for his work to reduce expenditures and shared his concerns about an ADA lawsuit at one of the schools. He also commented on increases in solid waste fees for customers with more than one container. Michael Pollard spoke about street maintenance and lighting and the use of fire trucks and ambulances simultaneously. Jackie Nophlin spoke about ADA accessibility at Highland View Elementary.

REGULAR AGENDA

1. Presentation of Introduction to Bristol Virginia Public Schools FY 19-20 Budget.

School Superintendent Dr. Keith Perrigan provided a summary of the BVPS FY19-20 budget and the projected cost of building improvements. He said that the state budget looks to include a 5% salary increase for teachers.

Council discussed the presentation and school construction needs at length.

2. Consider closed session pursuant to §2.2-3711.A6, Code of Virginia, 1950, and pursuant to §2.2-3711.A1, Code of Virginia 1950, as amended.

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

AYES: Farnum, Hartley, Osborne, Mumpower.

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

AYES: Farnum, Hartley, Osborne, Mumpower.

3. Receive Quarterly Financial Update.

Chief Financial Officer Tamrya Spradlin provided a quarterly financial update for the period ending 12/31/18. The update included revenue and expenditure data.

CONSENT AGENDA

Mr. Osborne made a motion to table the consent agenda in its entirety. Mr. Hartley seconded the motion. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Mumpower.

February 12, 2019

There being no further business, the meeting was adjourned.

**
*

City Clerk

Mayor

February 19, 2019

A CALLED MEETING OF THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON FEBRUARY 19, 2019 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 WAS ABSENT. CITY MANAGER/INTERIM CITY ATTORNEY, RANDALL EADS WAS ALSO PRESENT.

Vice Mayor Wingard called the meeting to order and asked for a moment of silence, followed by the pledge of allegiance.

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)

Vice Mayor Wingard asked for a motion and second to enter closed session. Mr. Osborne made the motion to enter into closed session for the reasons stated, which was seconded by Mr. Farnum. The motion carried by the following votes:

Ayes: Farnum, Hartley, Osborne, Wingard.

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

Ayes: Farnum, Hartley, Osborne, Wingard.

2. Consider Approval of First Amendment to Revised and Restated Agreement with Interstate Development Partners.

City Manager Randall Eads said that the amendment would remove the list of businesses that are pre-approved for The Falls development.

Michael Pollard spoke in support of removing restrictions on businesses and said that he would prefer Council to have discussions about The Falls in public session.

Mr. Osborne made a motion to approve the amended agreement with the following changes to paragraph 4: the removal of “amphitheater, stadium, sports venues and facilities, sports betting, gambling, and casino operations, and car washes.” Mr. Farnum seconded the motion.

Mr. Hartley said he supported the changes and that he hoped to see some positive momentum at The Falls. Mr. Osborne agreed and said he hoped to see more activity with the removal of restrictions. Mr. Farnum and Mr. Wingard also spoke in support of the amendments.

Vice Mayor asked for a roll call on the motion to approve, which carried by the following votes:

Ayes: Farnum, Hartley, Osborne, Wingard.

There being no further business, the meeting was adjourned.

**
*

City Clerk

Mayor

BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY
#6.2

Meeting Date: February 26, 2019
Department: Finance
Staff Contact: Tamrya Spradlin

AGENDA ITEM WORDING: Consider a supplemental appropriation of **\$787,739** to the FY19 Budget per the Items Listed Below.

Code Compliance

Appropriate CDBG transfer of funds to cover salary and benefits for Code Compliance officer.

Expenditure	4-001-82010-1145	Salaries & Wages	\$7,080
Expenditure	4-001-82010-2100	FICA	\$470
Expenditure	4-001-82010-2210	VRS Retirement	\$4,500
Expenditure	4-001-82010-2310	Health Insurance	\$4,392
Expenditure	4-001-82010-2400	VRS Life Insurance	\$352
Expenditure	4-001-82010-2450	VRS Disability Insurance	\$195
Expenditure	4-001-82010-2710	Worker's Compensation	\$846
Revenue	3-001-41020-0004	Transfer Comm Dev Block Grant	\$17,835

Sheriff Department

Appropriate funds received from sales of Holiday Packs.

Expenditure	4-001-33010-6014	Operating Supplies & Materials	\$2,588
Revenue	3-001-16090-0004	Inmate Holiday Revenue	\$2,588

Economic Development

Appropriate payment per the No Net Loss Agreement with the Hotel Bristol.

Expenditure	4-001-81025-5706	Hotel Bristol	\$65,000
Revenue	3-001-12010-0001	Local Sales & Uses Tax	\$33,435
Revenue	3-001-12010-0010	Lodging Tax	\$12,300
Revenue	3-001-12010-0011	Restaurant Meals Tax	\$19,265

Hazardous Materials Emergency

Appropriate additional VDEM funds received for HazMat call.

Expenditure	4-001-35050-6014	Operating Supplies & Materials	\$2,076
Revenue	3-001-24010-0046	Dept. of Emergency Management	\$2,076

Street & Engineering Division

Appropriate a recovered costs to Street & Engineering Department.

Expenditure	4-001-41010-6011	Clothing & Personal Supplies	\$240
Revenue	3-001-19010-0001	Recovered Costs – Street	\$240

Capital Projects Fund

Appropriate additional VDOT funds for Lee Highway Widening Phase 2.

Expenditure	4-009-95755-8112	Other Improvements or Const.	\$500,000
Revenue	3-009-24030-0101	VDOT Lee Hwy Widening Phase2	\$500,000

Appropriate 2016A bond proceeds for capital items to replace City fuel tank.

