



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



CITY COUNCIL
300 Lee Street, Bristol, Virginia 24201
June 23, 2020

6:00 PM

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.
- D. Adoption of agenda.

REGULAR AGENDA

- 1 [Amendment to the 2019 CDBG Annual Action Plan in response to the COVID-19 pandemic](#)
- 2 [Approval of lease with Southwest Virginia Criminal Justice Academy.](#)
- 3 [Resolution of Endorsement and Support for Various 2020 Virginia Smart Scale City of Bristol Project Applications](#)
- 4 [Resolution of Endorsement and Support for Various 2020 Virginia Smart Scale, Bristol MPO Project Applications](#)
- E. Ordinances Second Reading
 - 5 [FY21 budget, second reading and adoption.](#)

Regular Agenda, Continued

- 6 [Discussion of rent reduction for Bristol Baseball.](#)
- 7 [Appointment to Virginia Highlands Community College board.](#)
- 8 [Consider taking formal action to commit certain funds to the Debt Service Reserve.](#)

CONSENT AGENDA

- 9 [Approval of meeting minutes.](#)
- 10 [Supplemental Appropriation of \\$27,836](#)
- 11 [Purchase requisitions totaling \\$108,900.](#)

F. Adjournment

CITY COUNCIL AGENDA ITEM SUMMARY

Meeting Date: June 23, 2020 Department: Community & Economic Development

Staff Contact: Ellen Tolton, CDBG Coordinator

AGENDA ITEM WORDING:

Amendment to the 2019 CDBG Annual Action Plan in response to the COVID-19 pandemic

ITEM BACKGROUND:

The City of Bristol is an annual recipient of federal funding through the U.S. Department of Housing and Urban Development (HUD). The Entitlement monies must be spent on projects that principally benefit low to moderate income persons and families. Each year, the City develops an Annual Action Plan to determine how the funding will be allocated which is approved by City Council. On April 2, 2020, HUD allocated the City of Bristol \$159,013 in CDBG-CV (CARES Act) funding to prevent, prepare and respond to the COVID-19 pandemic. Additionally, the public service cap of 15% has been lifted on these funds, as well as any 2019 funds that will be used to address COVID-19. Staff is seeking Council approval to amend the 2019 CDBG Annual Action Plan by adding \$159,013 in CDBG-CV. Activities include providing resources to local public service agencies for PPE, and other necessary equipment to respond to COVID-19; resources to United Way and Family Promise of Bristol to address particular needs of the homeless during the pandemic; and Administration. Some of this funding will be kept in reserve to meet future immediate needs from the pandemic, such as economic development and other public service needs.

PREVIOUS RELEVANT ACTION:

May 28, 2019 - City Council adopted the FY 2019 CDBG Annual Action Plan Public Hearing and Comment Period were held June 9, 2020

STAFF RECOMMENDATION:

Consider and Approve the 2019 CDBG Annual Action Plan Amendment

DOCUMENTATION:

[Public Hearing Ad_CARES_BHC.doc.pdf](#)

[Book2 for CARES PP.xlsx](#)

BABY BLUES



WIZARD OF ID



ASPH

position for our
supervise our a
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state roadways

JOB SUMMAR

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423-878-9762

Sell your stuff and make some
fast cash!

Lost



Cayden-
missing
from
Blountville
Hwy 126 on
4/10/20.
Has blue
eyes and
brown in color. Neutered
male. Children are
heartbroken. Someone may
have picked him up and
rehomed him.

Call 423-262-7573 if seen
\$350 Reward
No questions asked.



PETS

Dogs



**Sully, 2 yr old male chocolate
lab.** Searching for a home with
children and other dogs to play
with. Sully loves the outdoors
and has been in a fenced in
yard since a puppy. NEUTERED
& up to date on shots. He is
young and will learn quickly.
**For Pete's Sake Rescue, Bristol
Tn. Call Ada at 276 494 6718**

Cats

**Bluff City: Free - 2 Adult Cats, M & F,
Neutered/Spayed, Need a Forever
Home. Call or Text for Picture:
919-696-8652**

NOTICE OF PUBLIC HEARING

A Public Hearing will be held at a regularly scheduled City of Bristol Council Meeting at 6:00 p.m. on Tuesday, June 9, 2020 at 300 Lee Street, Bristol, VA to give citizens the opportunity to comment on the City's request to amend its Community Development Block Grant 2019-20 Annual Action Plan. Social distancing guidelines will be in place at this council meeting. This meeting will also be broadcast live on the City's website at <https://www.bristolva.org/533/BVTV>.

On March 27, 2020, Congress passed legislation entitled The Coronavirus Aid, Relief, and Economic Security Act (CARES) in response to the growing effects of the COVID-19 public health crisis. As part of this CARES Act, HUD allocated additional CDBG entitlement funds in the amount of \$159,013, titled CDBG-CV, to the City of Bristol, Virginia, to prevent, prepare for and respond to COVID-19. The City will also reallocate \$25,000 of unused 2019 funding to respond to COVID-19 as well. In order for the City to allocate these funds, a Substantial Amendment is necessary to amend the City's 2019-2020 AAP and its Citizen Participation Plan to allow the funds to be used during the 2019-2020 program year. The revised Citizen Participation Plan is available for review on the City of Bristol's website, at www.bristolva.org. The 30-day comment period has been waived, and no less than 5 days are now provided for public comment on this Amendment, which will end on June 12, 2020. Activities carried out with this funding include public services, small business assistance, public infrastructure improvements to reduce the spread of the virus, and Administration. Activities funded by CDBG programs must contribute to the goals and objectives of City of Bristol's Consolidated Plan and meet all applicable federal requirements.

Additional information may be obtained or comments made by contacting the CDBG Coordinator, Ellen Tolton, at City Hall, 300 Lee Street, Bristol, Virginia, 276-645-7473 or ellen.tolton@bristolva.org.

**NOTICE OF PUBLIC HEARING
CITY OF BRISTOL TENNESSEE
AMENDMENT TO 2019 COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM FOR CARES ACT
FUNDING AND CITIZEN PARTICIPATION PLAN**

THIS NOTICE IS TO INFORM THE CITIZENS OF BRISTOL, TENNESSEE, OF A PUBLIC HEARING TO BE HELD ON JUNE 9, 2020, 5:30 P.M. THIS PUBLIC HEARING IS TO PROVIDE THE CITIZENS OF BRISTOL AN OPPORTUNITY TO COMMENT ON A PROPOSED AMENDMENT TO THE 2019 CDBG PROGRAM AND AMENDMENTS TO THE CITIZEN PARTICIPATION PLAN. THIS ADDITIONAL FUNDING WAS AUTHORIZED BY U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) THROUGH THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT (CARES Act) TO RESPOND TO THE GROWING EFFECTS OF THIS HISTORIC PUBLIC HEALTH CRISIS. THE CARES ACT WILL PROVIDE AN ADDITIONAL \$115,966 IN COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS (CDBG-CV) FUNDS TO THE CITY OF BRISTOL, TENNESSEE. IN ORDER FOR THE CITY TO ALLOCATE THESE FUNDS, A SUBSTANTIAL AMENDMENT IS NECESSARY TO AMENDMENT THE CITY'S 2019 AAP AND THE CITIZEN PARTICIPATION PLAN TO ALLOW THE FUNDS TO BE USED DURING THE PROGRAM YEAR. THE 30-DAY COMMENT PERIOD HAS BEEN WAIVED, AND NO LESS THAN FIVE DAYS ARE NOW PROVIDED FOR PUBLIC COMMENTS. THE USE OF THESE FUNDS IS OUTLINED IN THE 2019 ACTION PLAN SUBSTANTIAL AMENDMENT OR CDBG-CV AND FUND ALLOCATIONS ARE PLANNED TO BE USED FOR PUBLIC SERVICES, BUSINESS DEVELOPMENT AND ADMINISTRATION. THE PUBLIC HEARING WILL TAKE PLACE DURING THE CALLED COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC) MEETING AT THE CITY HALL ANNEX, 104 8TH STREET. THE MEETING WILL BE BROADCAST LIVE ON THE CITY'S YOUTUBE PAGE AT www.youtube.com/user/WatchBTV, AND ON THE CITY'S FACEBOOK PAGE, www.facebook.com/CityBristolTN. THE PUBLIC IS INVITED TO OFFER COMMENTS CONCERNING THE PROPOSED USE OF FUNDS. WRITTEN OR ORAL COMMENTS SHOULD BE SUBMITTED TO CHRISTINA BLEVINS, COMMUNITY DEVELOPMENT SPECIALIST, CITY OF BRISTOL TENNESSEE, 104 EIGHTH STREET, BRISTOL, TENNESSEE 37620 OR 423-989-5521 OR BY EMAILING Cblevins@bristoltn.org. THERE WILL BE A 5-DAY COMMENT PERIOD OF JUNE 8 - JUNE 12, 2020. THE REVISED CITIZEN PARTICIPATION PLAN IS AVAILABLE FOR REVIEW ON THE CITY OF BRISTOL'S WEBSITE, AT www.Bristoltn.org. ACTIVITIES FUNDED BY CDBG PROGRAMS MUST CONTRIBUTE TO THE GOALS AND OBJECTIVES OF THE CONSOLIDATED PLAN AND MEET ALL APPLICABLE FEDERAL REQUIREMENTS.

REQUEST For CBGB-CV Funds		AMOUNT REQUESTED	AMOUNT RECOMMENDED
City of Bristol		\$60,000.00	\$60,000.00
		\$25,000.00	\$25,000.00
		\$3,150.00	
		\$31,800.00	\$31,800.00
		\$15,900.00	\$15,900.00
Believe in Bristol		\$2,500.00	\$2,500.00
		\$15,000.00	\$0.00
Bristol Chamber of Commerce/Discover Bristol		\$50,000.00	\$0.00
Children's Advocacy Center		\$1,000.00	\$1,000.00
Crisis Center		\$1,227.99	\$0.00
		\$455.45	\$455.45
Crossroads Medical Mission		\$2,500.00	\$2,500.00
VA Dept of Health - Mt. Rogers Division		\$3,000.00	\$3,000.00
Bristol Public Library		\$5,000.00	\$2,500.00
Healing Hands Health Center		\$5,000.00	\$2,500.00
United Way of Bristol		\$13,187.60	\$6,500.00
Family Promise of Bristol		\$25,000.00	0**
People Incorporated		\$100,000.00	\$0.00

Birthplace of Country Music		\$2,500.00		\$2,500.00	
Highlands Community Services		\$5,000.00		\$2,857.55	
TOTALS		\$367,221.04		\$159,013.00	

\$159,013.00

\$0.00

** Family Promise of Bristol	\$25,000	\$25,000
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PROJECT/FUNDS USED FOR
Public Restrooms
Grants/Forgivable loans to small businesses/microenterprises
Temperature Machine ??
Admin (20%)
Reserve (10%)
Refillable Hand Sanitizers in Downtwon
Training for small businesses
Funding for Discover Bristol - Marketing activities
PPE for Children's Advocacy Center
Laptops and Software for teleworking
PPE and Cleaning supplies for Center
Equipment for telemed; PPE, replacement staff to cover for high-risk volunteers (\$41,000 addiitional costs
Testing site set-ups
PPE, Supplies and staffing for JCC
Equipment and Supplies
Costs to quarantine homeless
Salary for Homeless Coordinator
Small Business Loans and T/A

Supplies to prevent spread of COVID-19
Supplies to prevent spread of COVID-19

2019 funds: 15,050 from Stonewall Jackson Elevator and \$9,950 from HMPP program

REQUEST For CDBG-CV Funds		AMOUNT REQUESTED
City of Bristol		\$60,000.00
		\$25,000.00
		\$3,150.00
		\$31,800.00
		\$73,529.56
Bristol Chamber of Commerce/Discover Bristol		\$50,000.00
People Incorporated		\$100,000.00
Family Promise of Bristol		\$25,000.00

REQUEST For CDBG-CV Funds		AMOUNT REQUESTED
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Believe in Bristol		\$2,500.00
		\$15,000.00
Children's Advocacy Center		\$1,000.00
Crisis Center		\$1,227.99
		\$455.45
Crossroads Medical Mission		\$2,500.00
VA Dept of Health - Mt. Rogers Division		\$3,000.00
Bristol Public Library		\$5,000.00
Healing Hands Health Center		\$5,000.00
United Way of Bristol		\$13,187.60
Birthplace of Country Music		\$2,500.00
Highlands Community Services		\$5,000.00
TOTALS FOR ALL		\$367,221.04

	AMOUNT RECOMMENDED	
	\$0.00	
	\$0.00	
	\$0.00	
	\$31,800.00	
	\$73,529.56	
	\$0.00	
	\$0.00	
	\$25,000.00	

	AMOUNT RECOMMENDED	
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	\$2,500.00	
	\$0.00	
	\$1,000.00	
	\$1,227.99	
	\$455.45	
	\$2,500.00	
	\$3,000.00	
	\$3,000.00	
	\$3,000.00	
	\$6,500.00	
	\$2,500.00	
	\$3,000.00	
	\$159,013.00	

PROJECT/FUNDS USED FOR
Public Restrooms (CARES?)
Grants/Forgivable loans to small businesses/microenterprises (CARES?)
Temperature Machine (CARES?)
Admin (20%)
Reserve: Economic Dev/Public Service
Funding for Discover Bristol - Marketing activities
Small Business Loans and T/A
Salary for Homeless Coordinator

PROJECT/FUNDS USED FOR

Refillable Hand Sanitizers in Downtown
Training for small businesses
PPE for Children's Advocacy Center
Laptops and Software for teleworking
PPE and Cleaning supplies for Center
Equipment for telemed; PPE, replacement staff to cover for high-risk volunteers (\$41,000 additional costs
Testing site set-ups
PPE, Supplies and staffing for JCC
Equipment and Supplies
Costs to quarantine homeless
Supplies to prevent spread of COVID-19
Supplies to prevent spread of COVID-19

**CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: June 23, 2020

Department: City Attorney

Staff Contact: Nicole Storm,

AGENDA ITEM WORDING:

Approval of lease with Southwest Virginia Criminal Justice Academy.

ITEM BACKGROUND:

The City owns the firing range located at 21041 Benhams Road; the Sheriff's Office is responsible for the maintenance of the range. Southwest Virginia Criminal Justice Authority wishes to use the property for it's training academy. The lease is for a period of six months at no cost and the academy will be responsible for the maintenance. The Sheriff Office will no longer be responsible for checkout of keys to the range.

PREVIOUS RELEVANT ACTION:

STAFF RECOMMENDATION:

DOCUMENTATION:

[lease. firearms range \(002\).pdf](#)

**LEASE BETWEEN
THE CITY OF BRISTOL
AND
SOUTHWEST VIRGINIA CRIMINAL JUSTICE ACADEMY**

THIS LEASE is made this ____ day of May, 2020 ("Commencement Date"), by and between the City of Bristol, a municipal corporation of the Commonwealth of Virginia ("Lessor" or "the City") and the Southwest Virginia Criminal Justice Academy, an organization created pursuant to Section 15.2-1747, of the Code of Virginia, ("Lessee or the Academy").

Whereas, the Lessor is the owner of the firearms range ("the range") that is located at 21041 Benhams Road, Bristol, Virginia, and the Lessee wishes to lease the range from the Lessor for the purpose of firearms training for the Academy's trainees.

Now therefore, for and in consideration of the mutual covenants and obligations set forth herein, the parties hereto agree as follows:

1. PREMISES. Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, the aforesaid range for the purpose of firearms training for the Academy's trainees.

2. TERM. The term of this Lease will begin on the Commencement Date and will continue for five (5) years unless terminated by either party upon six (6) months written notice to the other party. At the conclusion of the initial term, the lease will automatically renew for successive five year terms unless sooner terminated by either party.