Expenditure	4-009-41010-8101	Public Works-Other Equipment	\$200,000
Revenue	3-009-41010-0001	Local Bond Issue	\$200,000

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.

PREVIOUS RELEVANT ACTION:

June 12, 2018, the adoption of the FY19 Budget

STAFF RECOMMENDATIONS:

Staff recommends that Council approve the supplemental appropriation as listed.

DOCUMENTATION: Included X Not Required_____

MOTION:

Company No: 001 Account Number: 3001 41020 4 Period:
 Date: 2/04/19 From Community Dev Block Grant Time: 1414
 Budget Amount Year To Date Encumbrances Balance
 \$50,000.00- \$55,558.48- \$.00 \$5,558.48

```

=====
Date    Source Reference Number    PO#    Amount Period Description
08142018 CS    1            20180814            $11,936.09-201808 -TREASURER CASH REPORT-
11142018 CS    1            20181114            $15,437.95-201811 -TREASURER CASH REPORT-
01252019 CS    1            20190125            $28,184.44-201901 -TREASURER CASH REPORT-
*****      G/L Year-To-Date-            $55,558.48-

*****                    Encumbrance-

*****                    A/P Holding File-

*****                    P/R Holding File-

*****                    U/T Holding File-

*****                    A/R Holding File-

*****                    G/L Holding File-

*****                    S/S Holding File-

*****                    INV Holding File-

07012018 BA    1      0000074            $50,000.00-201807 -APPROPRIATION ENTRY-
*****                    Budget Amount-            $50,000.00-
  
```



Sheriff's Office

417 CUMBERLAND STREET
CITY OF BRISTOL, VIRGINIA 24201
(276) 645-7430

David H. Maples
Sheriff



DATE: January 21, 2019

TO: Tamrya Spradlin, CFO

FROM: David H. Maples, Sheriff – Bristol Virginia Sheriff's Office

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.

The purpose of this transfer is to expend revenue generated from inmate Holiday Packs on operations/equipment needed for the Sheriff's Office.

Amount: \$1,178.22

Revenue: 3-001-16090-0004 ✓

Expenditure: 4-001-33010-6014 ✓

Signature: ✓

1,179
1,409

2,588



Sheriff's Office

417 CUMBERLAND STREET
CITY OF BRISTOL, VIRGINIA 24201
(276) 645-7430

David H. Maples
Sheriff



TO: Tamrya Spradlin, CFO

FROM: David H. Maples, Sheriff – Bristol Virginia Sheriff's Office

RE: Supplemental Budget Appropriation Request FY 2018-2019

DATE: 2/7/2019

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

Reason: The Sheriff's Office initial request for was \$10, 804.00 (Revenue from Inmate Holiday Packs) has previously been appropriated to the Sheriff's Office. Upon review of the deposits, an additional \$1,408.39 has been deposited into the Inmate Canteen Trust Funds which is revenue from Inmate Holiday Packs. I'm requesting this additional revenue be appropriated to the Sheriff's Office budget.

Amount: \$1,408.39

Revenue: 3-001-16090-0004 ✓

Expenditure: 4-001-33010-6014 ✓

Signature: _____



CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

TO: Tamrya Spradlin, CFO

FROM: Bart Poe, Community Development and Planning, Community Development and Planning
Director

RE: Supplemental Budget Appropriation Request FY 2019-2020

DATE: February 5, 2019

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

Reason for request: Expecting to pay \$65,000.00 to Hotel Bristol before June 30, 2019 per NNL agreement.

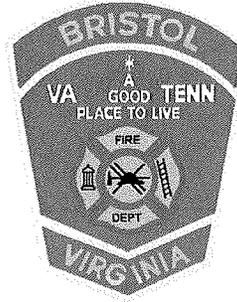
Amount: \$65,000.00

Revenue: 3-00 _____

Expenditure: 4-00 | - 81025 - 5706

Signature: 

50%	Sales	33,435
20%	Lodging	12,300
30%	Meals	19,265



Bristol Virginia Fire Department
211 Lee St.
Bristol, VA 24201

February 12, 2019

Tamrya Spradlin, CFO
300 Lee St.
Bristol, VA 24201

Ms. Spradlin,

If possible, please the reimbursement of \$2075.91, received from VDEM on today's date for a hazmat call in November, to line item 35050-6014.

Thank you,

James M. Armstrong, Ed. D.
Fire Chief

Enclosure

3-001-24010-0046

HAZMAT Response Cost Recovery Form

City of Bristol Hazardous Materials Response Team

Incident:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Incident #:</td><td>HVMA-33670</td></tr> <tr><td>Jurisdiction:</td><td>Bristol</td></tr> <tr><td>Incident Level:</td><td>Level 1</td></tr> <tr><td>Type Property:</td><td>Interstate</td></tr> <tr><td>Type Incident:</td><td>Container Leak</td></tr> <tr><td>Product(s) Involved:</td><td>PALM/SOY BLEND</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Incident #:	HVMA-33670	Jurisdiction:	Bristol	Incident Level:	Level 1	Type Property:	Interstate	Type Incident:	Container Leak	Product(s) Involved:	PALM/SOY BLEND							<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Incident Date:</td><td>11/20/2018</td></tr> <tr><td>Address:</td><td>Exit 5, I-81</td></tr> <tr><td>City:</td><td>Bristol</td></tr> <tr><td>State:</td><td>Virginia</td></tr> <tr><td>Zip:</td><td>24201</td></tr> <tr><td>Latitude:</td><td> </td></tr> <tr><td>Longitude:</td><td> </td></tr> <tr><td>Enroute:</td><td>7:58 AM</td></tr> <tr><td>Arrival:</td><td>8:07 AM</td></tr> <tr><td>In Service:</td><td>5:30 PM</td></tr> </table>	Incident Date:	11/20/2018	Address:	Exit 5, I-81	City:	Bristol	State:	Virginia	Zip:	24201	Latitude:		Longitude:		Enroute:	7:58 AM	Arrival:	8:07 AM	In Service:	5:30 PM
Incident #:	HVMA-33670																																						
Jurisdiction:	Bristol																																						
Incident Level:	Level 1																																						
Type Property:	Interstate																																						
Type Incident:	Container Leak																																						
Product(s) Involved:	PALM/SOY BLEND																																						
Incident Date:	11/20/2018																																						
Address:	Exit 5, I-81																																						
City:	Bristol																																						
State:	Virginia																																						
Zip:	24201																																						
Latitude:																																							
Longitude:																																							
Enroute:	7:58 AM																																						
Arrival:	8:07 AM																																						
In Service:	5:30 PM																																						