3. RENT. The rent will be one dollar (\$1.00) per year.

4. USE. Lessee may, from time to time, allow other groups to use the range under the supervision of Lessee.

5. LIABILITY INSURANCE. Lessee will provide liability insurance applicable to its use of the range.

6. SERVICES. Lessor shall provide the electrical service to the Premises. Lessee will provide portable toilet service when the range is in use. Lessee will be responsible for maintenance of the Premises.

7. NOTICES. All notices and communications under this Lease shall be in writing by email or delivered personally, as follows:

- To Lessee: Executive Director
- To Lessor: City Manager.

8. ENTIRE AGREEMENT. This Lease contains the entire agreement and understanding between the parties regarding the Premises and is subject to no agreements, conditions or representations that are not expressly set forth herein. This Lease may only be amended in writing and signed by both Lessor and Lessee.

9. INVALID PROVISION. If any provision of this Lease shall be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

10. CAPTIONS. The captions in this Lease are inserted only for convenience and in no way construe or interpret the provisions hereof or affect their scope or intent.

41. VIRGINIA LAW. This lease shall be governed by the laws of Virginia.

LESSOR

by _____
its City Manager

LESSEE

By Doug Cooley,
its Executive Director

CITY COUNCIL AGENDA ITEM SUMMARY

Meeting Date: June 23, 2020

Department: Public Works

Staff Contact: Wallace McCulloch, Director

AGENDA ITEM WORDING:

Resolution of Endorsement and Support for Various 2020 Virginia Smart Scale City of Bristol Project Applications

ITEM BACKGROUND:

The City of Bristol Virginia City Council is providing a resolution of endorsement and support of two (2) city sponsored Smart Scale project applications listed as follows: Project 1: Widen US Route 11 Western Section (Lee Highway Phase 3B). Widen Lee Highway (US 11) to four lanes with a grass median and a sidewalk from west of Dominion Place to Alexis Drive. Project to be administered by City staff. Project 2: Martin Luther King Blvd./Moore St./Oakview Ave. Roundabout. Install a single lane roundabout with truck apron and sidewalks at the Martin Luther King Blvd./Moore St./Oakview Ave. intersection. Project to be administered by City staff.

PREVIOUS RELEVANT ACTION:

The resolution of endorsement and support for both projects were approved by City Council on March 27, 2018 for the 2018 Smart Scale Applications. The Commonwealth Transportation Board did not approve the Smart Scale funding requests for that year.

STAFF RECOMMENDATION:

Staff recommends that Council approve the Resolution of Endorsement and Support as presented.

DOCUMENTATION:

[RESOLUTION City Smart Scale 2020.pdf](#)

[Lee Highway Ph 3B - 6859 Smart Scale.pdf](#)

[Roundabout MLK & Moore - 6863 Smart Scale.pdf](#)

[42 - Widen US 11 \(Western\)_26FEB20.pdf](#)

[Estimate Round 4 PCES Widen US 11 West Section.pdf](#)

[Estimate Round 4 PCES Roundabout MLK - Moore Street.pdf](#)

RESOLUTION _____

A Resolution of Endorsement and Support for Various 2020 Virginia Smart Scale City of Bristol Project Applications

WHEREAS, Virginia's Smart Scale program established a prioritization and scoring process for the Commonwealth Transportation Board to objectively evaluate projects for funding; and,

WHEREAS, Smart Scale is an application based process available for Cities, Counties, Towns and public transportation agencies to apply for project funding; and,

WHEREAS, The City of Bristol, Virginia intends to submit the following projects for Virginia Smart Scale funding consideration:

Project 1: Widen US Route 11 Western Section (Lee Highway Phase 3B).
Widen Lee Highway (US 11) to four lanes with a grass median and a sidewalk from west of Dominion Place to Alexis Drive. Project to be administered by City staff.

Project 2: Martin Luther King Blvd./Moore St./Oakview Ave. Roundabout.
Install a single lane roundabout with truck apron and sidewalks at the Martin Luther King Blvd./Moore St./Oakview Ave. intersection. Project to be administered by City staff.

NOW, THEREFORE, BE IT RESOLVED that the proposed Smart Scale projects listed above are endorsed and supported by the City Council of the City of Bristol, Virginia.

Adopted this _____ day of _____, 2020.

MAYOR

ATTESTE:

City Clerk

Bristol District Smart Scale Project Features

6859 – Widen US Route 11 Western Section

Add New Through Lane(s)

- U.S. Route 11 will be widened to a four-lane divided roadway from Alexis Drive to the west of Dominion Place. The roadway lanes will be 11 feet wide.

Shoulder Improvements

- The right-side shoulder will be improved by providing curb and gutter for approximately 1,800 feet.
- A median will be constructed to improve the left-side (i.e., inside) shoulder within the improvement limits. A 16' landscaped median will be installed and will span approximately 1,700 feet and will have curb and gutter.

Turn Lane Improvements

- The westbound left-turn lane at the Alexis Drive intersection will be extended as part of this project and will now have a storage length of 225 feet and a 100-foot taper.
- The eastbound left-turn lane at the Bonham Road intersection will be extended to have a storage length of 100 feet and a taper length of 100 feet. The westbound left-turn lane will be extended to have a storage length of 350 feet and a taper length of 100 feet.

Access Management

- The access points along U.S. Route 11 will be converted to right-in/right-out intersections by providing a median along U.S. Route 11.

Road Diet

- The access management will be implemented along this project limits with the installation of the raised median. Nine (9) access driveways will be converted to right-in/right-out only movements as a result of this proposed project.

Intersection Improvements

- Turn lane improvements, signal modifications, and pedestrian accommodations will be implemented at the signalized intersections of U.S. Route 11 at Bonham and U.S. Route 11 at Alexis Drive.

Traffic Signal Modification

- The signal poles at the northeast and northwest quadrants at the U.S. Route 11 and Bonham Road intersection will be relocated to accommodate the widening of U.S. Route 11 to the north.
- Four pedestrian signal with push buttons will be installed at each quadrant of the U.S. Route 11 at Bonham Road intersection.
- Pedestrian signal with push buttons will be installed on the north, east, and south legs of the U.S. Route 11 at Alexis Drive intersection.

Construct Sidewalk

- A 6' sidewalk is proposed along the north side of U.S. Route 11 for approximately 1,800 feet.

Improve Bike/Ped Crossing

- A 6' sidewalk is proposed along the north side of U.S. Route 11 for approximately 1,800 feet.
- Four pedestrian signal with push buttons will be installed at each quadrant of the U.S. Route 11 at Bonham Road intersection.
- Pedestrian signal with push buttons will be installed on the north, east, and south legs of the U.S. Route 11 at Alexis Drive intersection.
- Crosswalk markings are proposed at the Alexis Drive and Bonham Road intersections.

ROW and Utilities

- The property to the northeast corner of U.S. Route 11 at Bonham will be acquired as part of this roadway. The ROW required for this acquisition is approximately 33,000 square feet.
- A temporary construction easement will be needed at 10 driveways to accommodate the proposed project.
- Four (4) utility poles will be relocated to accommodate the widening of U.S. Route 11 to the north.

Bristol District Smart Scale Project Features

6863 – MLK Jr Blvd at Moore St Roundabout

Access Management

- The proposed roundabout includes closing the northeast leg (i.e., Oakview Ave) to this intersection, which will result in fewer conflict points.

Improve Bike/Ped Crossing

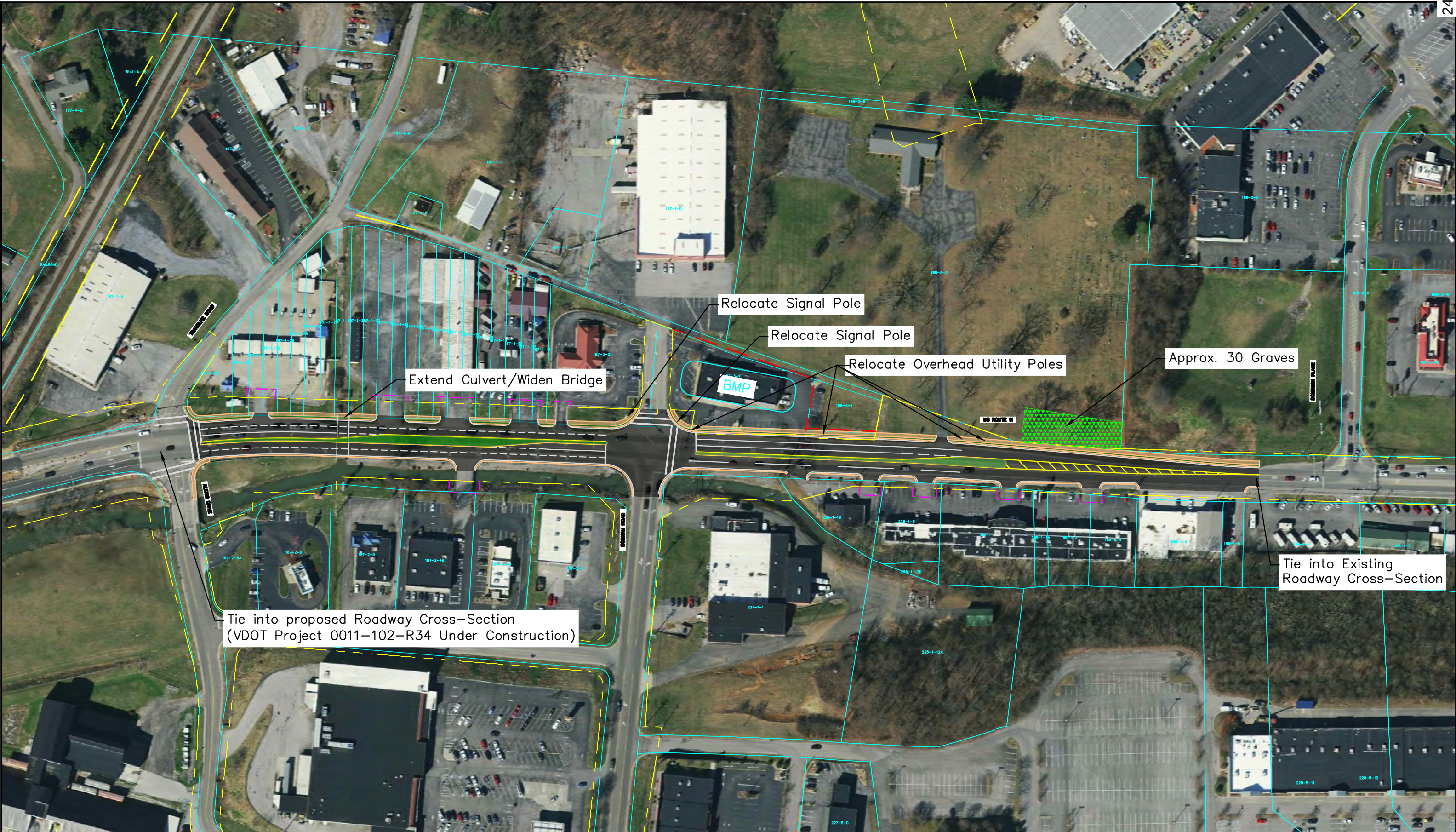
- Four concrete islands with pedestrian refuges and marked crossings will be installed at each approach of the proposed roundabout.

Innovative Intersection/Roundabout

- The 5-leg, signalized intersection will be converted to a 4-leg, 150 feet inscribed diameter single lane roundabout.

ROW and Utilities

- ROW will be acquired along the southwest, southeast, and northeast quadrants of the proposed roundabout. The required ROW is approximately 12,500 square feet.
- 3 utility poles will be relocated.

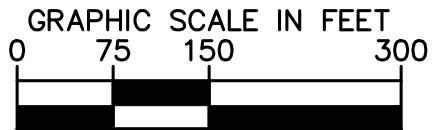


WIDEN U.S. ROUTE 11 (WESTERN SECTION)

CITY OF BRISTOL
SMARTSCALE APPLICATION 2020

Legend

- Proposed RW
- Proposed TCE
- Parcels/Existing RW





Project Cost Estimating System SUMMARY PAGE

DISTRICT	BRISTOL		
PROJECT NUMBER	Widen US 11 West Sect. Bristol		
CONSTRUCTION END YEAR	FY2020	UPC	****
AD YEAR	FY2020	RATE OF INFLATION TO AD	N/A
ESTIMATE YEAR	FY2020	INFLATION RATE DURING CN	N/A

Date of previous estimate N/A

PROJECT MANAGER / DESIGNER SmartScale 2020

Preliminary Engineering Estimate: PCES

Construction Estimate: PCES

Right-of-Way Estimate: MANUAL

Utilities Estimate: PCES

DATE 6/15/2020

THE FOLLOWING DATA WILL BE PROVIDED UPON COMPLETION OF THE REMAINDER OF THE WORKBOOK, WHICH IS ACCESSED BY SELECTING THE CONST, RW, & UTIL TABS BELOW

Bridge PE ESTIMATE	\$0
Bridge CN ESTIMATE	\$0
Bridge RW ESTIMATE	\$0
PRELIMINARY ENGINEERING ESTIMATE (excluding Bridge PE)	\$300,000
CONSTRUCTION ESTIMATE (excluding Bridge CN)	\$5,928,000
RIGHT-OF-WAY & UTILITIES ESTIMATE(excluding Bridge RW)	\$1,507,000
TOTAL PROJECT ESTIMATE (excluding Bridge estimate)	\$7,735,000



Project Cost Estimating System SUMMARY PAGE

DISTRICT	BRISTOL		
PROJECT NUMBER	US 11 at 58 Roundabout		
CONSTRUCTION END YEAR	FY2020	UPC	****
AD YEAR	FY2020	RATE OF INFLATION TO AD	N/A
ESTIMATE YEAR	FY2020	INFLATION RATE DURING CN	N/A

Date of previous estimate N/A

PROJECT MANAGER / DESIGNER SmartScale 2020

Preliminary Engineering Estimate: PCES

Construction Estimate: PCES

Right-of-Way Estimate: MANUAL

Utilities Estimate: PCES

DATE 6/15/2020

THE FOLLOWING DATA WILL BE PROVIDED UPON COMPLETION OF THE REMAINDER OF THE WORKBOOK, WHICH IS ACCESSED BY SELECTING THE CONST, RW, & UTIL TABS BELOW

Bridge PE ESTIMATE	\$0
Bridge CN ESTIMATE	\$0
Bridge RW ESTIMATE	\$0
PRELIMINARY ENGINEERING ESTIMATE (excluding Bridge PE)	\$200,000
CONSTRUCTION ESTIMATE (excluding Bridge CN)	\$2,729,400
RIGHT-OF-WAY & UTILITIES ESTIMATE(excluding Bridge RW)	\$241,000
TOTAL PROJECT ESTIMATE (excluding Bridge estimate)	\$3,170,400

**CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: June 23, 2020

Department: Public Works

Staff Contact: Wallace McCulloch, Director

AGENDA ITEM WORDING:

Resolution of Endorsement and Support for Various 2020 Virginia Smart Scale, Bristol MPO Project Applications

ITEM BACKGROUND:

The City of Bristol Virginia City Council is providing a resolution of endorsement and support of two (2) Bristol MPO sponsored Smart Scale project applications listed as follows: Project 1: Widen US Route 11 Eastern Section (Lee Highway Phase 3A). Widen Lee Highway (US 11) to four lanes with a grass median and a sidewalk from west of Old Airport Road to west of Dominion Place. Project to be administered by City staff. Project 2: I-81 Frontage Road from Stage Coach Road to Old Dominion Road (Bristol City “ Washington County) Project to be administered by VDOT.

PREVIOUS RELEVANT ACTION:

A resolution of endorsement and support for Project 1 was approved by City Council on March 27, 2018 for the 2018 Smart Scale Applications. The Commonwealth Transportation Board did not approve the Smart Scale funding requests for that year.