VDEM Assets:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">HMO:</td><td>Jack Tolbert</td></tr> <tr><td>Time Notified:</td><td>7:50 AM</td></tr> <tr><td>Time Arrived:</td><td>8:07 AM</td></tr> </table>	HMO:	Jack Tolbert	Time Notified:	7:50 AM	Time Arrived:	8:07 AM	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Teams Responding:</td><td>Bristol</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Teams Responding:	Bristol				
HMO:	Jack Tolbert												
Time Notified:	7:50 AM												
Time Arrived:	8:07 AM												
Teams Responding:	Bristol												

Responsible Party Information:

Responsible Business:	Oakley
Business Address:	101 ABC Road
City, State, Zip:	Lake Wales, Florida 33859
Business Phone:	863-215-1831
Responsible Individual:	Christy M Caputo, Claims and Training Company Manager
Individuals Address:	
City, State, Zip:	
Individuals Phone:	

Property Owner Information:

Property Owner:	
Address:	
City, State, Zip:	
Phone:	

Vehicle Information:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Owner Name:</td><td> </td></tr> <tr><td>Year, Make:</td><td> </td></tr> <tr><td>Tractor Plate#:</td><td> </td></tr> </table>	Owner Name:		Year, Make:		Tractor Plate#:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Model:</td><td> </td></tr> <tr><td>VIN:</td><td> </td></tr> <tr><td>Trailer Plate#:</td><td> </td></tr> </table>	Model:		VIN:		Trailer Plate#:	
Owner Name:													
Year, Make:													
Tractor Plate#:													
Model:													
VIN:													
Trailer Plate#:													

Captain Brian S. Sproles
 Individual Completing Report

 Hazmat Team Leader/Supervisor Approval

 HMO Approval (VDEM Use Only)

Response Cost	
Personnel	\$1,255.60
Apparatus	\$550.00
Other Expenses	\$51.63
Equipment / Materials	\$218.68
Total Response Cost:	\$2,075.91

Melanie Fleenor

From: Sylvia Dobson
Sent: Tuesday, February 12, 2019 9:56 AM
To: Melanie Fleenor
Subject: RE: VDEM Reimbursement

Melanie

These funds came in, however, if the chief wishes for them to be put back in 35050-6014, you will need to fill out/submit the appropriate forms.

The \$\$\$ will be placed into a revenue account (3-001-24010-0046).

From: Melanie Fleenor
Sent: Thursday, January 31, 2019 10:22 AM
To: Sylvia Dobson <sdobson@bristolva.org>
Cc: Michelle Carroll <michelle.carroll@bristolva.org>
Subject: VDEM Reimbursement

<< File: Exit 5, 11-2-2018.xls >>

Good morning ladies, please see the attached spreadsheet. We anticipate receiving a reimbursement of \$2075.91 from VDEM for a hazmat call in November. It will need to be put back in the 35050-6014 line item.

Thank you,

Melanie Fleenor
Office Administrator
Bristol Virginia Fire Department
211 Lee St. Bristol, VA 24201
(276) 645-7420



Bank of America, N.A.
Atlanta, GA

64-1278/611

PAY Two hundred thirty nine and 62/100 Dollars

CHECK DATE
25-JAN-19

CHECK NUMBER
4001963

NET AMOUNT
*****\$239.62

TO THE
ORDER
OF

CITY OF BRISTOL PUBLIC WORKS
2103 SHANKESVILLE RD
BRISTOL VA 24201

VOID AFTER 90 DAYS

PLEASE DETACH BEFORE DEPOSITING

ARAMARK Uniform Services, Inc.

VENDOR NUMBER

CHECK NUMBER

4001963

VENDOR NAME

CITY OF BRISTOL PUBLIC WORKS

ADDRESS INQUIRIES TO: SEE BACK OF CHECK FOR INQUIRY INFORMATION

LOC	DESCRIPTION	INVOICE NUMBER	PURCHASE ORDER	INVOICE DATE	AMOUNT	DISCOUNT	NET AMOUNT
001	REFUND	CK# 518335		28-DEC-18	239.62		239.62
	Credit for Invoice # 51809155 - 11/13/18						
TOTALS					\$239.62		\$239.62

Becky Bennett

FEB - 1 2019

3-001-19010-0001
LR0001

Sylvia Dobson

From: Becky Brewster
Sent: Tuesday, January 29, 2019 10:12 AM
To: Sylvia Dobson
Subject: Aramark Check for a Credit received

Sylvia:

In late November, we overpaid an invoice because our rep put the credit on the last page of the invoice rather than the first page where the amount to be paid is shown, and the requisition was completed for the full amount. As a result, Aramark owed us \$239.62. They first told us to take the credit on our Streets invoices, but later changed their minds, so they have now finally sent the check. Don and Tootie are aware of this issue because we all had to work through the invoices involved.