STAFF RECOMMENDATION:

Staff recommends that Council approve the Resolution of Endorsement and Support as presented.

DOCUMENTATION:

[RESOLUTION MPO Smart Scale 2020.pdf](#)

[Lee Highway Ph 3A - 6864 Smart Scale.pdf](#)

[I-81 Frontage Road - 6882 Smart Scale.pdf](#)

21 - Widen US 11 (Eastern)_26FEB20.pdf

12 - I81 Frontage Road - Sheet 2.pdf

Estimate Round 4 PCES Widen US 11 East Section.pdf

Estimate Round 4 PCES Frontage Rd Wash Co.pdf

RESOLUTION _____

A Resolution of Endorsement and Support for Various 2020 Virginia Smart Scale Bristol MPO Project Applications

WHEREAS, Virginia's Smart Scale program established a prioritization and scoring process for the Commonwealth Transportation Board to objectively evaluate projects for funding; and,

WHEREAS, Smart Scale is an application based process available for Cities, Counties, Towns and public transportation agencies to apply for project funding; and,

WHEREAS, The City of Bristol, Virginia supports the submittal of the following projects by the Bristol Metropolitan Planning Organization for Virginia Smart Scale funding consideration:

Project 1: Widen US Route 11 Eastern Section (Lee Highway Phase 3A).
Widen Lee Highway (US 11) to four lanes with a grass median and a sidewalk from west of Old Airport Road to west of Dominion Place. Project to be administered by City staff.

Project 2: I-81 Frontage Road from Stage Coach Road to Old Dominion Road (Bristol City – Washington County) Project to be administered by VDOT.

NOW, THEREFORE, BE IT RESOLVED that the proposed Smart Scale projects listed above are endorsed and supported by the City Council of the City of Bristol, Virginia.

Adopted this _____ day of _____, 2020.

MAYOR

ATTESTE:

City Clerk

Bristol District Smart Scale Project Features

6864 – Widen US 11 Eastern Section

Add New Through Lane(s)

- U.S. Route 11 will be widened to a four-lane divided roadway from the Walnut Grove Presbyterian Church Entrance to approximately 400 feet to the west of Old Airport Road.

Shoulder Improvements

- The right-side shoulder will be improved by providing curb and gutter for approximately 1,860 feet.
- A median will be constructed to improve the left-side (i.e., inside) shoulder within the improvement limits. A 16' landscaped median will be installed and will span approximately 1,700 feet and will have curb and gutter.

Turn Lane Improvements

- The eastbound left-turn lane at the Dominion Place intersection will be extended as part of this project and will now have a storage length of 350 feet and a 200-foot taper.
- The westbound left-turn lane at the Dominion Place intersection will be extended to have a storage length of 100 feet and a taper length of 100 feet.

Access Management

- The access management will be implemented along this project limits with the installation of the raised median. The 14 access driveways will be converted to right-in/right-out only movements as a result of this proposed project.

Road Diet

- The travel lanes within the project limits will be reduced to 11 feet as part of this project.

Intersection Improvements

- Turn lane improvements, signal modifications, and pedestrian accommodations will be implemented at the signalized intersection at Dominion Place and U.S. Route 11.

Traffic Signal Modification

- The signal poles at the northeast and northwest quadrants at the U.S. Route 11 and Dominion Place intersection will be relocated to accommodate the widening of U.S. Route 11 to the north.
- Two pedestrian signal poles with push buttons will be installed at the northeast and northwest quadrants of U.S. Route 11 at Dominion Place.

Construct Sidewalk

- A 6' sidewalk is proposed along the north side of U.S. Route 11 for approximately 1,800 feet.

Improve Bike/Ped Crossing

- Signalized at-grade crossing and markings for bicyclists and pedestrians will be provided across the north leg of the signalized intersection of Dominion Place at U.S. Route 11.
- Two pedestrian signal poles with push buttons will be installed at the northeast and northwest quadrants of U.S. Route 11 at Dominion Place.

ROW and Utilities

- ROW to the north of U.S. Route 11 will be acquired for approximately 15,000 square feet.
- The “Vape Aloud” store will be acquired as part of this project. The ROW expected for this acquisition is 25,000 square feet.
- A temporary construction easement will be needed at 14 commercial driveways to accommodate widening/define parking fields.
- Seven (7) utility poles will be relocated to accommodate the widening of U.S. Route 11 to the north.

Bristol District Smart Scale Project Features

6882 – I-81 Frontage Road

Roadway Reconstruction/ Realignment

- The proposed frontage road will reconstruct a portion of Stage Coach Road from the Bristol Flooring Access road to approximately 2,400 feet to the east. The reconstructed roadway will include two, 12-foot wide travel lanes (i.e., one in each direction) and 4-foot wide paved shoulders.
- The proposed frontage road will reconstruct a portion of Flame Leaf Drive from Old Dominion Road to approximately 2,100 feet to the west. The reconstructed roadway will include two, 12-foot wide travel lanes (i.e., one in each direction) and 4-foot wide paved shoulders.

Roadway on New Alignment

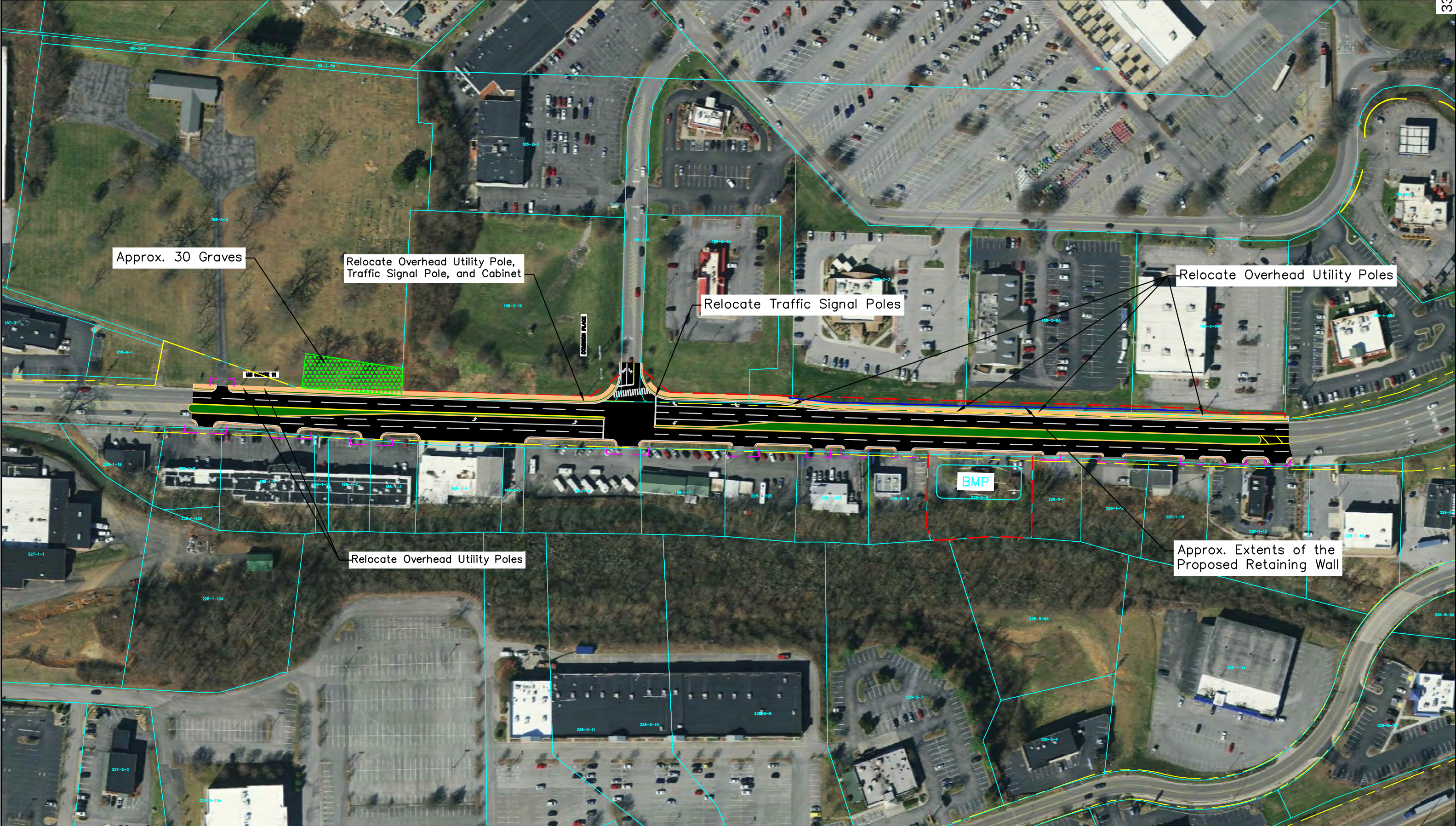
- The new section of proposed frontage road will extend from where Stage Coach Road ends to Flame Leaf Drive for approximately 3,500 feet. The proposed roadway will include two, 12-foot wide travel lanes (i.e., one in each direction) and 4-foot wide paved shoulders.