I am sending the check down to you, and it should be within the next couple of days (we may not come down today due to the weather). This should be credited back to **41010-6011 (Streets)**. Please let me know if you have any questions.

Thanks for your help!

Becky



CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

TO: Tamrya Spradlin, CFO

FROM: G. Wallace McCulloch, Public Works Director

RE: Supplemental Budget Appropriation Request FY 2018-2019
Lee Hwy Widening Ph 2 Construction – 100% VDOT Funded

DATE: February 13, 2019

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

Reason for request: Budget needs to be increased because project accelerated. 100% VDOT Funded.

Amount: \$ 500,000.00

Revenue: 3-009-24031-0101

Expenditure: 4-00 95755-8112

Signature:

A handwritten signature in black ink, appearing to read "G. Wallace McCulloch", is written over a horizontal line.

Appendix A

Project Number: 0011-102-R34 UPC 105753 CFDA # 20.205 Locality: City of Bristol Date:

Project Location ZIP+4: 24202-5930	Locality DUNS# 074914581	Locality Address (incl ZIP+4) 300 Lee St., Bristol VA 24201-4327
------------------------------------	--------------------------	--

Project Narrative	
Scope:	HB2 FY17 Widen Route 11 (2 to 4 lanes)
From:	265 feet E. Blevins Blvd.
To:	310 feet W. Alexis Dr.
Locality Project Manager Contact Info:	Wallace McCulloch 276-642-2316 wallace.mcculloch@bristolva.org
Department Project Coordinator Contact Info:	Chase Buchanan 276-696-3251 chase.buchanan@vdot.virginia.gov

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$135,000	\$1,032,500	\$8,770,000	\$9,937,500
Estimated VDOT Project Expenses	\$15,000	\$5,000	\$30,000	\$50,000
Estimated Total Project Costs	\$150,000	\$1,037,500	\$8,800,000	\$9,987,500

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement -
Preliminary Engineering	\$150,000	Smart Scale (HB2) DGP	0%	\$0	\$150,000	\$135,000
				\$0	\$0	
				\$0	\$0	
Total PE	\$150,000			\$0	\$150,000	
Right of Way & Utilities	\$1,037,500	Smart Scale (HB2) DGP	0%	\$0	\$1,037,500	\$1,032,500
				\$0	\$0	
				\$0	\$0	
Total RW	\$1,037,500			\$0	\$1,037,500	
Construction	\$8,800,000	Smart Scale (HB2) DGP	0%	\$0	\$8,800,000	\$8,770,000
			0%	\$0	\$0	
				\$0	\$0	
Total CN	\$8,800,000			\$0	\$8,800,000	
Total Estimated Cost	\$9,987,500			\$0	\$9,987,500	\$9,937,500

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$9,987,500
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$9,937,500

Project Financing						Aggregate Allocations
Smart Scale (HB2) DGP						\$9,987,500
\$9,987,500						\$9,987,500

- Program and Project Specific Funding Requirements**
- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual
 - In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality shall complete project scoping on or before 10/14/2016.
 - This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$9,987,500 (if applicable)
 - Project estimate, schedule and commitment to funding are subject to the requirements established in the Commonwealth Transportation Board Policy and Guidelines for Implementation of a Project Prioritization Process, Code of Virginia and VDOT's Instructional and Informational Memorandums.
 - This project shall be initiated and at least a portion of the programmed funds expended within one year of the budgeted year of allocation or funding may be subject to reprogramming to other projects selected through the prioritization process. In the event the Project is not advanced to the next phase of construction when requested by the Commonwealth Transportation Board, the locality or metropolitan planning organization may be required pursuant to § 33.2-214 of the Code of Virginia to reimburse the Department for all state and federal funds expended on the project.
 - This project has been selected through the Smart Scale (HB2) application and selection process and will remain in the SYIP as a funding priority unless certain conditions set forth in the Commonwealth Transportation Board Policy and Guidelines for Implementation of a Project Prioritization Process arise. Pursuant to the Commonwealth Transportation Board Policy and Guidelines for Implementation of a Project Prioritization Process and HB2 Implementation Policy Guide Section 5.3, this project will be re-scored and/or the funding decision re-evaluated if any of the following conditions apply: a change in the scope, an estimate increase prior to contract advertisement or award, or a significant reduction in the locally/regionally leveraged funds. Applications may not be submitted in a subsequent annual HB2 prioritization cycle to account for a cost increase on a previously prioritized project.
 - The Locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department.
 - The project will be constructed and maintained in accordance with VDOT's Urban Manual and Urban Construction Initiative Program Administration Guide

Tabitha Crowder
Authorized Locality Official and Date

MATTHEW B COX 9.29.16
Authorized VDOT Official and Date

Tabitha Crowder
Typed or printed name of person signing

MATTHEW B COX
Typed or printed name of person signing



CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

TO: Tamrya Spradlin, CFO

FROM: G. Wallace McCulloch, Public Works Director

RE: Supplemental Budget Appropriation Request FY 2018-2019
Fuel Tank Replacement

DATE: February 13, 2019

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

Reason for request: Replace fuel tanks at city fueling station on Shakesville Rd.

Diesel tank has leak in outer wall. Both gas and diesel tanks are about 30 years old which is the expected life span. We will remove two existing 10,000-gallon fuel tanks and one 1,000-gallon waste oil tank. Install one new 20,000 gallon two-compartment fiberglass coated steel tank split with double bulkhead.