New Intersection

- The proposed roadway creates a new unsignalized intersection at the Flame Leaf Drive connection.

ROW and Utilities

- Approximately 18,600 SF of ROW will be acquired to construct the new section of proposed frontage road between Stage Coach Road and Flame Leaf Drive.
- Temporary construction easements will be needed at 4 driveways to accommodate the construction of the proposed project.



WIDEN U.S. ROUTE 11 (EASTERN SECTION)

CITY OF BRISTOL
SMARTSCALE APPLICATION 2020

Legend

- Proposed RW
- Proposed TCE
- Parcels/Existing RW

GRAPHIC SCALE IN FEET

0 75 150 300

SHEET



Project Cost Estimating System

SUMMARY PAGE

DISTRICT	BRISTOL		
PROJECT NUMBER	Widen US 11 East Sect. Bristol		
CONSTRUCTION END YEAR	FY2020	UPC	****
AD YEAR	FY2020	RATE OF INFLATION TO AD	N/A
ESTIMATE YEAR	FY2020	INFLATION RATE DURING CN	N/A

Date of previous estimate N/A

PROJECT MANAGER / DESIGNER SmartScale 2020

Preliminary Engineering Estimate: PCES

Construction Estimate: PCES

Right-of-Way Estimate: MANUAL

Utilities Estimate: PCES

DATE 6/15/2020

THE FOLLOWING DATA WILL BE PROVIDED UPON COMPLETION OF THE REMAINDER OF THE WORKBOOK, WHICH IS ACCESSED BY SELECTING THE CONST, RW, & UTIL TABS BELOW

Bridge PE ESTIMATE	\$0
Bridge CN ESTIMATE	\$0
Bridge RW ESTIMATE	\$0
PRELIMINARY ENGINEERING ESTIMATE (excluding Bridge PE)	\$300,000
CONSTRUCTION ESTIMATE (excluding Bridge CN)	\$5,461,400
RIGHT-OF-WAY & UTILITIES ESTIMATE(excluding Bridge RW)	\$1,867,000
TOTAL PROJECT ESTIMATE (excluding Bridge estimate)	\$7,628,400



Project Cost Estimating System

SUMMARY PAGE

DISTRICT	BRISTOL		
PROJECT NUMBER	Frontage Rd Wash Co		
CONSTRUCTION END YEAR	FY2020	UPC	****
AD YEAR	FY2020	RATE OF INFLATION TO AD	N/A
ESTIMATE YEAR	FY2020	INFLATION RATE DURING CN	N/A
Date of previous estimate	N/A		
PROJECT MANAGER / DESIGNER	SmartScale 2020		
Preliminary Engineering Estimate:	PCES		
Construction Estimate:	PCES		
Right-of-Way Estimate:	MANUAL		
Utilities Estimate:	MANUAL		
DATE	6/15/2020		

THE FOLLOWING DATA WILL BE PROVIDED UPON COMPLETION OF THE REMAINDER OF THE WORKBOOK, WHICH IS ACCESSED BY SELECTING THE CONST, RW, & UTIL TABS BELOW

Bridge PE ESTIMATE	\$0
Bridge CN ESTIMATE	\$0
Bridge RW ESTIMATE	\$0
PRELIMINARY ENGINEERING ESTIMATE (excluding Bridge PE)	\$1,549,750
CONSTRUCTION ESTIMATE (excluding Bridge CN)	\$14,580,000
RIGHT-OF-WAY & UTILITIES ESTIMATE(excluding Bridge RW)	\$791,000
TOTAL PROJECT ESTIMATE (excluding Bridge estimate)	\$16,920,750

**CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: June 23, 2020

Department: City Manager

Staff Contact: Nicole Storm,

AGENDA ITEM WORDING:

FY21 budget, second reading and adoption.

ITEM BACKGROUND:

The City Manager's Recommended Budget was presented on May 12, 2020 with the first reading held on June 9th. Below are the changes made to the budget since first presented: Decrease 32010-5410 Fire Department Lease/Rent of Equipment \$7,706 Lease payoff Decrease 41050-5410 Fleet Maintenance Lease/Rent of Equipment \$15,716 Lease payoff Increase 91020-5890 Contingency \$23,422

PREVIOUS RELEVANT ACTION:

STAFF RECOMMENDATION:

DOCUMENTATION:

[Budget Ordinance 20-2.pdf](#)



BUDGET ORDINANCE FOR FY 2020-2021

MAKING GENERAL FUND, COMMUNITY DEVELOPMENT BLOCK GRANT FUND, SOLID WASTE DISPOSAL ENTERPRISE FUND, CAPITAL PROJECTS FUND, COMMONWEALTH ATTORNEY FEDERAL REVENUE SHARING FUND, TRANSIT ENTERPRISE FUND, ASSET FORFEITURE FUND, SCHOOL OPERATING FUND, SCHOOL TEXTBOOK FUND, SCHOOL FOOD SERVICE FUND, SCHOOL CONSTRUCTION CAPITAL PROJECTS FUND, AND SCHOOL LOCAL CAPITAL PROJECTS FUND APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2020, AND ENDING JUNE 30, 2021, IN THE FOLLOWING AMOUNTS:

GENERAL FUND	\$51,845,468
COMMUNITY DEVELOPMENT BLOCK GRANT FUND	\$368,785
SOLID WASTE DISPOSAL ENTERPRISE FUND	\$5,812,168
CAPITAL PROJECTS FUND	\$9,659,216
COMMONWEALTH ATTORNEY FEDERAL REVENUE SHARING FUND	\$125,600
TRANSIT ENTERPRISE FUND	\$477,056
ASSET FORFEITURE FUND	\$101,310
SCHOOL OPERATING FUND	\$29,589,805
SCHOOL TEXTBOOK FUND	\$812,977
SCHOOL FOOD SERVICE FUND	\$2,142,882
SCHOOL LOCAL CAPITAL PROJECTS FUND	\$712,044

AND REGULATING PAYMENTS OUT OF THE CITY TREASURY; AND ALSO FIXING THE TAX RATE ON REAL AND PERSONAL PROPERTY FOR FISCAL YEAR 2021.