Amount: \$ 200,000.00

Revenue: 3-00 _____

Expenditure: ~~4-00~~ 41050-8112

4-009 - 41010 - 8112

Signature:

A handwritten signature in black ink, appearing to read "G. Wallace McCulloch", is written over a horizontal line.

BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY
#6.3

Meeting Date: February 26, 2019
Department: Finance
Staff Contact: Tamrya Spradlin

AGENDA ITEM WORDING: Consider budget transfers for specific items listed below:

Solid Waste Disposal Fund

Appropriate the transfer of budgeted funds between departments for SWDF.

Increase	4-004-12020-3135	Contract Labor-Collection	\$6,500
Decrease	4-004-12010-3135	Contract Labor-Disposal	\$6,500
Increase	4-004-12020-3320	Maintenance of Mach & Equip	\$20,000
Decrease	4-004-12010-8101	Disposal – Other Equipment	\$20,000
Increase	4-004-21010-9120	Long Term Interest	\$59,665
Decrease	4-004-22010-9210	Debt Service Budget Reserve	\$59,665

General Fund

Debt Service

Appropriate the transfer of budgeted funds in accordance with the bond refunding amortization schedules.

Increase	4-001-094035-9141	Debt Service Budget Reserve	\$59,665
Decrease	4-001-094030-9120	Interest on Long Term Debts	\$59,665

ITEM BACKGROUND:

On June 12, 2018, the Bristol Virginia City Council adopted the FY19 Budget. The above items are transfers within the fund between departments that require Council approval.

PREVIOUS RELEVANT ACTION:

June 12, 2018, the adoption of the FY19 Budget

STAFF RECOMMENDATIONS:

Staff recommends that Council approve the budget transfers as listed.

DOCUMENTATION: Included X Not Required _____
MOTION:



City of Bristol Virginia

Please complete the highlighted sections

Date: **1/15/2019**

Budget Transfer/Journal Entry Form

This form needs to be printed and submitted to the Finance Department via inter office mail

SUBMITTED BY

1a	Name	Samuel Hess
1b	Department	Disposal To Collections

2. Select Journal Entry Type Below:

<input checked="" type="radio"/> Budget Transfer
<input type="radio"/> Journal Entry

GL Number	Description	Debit	Credit
4-004-012020-3135	Contract Labor	6500.00	
4-004-012010-3135	Contract Labor		6500.00
Journal Entry Totals		\$ 0.00 -	\$ 0.00 -

4. Provide an Explanation for the Journal Entry in the Space Provided Below:

Funding for At Work employee -

5. Signature Approval

Approver must have budget authority for the department code being adjusted.	<i>Samuel Hess</i>	276-645-7380
	Approval Signature	Phone Number

Please attach the required documentation and send to the Finance Office

Company No: 001 Account Number: 4004 120203135 Period:
 Date: 1/17/19 Contract Labor Time: 1442
 Budget Amount Year To Date Encumbrances Balance
 \$10,000.00 \$15,321.30 \$.00 \$5,321.30-

```

=====
Date    Source Reference Number    PO#            Amount    Period    Description
07232018 AP    1    647662                    $1,053.79    201807    PROFESSIONAL PERSONNEBH-V08514
08062018 AP    1    648102                    $952.65    201808    PROFESSIONAL PERSONNEBH-V08532
08202018 AP    1    648551                    $1,053.79    201808    PROFESSIONAL PERSONNEBH-V08545
09202018 AP    1    649507                    $1,044.00    201809    PROFESSIONAL PERSONNEBH-V08568
09202018 AP    1    649020                    $1,053.79    201809    PROFESSIONAL PERSONNEBH-V08568
09202018 AP    1    649951                    $1,063.58    201809    PROFESSIONAL PERSONNEBH-V08568
11022018 AP    1    651414                    $1,252.96    201811    PROFESSIONAL PERSONNEBH-V08611
12042018 AP    1    651868                    $2,521.74    201812    PROFESSIONAL PERSONNEBH-V08639
12192018 AP    1    652363                    $3,132.32    201812    PROFESSIONAL PERSONNEBH-V08648
12192018 AP    1    652970                    $2,192.68    201812    PROFESSIONAL PERSONNEBH-V08648
*****            G/L Year-To-Date-                    $15,321.30

*****            Encumbrance-

*****            A/P Holding File-

*****            P/R Holding File-

*****            U/T Holding File-

*****            A/R Holding File-

*****            G/L Holding File-

*****            S/S Holding File-

*****            INV Holding File-

07012018 BA    1    0000074                    $10,000.00    201807    -APPROPRIATION ENTRY-
*****            Budget Amount-                    $10,000.00
  
```

Company No: 001
Date: 1/17/19

Account Number: 4004 120103135
Contract Labor

Period:
Time: 1442

Budget Amount Year To Date Encumbrances Balance
\$40,000.00 \$13,748.34 \$.00 \$26,251.66

```
=====
Date      Source Reference Number   PO#      Amount Period Description
07232018 AP      1      647662                $1,161.48 201807 PROFESSIONAL PERSONNEBH-V08514
08062018 AP      1      648102                $913.50 201808 PROFESSIONAL PERSONNEBH-V08532
08202018 AP      1      648551                $1,161.48 201808 PROFESSIONAL PERSONNEBH-V08545
09202018 AP      1      649507                $2,114.12 201809 PROFESSIONAL PERSONNEBH-V08568
09202018 AP      1      649020                $750.38 201809 PROFESSIONAL PERSONNEBH-V08568
09202018 AP      1      649951                $2,094.53 201809 PROFESSIONAL PERSONNEBH-V08568
10182018 AP      1      650607                $1,791.13 201810 PROFESSIONAL PERSONNEBH-V08593
11022018 AP      1      651006                $1,044.04 201811 PROFESSIONAL PERSONNEBH-V08611
11022018 AP      1      651414                $1,282.18 201811 PROFESSIONAL PERSONNEBH-V08611
12042018 AP      1      651868                 $78.30 201812 PROFESSIONAL PERSONNEBH-V08639
12192018 AP      1      652363                $417.60 201812 PROFESSIONAL PERSONNEBH-V08648
12192018 AP      1      652970                $939.60 201812 PROFESSIONAL PERSONNEBH-V08648
*****
G/L Year-To-Date-                $13,748.34

*****
Encumbrance-

*****
A/P Holding File-

*****
P/R Holding File-

*****
U/T Holding File-

*****
A/R Holding File-

*****
G/L Holding File-

*****
S/S Holding File-

*****
INV Holding File-

07012018 BA      1      0000074                $40,000.00 201807 -APPROPRIATION ENTRY-
*****
Budget Amount-                $40,000.00
=====
```



City of Bristol Virginia

Please complete the highlighted sections

Date: **01/17/19**

Budget Transfer/Journal Entry Form

This form needs to be printed and submitted to the Finance Department via inter office mail

SUBMITTED BY

1a	Name	Sam Hess
1b	Department	Solid Waste

2. Select Journal Entry Type Below:

Budget Transfer

Journal Entry

GL Number	Description	Debit	Credit
4-004-12020-3320	Refuse-Maintenance of Machinery & Equip	20000	
4-004-12010-8101	Disposal-Other Equipment		20000
Journal Entry Totals		\$ 20,000.00 -	\$ 20,000.00 -

4. Provide an Explanation for the Journal Entry in the Space Provided Below:

Engine Replacement not included in original budget. World Wide Equipment

5. Signature Approval

Approver must have budget authority for the department code being adjusted.

Samuel Hess 

Approval Signature Date Phone Number

Please attach the required documentation and send to the Finance Office

Company No: 001 Account Number: 4004 120203320 Period:
 Date: 1/17/19 Maintenance of Machinery & Equipment Time: 1419
 Budget Amount Year To Date Encumbrances Balance
 \$30,000.00 \$34,534.33 \$1,000.00 \$5,534.33-

Date	Source	Reference Number	PO#	Amount	Period	Description
08062018	AP	1 107289		\$250.00	201808	GOODPASTURE MOTOR CO.BH-C08536
08202018	AP	1 107374	28800	\$379.16	201808	GOODPASTURE MOTOR CO.BH-C08547
10042018	AP	1 2295		\$135.00	201810	CLASSY CHASSIS BH- 08583
10182018	AP	1 0759		\$350.00	201810	ABINGDON COLLISION&TOBH-G08599
11022018	AP	1 0706		\$300.00	201811	ABINGDON COLLISION&TOBH-G08616
12042018	AP	1 113494	29120	\$33,120.17	201812	WORLDWIDE EQUIPMENT BH- 08641
***** G/L Year-To-Date-				\$34,534.33		
06272018			28722	\$500.00	201806	GOODPASTURE MOTOR CO., INC
07162018			28800	\$2,000.00	201807	GOODPASTURE MOTOR CO., INC
08202018		107374	28800	\$379.16	201808	GOODPASTURE MOTOR CO., INC
10122018			29120	\$20,000.00	201810	WORLDWIDE EQUIPMENT
12042018		113494	29120	\$33,120.17	201812	WORLDWIDE EQUIPMENT
01072019			29372	\$1,000.00	201901	WORLDWIDE EQUIPMENT
01172019			28722	\$500.00	201901	GOODPASTURE MOTOR CO., INC
01172019			28800	\$1,620.84	201901	GOODPASTURE MOTOR CO., INC
01172019			29120	\$13,120.17	201901	WORLDWIDE EQUIPMENT
***** Encumbrance-				\$1,000.00		
***** A/P Holding File-						
***** P/R Holding File-						
***** U/T Holding File-						
***** A/R Holding File-						
***** G/L Holding File-						
***** S/S Holding File-						
***** INV Holding File-						
07012018	BA	1 0000074		\$30,000.00	201807	-APPROPRIATION ENTRY-
***** Budget Amount-				\$30,000.00		

Company No: 001 Account Number: 4004 120108101 Period:
 Date: 1/17/19 Other Equipment Time: 1355
 Budget Amount Year To Date Encumbrances Balance
 \$40,000.00 \$.00 \$.00 \$40,000.00

```

=====
Date    Source    Reference Number    PO#            Amount    Period    Description
*****
*****                    Encumbrance-
*****                    A/P Holding File-
*****                    P/R Holding File-
*****                    U/T Holding File-
*****                    A/R Holding File-
*****                    G/L Holding File-
*****                    S/S Holding File-
*****                    INV Holding File-

07012018 BA    1    0000074                    $65,000.00 201807 -APPROPRIATION ENTRY-
10312018 BT    1    0000009                    $25,000.00-201810 BT
*****                    Budget Amount-                    $40,000.00
  
```

DEBT REFINANCE EFFECTS						
FUND	ACCOUNT	17-18 BUDGET	REFINANCE	17-18 BUDGET SAVINGS	18-19 REVISED BUD	BUDGET SAVINGS
GOF	94010-9111	240,000.00	240,000.00	0.00	0.00	240,000.00
GOF	94010-9120	7,200.00	7,200.00	0.00	0.00	7,200.00
GOF	94030-9110	214,320.00	214,320.00	0.00	155,520.00	58,800.00
GOF	94030-9120	2,575,137.00	1,730,686.50	844,450.50	2,634,440.00 ✓	(59,303.00)
GOF	61010-9200	322,500.00	322,500.00	0.00	322,500.00	0.00
SWDF	21010-9110	461,680.00	461,680.00	0.00	330,480.00	131,200.00
SWDF	21010-9120	1,568,925.00	1,568,925.34	(0.34)	1,414,692.00 ✓	154,233.00
TOTAL		5,389,762.00	4,545,311.84	844,450.16	4,857,632.00	532,130.00
GOF				844,450.50	3,112,460.00	246,697.00
SWDF				(0.34)	1,745,172.00	285,433.00
GOF STANDARD BUDGET			3,036,657.00			
SWDF STANDARD BUDGET			2,030,605.00			
SCHOOL			322,500.00			
TOTAL			5,389,762.00			