SECTION 1: That the amounts named herein, aggregating **\$51,845,468** are hereby appropriated from the General Fund for the use of the several departments of the City Government for the fiscal year beginning July 1, 2020, and ending June 30, 2021, as the same is set forth in the budget adopted pursuant to Section 3 hereof. That the amounts named herein, aggregating **\$368,785** are hereby appropriated from the Community Development Block Grant Fund for the use of the City Government for the fiscal year beginning July 1, 2020, and ending June 30, 2021, as set forth in the budget adopted pursuant to Section 3 hereof. That the amounts named herein, aggregating **\$5,812,168** are hereby appropriated from the Solid Waste Disposal Enterprise Fund for the use of solid waste disposal and collection operations for the 2021 fiscal year. That the amounts named herein, aggregating **\$9,659,216** are hereby appropriated from the Capital Projects Fund for the use of the City Government for the fiscal year beginning July 1, 2020, and ending June 30, 2021, as set forth in the budget adopted pursuant to Section 3 hereof. That the amounts named herein, aggregating **\$125,600** are hereby appropriated from the Commonwealth Attorney Federal Revenue Sharing Fund for the use of the City Government for the fiscal year beginning July 1, 2020, and ending June 30, 2021, as set forth in the budget adopted pursuant to Section 3 hereof. That the amounts named herein, aggregating **\$477,056** are hereby appropriated from the Transit Enterprise Fund for the use of the City Government for the fiscal year beginning July 1, 2020, and ending June 30, 2021, as set forth in the budget adopted pursuant to Section 3 hereof. That the amounts named herein, aggregating **\$101,310**

are hereby appropriated from the Asset Forfeiture Fund for the use of the City Government for the fiscal year beginning July 1, 2020, and ending June 30, 2021, as set forth in the budget adopted pursuant to Section 3 hereof. That the amounts named herein, aggregating **\$33,257,708** are hereby appropriated from School Funds for the use of general operations, textbook, food service and capital projects for the 2021 fiscal year.

SECTION 2: That the rate of taxation on Real Estate Property be fixed at \$1.17 (One Dollar and Seventeen Cents) on the hundred dollars assessed valuation for the Tax Year 2020 of Fiscal Year 2020-2021. That the rate of taxation on Personal Property for Automobiles, Trucks, and Horse Trailers, be fixed at \$2.60 (Two Dollars and Sixty Cents) on the hundred dollars assessed valuation for the Tax Year 2020 of Fiscal Year 2020-2021 and an assessment ratio of 100%. The rate of taxation for Machinery and Tools and all other personal property, be fixed at \$7.00 (Seven Dollars and No Cents) on the hundred dollars assessed valuation for the Tax Year 2020 of Fiscal Year 2020-2021, and an assessment ratio of 12%. This is in order to secure the amount necessary to carry out the provisions of this budget.

SECTION 3: That the annual budget heretofore presented to City Council by the City Manager as the same has been amended in the various workshops of the City Council and as the same, is in its final form attached hereto, is hereby adopted by City Council and incorporated in this budget ordinance by reference pursuant to Section 10.04 of the City Charter.

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

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

SECTION 5: This ordinance to take effect July 1, 2020, the best interests of the City requiring it.

**CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: June 23, 2020

Department: City Manager

Staff Contact: Nicole Storm,

AGENDA ITEM WORDING:

Discussion of rent reduction for Bristol Baseball.

ITEM BACKGROUND:

Mahlon Luttrell of Bristol Baseball has requested a reduction in rent due to the delayed start of the 2020 season of the Bristol Pirates as a result of COVID-19. Request received by mail on June 5, 2020, just after the agenda was published for the June 9 meeting.

PREVIOUS RELEVANT ACTION:

STAFF RECOMMENDATION:

DOCUMENTATION:

[Letter Requesting Rent Reduction.pdf](#)

Mr. Neal Osborne
Mayor, City of Bristol
300 Lee Street
Bristol, VA 24201

Mr. Bill Hartley
Vice Mayor, City of Bristol
300 Lee Street
Bristol, VA 24201

Mr. Kevin Mumpower
Councilman, City of Bristol
300 Lee Street
Bristol, Virginia 24201

Mr. Kevin Wingard
Councilman, City of Bristol
300 Lee Street
Bristol, VA 24201

Mr. Anthony Farnum
Councilman, City of Bristol
300 Lee Street
Bristol, VA 24201

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

Dear Gentlemen:

Following up on my April 30 email letter to each of you, I can now advise you that due to the COVID-19 pandemic, unfortunately, it is likely that the beginning of the 2020 Appalachian League season, originally scheduled to begin on June 22, will at least be delayed.

As you know, under the parties' lease, Bristol Baseball, Inc. pays annual rent to the City of \$8,000.00, in five equal installments each June, July, August, September, and October, in order to field Appalachian League baseball games.

It is likely that some portion of the Appalachian League season will be impossible to perform, and under the doctrine of impossibility of performance, as recognized in Virginia, it will be impossible for Bristol Baseball, Inc. to field some of the scheduled games.

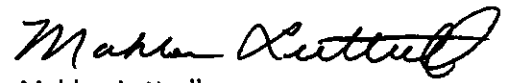
Accordingly, I ask that City Council, at its upcoming June 9 meeting, vote to prorate Bristol Baseball, Inc.'s 2020 rental payments under its lease with the City in accordance with the number of Appalachian League games actually hosted by Bristol Baseball, Inc. in 2020, compared to the 34 games scheduled.

I also request that Council then vote to not require Bristol Baseball, Inc. to make any payments under that lease for 2020 until the month in which Appalachian League play begins.

As you know, Bristol Baseball, Inc. primarily relies on revenues related to games played during the season to pay in order to pay expenses, including rent, and to the extent the season is impacted, that will adversely impact our revenues.

If you have any questions regarding this request, or wish for a representative of Bristol Baseball, Inc. to appear, in person or otherwise, at the June 9 Council meeting to address these requests, please contact me at (276) 206-9946, or Lucas Hobbs at (276) 708-6109.

Sincerely,

A handwritten signature in black ink, reading "Mahlon Luttrell". The signature is fluid and cursive, with the first name "Mahlon" and last name "Luttrell" clearly distinguishable.

Mahlon Luttrell

President, Bristol Baseball, Inc.

General Manager, Bristol Pirates

**CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: June 23, 2020

Department: City Clerk

Staff Contact: Nicole Storm,

AGENDA ITEM WORDING:

Appointment to Virginia Highlands Community College board.

ITEM BACKGROUND:

City Council will make appointments to boards and commissions at the first regular meeting in July. However, VHCC has requested that reappointment for Catherine Brillhart be made prior to that date to allow participation in their own July board meeting, for a term ending December 31, 2020.

PREVIOUS RELEVANT ACTION:

STAFF RECOMMENDATION:

DOCUMENTATION:

[VHCC request.pdf](#)

[Board Application - Brillhart.doc](#)

May 5, 2020

Mr. Neal Osborne, Mayor
City Council of Bristol
300 Lee Street
Bristol, Virginia 24201

Dear Mayor Osborne:

On June 30, 2020, the current term of appointment for Ms. Catherine Brillhart, a representative on the Virginia Highlands Community College Board appointed by the City of Bristol, will expire.

Ms. Brillhart is eligible for re-appointment for a term beginning July 1, 2020, but she would only like to serve for the remainder of the calendar year, December 31, 2020. After that, we would like to request a new member be named effective January 1, 2021. The organizational meeting of the Board for 2020-2021 is scheduled for Tuesday, July 14, 2020. If possible, it would be desirable for Ms. Brillhart to be named for the calendar year prior to that meeting.

Please let me know if you have any questions or if I can be of service to you or the members of the City Council.

Sincerely,



Adam C. Hutchison, Ph.D.
President

Catherine D. Brillhart
213 Autumn Drive
Bristol, VA
Phone: 276-591-6952
Email: cbrillhart100@yahoo.com
Occupation - Retired
Years of Residence in Bristol, VA – 22 years

Please list your educational background and/or other expertise or qualifications you will bring to this authority, board, commission or task force:

I am seeking reappointment for an additional six (6) months, through December 31, 2020, on the Virginia Highlands Community College board. I have served one term (4 years) on the Virginia Highlands Community College Board, currently serving two years as Chair and one year as Vice-Chair. The Virginia Highlands Community College board of directors has given their consent to allow me to serve an additional six (6) months on the board due to COVID-19 and our new President, Dr. Adam Hutchison, recently assuming his position in January 2020.

I served on the Virginia Community College System Presidential Search Committee in 2019, attending meetings in Richmond and leading local board meetings on campus, in search of our new college President. Prior to serving on the Virginia Highlands Community College Board, I served as a Virginia Highlands Community College Ambassador for two years.