Company No: 001 Account Number: 4004 210109120 Period:
 Date: 2/15/19 Long Term Interest Time: 1620
 Budget Amount Year To Date Encumbrances Balance
 \$1,355,027.00 \$1,355,635.70 \$.00 \$608.70-

Date	Source	Reference Number	PO#	Amount	Period	Description	
07052018	AP	1 1091077-2018		\$227,762.10	201807	US BANK	BH- 08510
07102018	AP	1 1111867-2007C		\$28,440.24	201807	US BANK	BH- 08516
07102018	AP	1 1111866-2010		\$96,787.50	201807	US BANK	BH- 08516
07102018	AP	1 1112159-2014		\$255,114.28	201807	US BANK	BH- 08516
09052018	AP	1 SERIES2012C/VRA		\$19,859.38	201809	U.S. BANK OPERATIONS	BH- 08554
10232018	AP	1 7059752641		\$16,476.67	201810	FIRST TENNESSEE	BH- 08610
12072018	AP	1 1318734		\$330,853.51	201812	U.S. BANK RICHMOND	BH- 08650
12192018	AP	1 1318849		\$28,440.24	201812	U.S. BANK CHARLOTTE	BH- 08648
12192018	AP	1 1318843		\$96,787.50	201812	U.S. BANK CHARLOTTE	BH- 08648
12192018	AP	1 1318851		\$255,114.28	201812	U.S. BANK CHARLOTTE	BH- 08648
*****		G/L Year-To-Date-		\$1,355,635.70			
*****		Encumbrance-					
*****		A/P Holding File-					
*****		P/R Holding File-					
*****		U/T Holding File-					
*****		A/R Holding File-					
*****		G/L Holding File-					
*****		S/S Holding File-					
*****		INV Holding File-					
07012018	BA	1 0000074		\$1,355,027.00	201807	-APPROPRIATION ENTRY-	
*****		Budget Amount-		\$1,355,027.00			

Adjust Budget to
 1,414,692

Company No: 001 Account Number: 4004 220109210 Period:
 Date: 2/15/19 Trnsf.to Rstr.Cap.Impr.from SW Cash Time: 1621
 Budget Amount Year To Date Encumbrances Balance
 \$457,324.00 \$.00 \$.00 \$457,324.00

Date	Source	Reference Number	PO#	Amount	Period	Description
*****		G/L Year-To-Date-				
*****		Encumbrance-				
*****		A/P Holding File-				
*****		P/R Holding File-				
*****		U/T Holding File-				
*****		A/R Holding File-				
*****		G/L Holding File-				
*****		S/S Holding File-				
*****		INV Holding File-				
07012018	BA	1 0000074		\$457,324.00	201807	-APPROPRIATION ENTRY-
*****		Budget Amount-		\$457,324.00		

Adjust by 59,665

Company No: 001 Account Number: 4001 940309120 Period:
 Date: 2/19/19 Interest on Long Term Debts Time: 0757
 Budget Amount Year To Date Encumbrances Balance
 \$2,694,105.00 \$2,616,502.55 \$.00 \$77,602.45

Date	Source	Reference Number	PO#	Amount	Period	Description	
07052018	AP	1 1091077-2018		\$911,048.42	201807	US BANK	BH- 08510
07102018	AP	1 1111864-2006B		\$17,725.00	201807	US BANK	BH- 08516
07102018	AP	1 1111862-2007B		\$48,343.75	201807	US BANK	BH- 08516
07102018	AP	1 1111867-2007C		\$4,629.81	201807	US BANK	BH- 08516
07102018	AP	1 1111866-2010		\$32,262.50	201807	US BANK	BH- 08516
07102018	AP	1 1112159-2014		\$149,829.02	201807	US BANK	BH- 08516
09052018	AP	1 SERIES2012C/VRA		\$37,568.75	201809	U.S. BANK OPERATIONS	BH- 08554
10232018	AP	1 7059752641		\$7,753.73	201810	FIRST TENNESSEE	BH- 08610
12192018	AP	1 1317952		\$17,725.00	201812	U.S. BANK CHARLOTTE	BH- 08648
12192018	AP	1 1317953		\$48,343.75	201812	U.S. BANK CHARLOTTE	BH- 08648
12192018	AP	1 1318849		\$4,629.81	201812	U.S. BANK CHARLOTTE	BH- 08648
12192018	AP	1 1318843		\$32,262.50	201812	U.S. BANK CHARLOTTE	BH- 08648
12192018	AP	1 1318851		\$149,829.02	201812	U.S. BANK CHARLOTTE	BH- 08648
02282019	JE	1 0000153		\$1,154,551.49	201902	JE01 DEBT	
*****		G/L Year-To-Date-		\$2,616,502.55			
*****		Encumbrance-					
*****		A/P Holding File-					
*****		P/R Holding File-					
*****		U/T Holding File-					
*****		A/R Holding File-					
*****		G/L Holding File-					
*****		S/S Holding File-					
*****		INV Holding File-					
07012018	BA	1 0000074		\$2,694,105.00	201807	-APPROPRIATION ENTRY-	
*****		Budget Amount-		\$2,694,105.00			

**BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY
Item #6.4**

Meeting Date: February 26, 2019
Department: Finance
Staff Contact: Tamrya Spradlin

AGENDA ITEM WORDING:

Consider Purchase Requisitions –Total Amount:	\$64,701.18
Police Department; Vehicle purchase	\$31,312.40
Sheriff’s Department; Inmate Housing December 2018	\$33,388.78

ITEM BACKGROUND:

The items are presented to City Council for payment approval.

PREVIOUS RELEVANT ACTION:

N/A

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

Date of Requisition	Wednesday, February 13, 2019
Department Name:	Bristol VA Sheriff's Office
Purpose/Description	Inmate Housing

Vendor Ordered/Purchased From	SWVRJ	
Payment to: please check one	<input type="checkbox"/> Vendor	<input type="checkbox"/> paid by City Credit Card

Purchase Order #	29505	A purchase order is required if the amount purchase is over \$500. A purchase order is to be obtained before making purchase
Invoice Number:	BRISTOLDEC2018	
Invoice Date:	Monday, January 28, 2019	
Received By:	Capt Collins	

Material & Description	Charge to		Unit Price	QTY (#)	AMOUNT
	Dept #	Account #			
Inmate Housing	33010	3142			32,253.00
Medical Expense	33010	3143			1,135.78
Total					\$33,388.78

Fiscal Year Budget 2018/2019

Budget Remaining After Purchase

Approval Level

Up to \$5,000

Up to \$10,000

Up to \$15,000

Over \$15,000

rev 12/06/2017

Department Approval: _____

CFO Signature: _____

City Manager Signature: _____

Council Approved Date _____

Quotes Attached _____

Packing Slip/Bill of Lading Attached _____

Del next page for dep



City of Bristol Virginia Department Purchase Requisition Form

Date of Requisition	Monday, January 21, 2019
Department Name:	Bristol VA Sheriff's Office
Purpose/Description	Inmate Housing December 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 #	29505	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 & Description	Charge to		Unit Price	QTY (#)	AMOUNT
	Dept #	Account #			
INMATE HOUSING December 2018	33010	3142	40,000.00	1	40,000.00
Medical Expense	33010	3143	1,000.00	1	1,000.00
					0.00
					0.00
					0.00
				Total	41,000.00

Fiscal Year Budget 2018-2019 \$506,756

Budget Remaining After Purchase \$210,639

<p>Department Approval: _____</p> <p>CFO Signature: _____</p> <p>City Manager Signature: _____</p> <p>Council Approved Date _____</p> <p>Quotes Attached _____</p> <p>Packing Slip/Bill of Lading Attached _____</p>		<p style="text-align: right;">Approval Level</p> <p style="text-align: right;">Up to \$5,000</p> <p style="text-align: right;">Up to \$10,000</p> <p style="text-align: right;">Up to \$15,000</p> <p style="text-align: right;">Over \$15,000</p> <p style="text-align: right;">rev 12/06/2017</p>
--	--	---



Southwest Virginia Regional Jail Authority

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

DATE: January 28, 2019
INVOICE # BristolDec2018
FOR: Inmate Billing-Dec 2018

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

DESCRIPTION	AMOUNT
Inmate Billing - December 2018	32,253.00
✕ Pharmacy Expense - December 2018	448.72
✕ Outside Medical Expense - December 2018	687.06
TOTAL	\$ 33,388.78

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



City of Bristol Virginia

Department Purchase Requisition Form

Date of Requisition	Thursday, January 31, 2019
Department Name:	Police Department
Purpose/Description	Vehicular

Vendor Ordered/Purchased From	Virginia Beach Contract #CITY-14-0012 (RK Chevrolet,inc)
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:		
Date Received:		
Received By:		

Material & Description	Charge to		Unit Price	QTY (#)	AMOUNT
	Dept #	Account #			
2018 Chevy Silverado Pickup 4x4	4-030-31010	5842		1	31,312.40
<i>Fund 30</i>					
				Total	

Asset Forfeiture Fiscal Year Budget \$100,918

Budget Remaining After Purchase \$27,426

Department Approval:	<i>John Ant...</i>	Approval Level Up to \$5,000
CFO Signature:	<i>Darryl Spradlin</i>	Up to \$10,000
City Manager Signature:	<i>Radell C. Boef 2/9/14</i>	Up to \$15,000
Council Approved Date		Over \$15,000
Quotes Attached		rev 06/29/2017



City of Bristol, Virginia Documentation of Quotes

The procurement of goods and services shall require the following:
greater than \$2500.01 & less than \$15,000=3 written quotes
greater than \$15,000.01 & less than \$50,000=4 written quotes

Department Purchased For: 4-030-31010-5842

Purchase Order #:

Quotes to be obtained before a purchase order is issued.

Description of Item/Service: 1 New 2018 Chevrolet Silverado Pickup 4x4

Summary of Quotation Information

<u>Date</u>	<u>Vendor & Name of Salesperson/Individual Quoting Price</u>	<u>Cost</u>
1 01/31/19	Virginia Beach Contract (RK Chevrolet, Inc)	31,312.40
2		
3		
4		

Quote documentation from the vendor should be attached to this paperwork.

Explanatory Remarks:

Vehicle to be purchased on the Virginia Beach Contract # CITY-14-0012. Unit will be purchased with asset seizure money. This unit will be replacing a 2004 Chevy Tahoe.

Daniel McConnell
Department Signature

1-31-2019
Date

This form along with quote documentation should be forwarded to the purchasing department to be attached to the purchase order.