I graduated from Mountain Empire Community College and Emory & Henry College majoring in Business Management.

I currently serve on the following community boards/committees:

- Virginia Highlands Community College Educational Foundation (1 Yr)
- Virginia Tourism Authority (6 Yrs)
- Southwest Virginia Health Authority – (Secretary on Task Force) (4 Yrs)
- Bristol VA Historic Preservation Award Committee – Chair (7 Yrs)
- Virginia Lewis & Clark Legacy Trail – Bristol Committee Chair (5 Yrs)

Please list any previous community service experience, including experience spent on other boards/commissions:

- Bristol Virginia City Council (Mayor & Vice-Mayor)
- Bristol Virginia Public Schools Education Foundation (President)
- Bristol Virginia Public Housing Authority
- People, Inc.
- BVU Authority
- New River/Mount Rogers Workforce Development (Chair)
- Bristol Virginia Economic Development Committee
- Bristol Virginia Finance Committee
- Bristol Virginia Board of Zoning Appeals
- Bristol Virginia Drug Court (Veritas Foundation)
- Smart Beginnings (Chair)

Thank you for your consideration, and please feel free to contact me for additional information. I have enjoyed serving Virginia Highlands Community College and our community.

**CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: June 23, 2020

Department: Finance

Staff Contact: Tamrya Spradlin, Chief Financial Officer

AGENDA ITEM WORDING:

Consider taking formal action to commit certain funds to the Debt Service Reserve.

ITEM BACKGROUND:

The FY 20 General Fund budget currently has \$1,000,000 budgeted to line item 4-001-94035-9141, Debt Service Budget Reserve. Formal action by City Council is required to Commit these funds and identify them separately from Unassigned Fund Balance at year end, June 30, 2020. Future formal action will be required by Council to release these funds from Committed status. This action is consistent with the City's Fund Balance Policy, which allows for the identification of debt service reserves sufficient to meet the needs of the City's annual future general obligation bond debt service, per the schedule that is presented quarterly to the Finance Committee and to City Council.

PREVIOUS RELEVANT ACTION:

On June 12, 2019, City Council Committed \$1,653,823 to a Debt Service Reserve Account. On June 9, 2020, City Council released \$653,823 of these funds to be used for FY 21 debt payments per the debt service payment schedule.

STAFF RECOMMENDATION:

Staff recommends that Council commit \$1,000,000 of FY 20 budgeted funds to the Debt Service Reserve Account and commit interest earnings on the Debt Service Reserve Account.

DOCUMENTATION:

**CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: June 23, 2020

Department: City Clerk

Staff Contact: Nicole Storm,

AGENDA ITEM WORDING:

Approval of meeting minutes.

ITEM BACKGROUND:

5.26.20 regular meeting 5.29.20 called meeting 6.9.20 regular meeting

PREVIOUS RELEVANT ACTION:

STAFF RECOMMENDATION:

DOCUMENTATION:

[5.26.20 regular meeting.docx](#)

[5.29.20 called meeting.docx](#)

[6.9.20 regular meeting.docx](#)



MINUTES

Tuesday May 26, 2020

6:00 PM

Present: Neal Osborne, Bill Hartley, Anthony Farnum, Kevin Mumpower, Kevin Wingard Absent: None.

Call to Order

Mayor Osborne called the meeting to order, followed by a moment of silence and the pledge of allegiance.

A. Mayor's Minute and Council Comments

Vice-mayor Hartley thanked the Elections office and those that worked for the May 5th election for their hard work.

B. City Manager's Comments

None.

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

Michael Pollard thanked the Elections office and candidates in the May 5 election. He asked about access to recycling facilities. He also asked about an independent analysis of the casino proposal.

D. Adoption of agenda.

Moved by Anthony Farnum; seconded by Bill Hartley to Adopt. Motion : 5 - 0

Voting For: Neal Osborne, Bill Hartley, Anthony Farnum, Kevin Mumpower, Kevin Wingard

Voting Against: None

REGULAR AGENDA

- 1 Public hearing on the City Manager's FY21 Recommended Budget.

Mayor Osborne opened the public hearing. Michael Pollard said that Council should be prepared to amend the budget due to the coronavirus and that employees may need to take salary cuts. Mayor Osborne closed the public hearing.

- 2 Resolution confirming preferred casino operator.

City Manager Randall Eads said that the resolution would confirm Hard Rock International, Par Ventures, and the United Company as the preferred casino operator as required by the Virginia Lottery. He said that the city issued a request for information from potential operators and that the proposal from the parties named in the resolution was the only one received. A public hearing was held on May 21st on the proposals.

The city clerk shared a comment from Nancy Marney who was unable to attend the meeting questioning some of the salary figures used in the casino proposal.

Sean Cafferty from Hard Rock International made a presentation on their proposal for the resort and casino.

Mr. Eads read the resolution:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISTOL, VIRGINIA NAMING HARD ROCK INTERNATIONAL, THE UNITED COMPANY, AND PAR VENTURES AS THE PREFERRED CASINO GAMING OPERATOR AND ESTABLISHMENT

WHEREAS, the City Council met on September 11, 2018, to consider the revitalization of the former Bristol Mall location; since its closure in August 2017, the City has lost more than \$2.5 million dollars

annually in direct and indirect revenues from the Bristol Mall, with no certain means of recovery or future use;

WHEREAS, the City Council unanimously approved (4-0 with one absent) the September 11, 2018 resolution supporting a resort and casino at the former Bristol Mall site;

WHEREAS, the General Assembly passed legislation allowing the citizens of Bristol to vote by referendum to approve a casino within the city limits of Bristol, and the Governor has approved this legislation;

WHEREAS, the legislation requires localities to consider the following factors in selecting a preferred casino gaming operator: (1) The potential benefit and prospective revenues of the proposed casino gaming establishment; (2) The total value of the proposed casino gaming establishment; (3) The proposed capital investment and the financial health of the proposer and any proposed development partners; (4) The experience of the proposer and any development partners in the operation of a casino gaming establishment; (5) Security plans for the proposed casino gaming establishment; (6) The economic development value of the proposed casino gaming establishment and the potential for community reinvestment and redevelopment in an area in need of such; (7) Availability of city-owned assets and privately owned assets, such as real property, including where there is only one location practicably available or land under a development agreement between a potential operator and the city, incorporated in the proposal; (8) The best financial interest of the city; and (9) The percent of ownership in the proposer by a minority-owned business as defined in §2.2-1604.

WHEREAS, the City issued a request for information, on April 17, 2020 with a close date of May 8, 2020, requesting information from casino operators to determine which operator would be of the most benefit to the City;

WHEREAS, the city received one response to the request for information. The response was from Hard Rock International, Inc., The United Company, and Par Ventures collectively;

WHEREAS, Council and city staff have reviewed the proposal and have considered all of the factors required by the legislation; and

WHEREAS, after considering all of the factors, city Council and staff recommend Hard Rock International, The United Company and Par Ventures to be the preferred gaming operator within the city limits of Bristol; and

NOW, THEREFORE BE IT RESOLVED that City Council and staff approve Hard Rock International, The United Company and Par Ventures to be the preferred casino gaming operator and gaming establishment within the jurisdictional bounds of the City of Bristol. Council therefore direct the City Manager/Attorney to comply with the legislation and regulations to report this finding to the Virginia Lottery Board for pre-qualification approval in order to comply with statutory authority and regulations to allow for a referendum on the matter on November 3, 2020.

Council members discussed the proposal and expressed their support for Hard Rock in Bristol.

*Moved by Anthony Farnum; seconded by Bill Hartley to Approve. Motion Passed: 5 - 0
Voting For: Neal Osborne, Bill Hartley, Anthony Farnum, Kevin Mumpower, Kevin Wingard
Voting Against: None*

3 Amendment to Emergency Ordinance 20-1.

Mr. Eads said that the amendment would extend the emergency ordinance for an additional 60 days. The emergency ordinance allows the city to use electronic meetings. Mr. Wingard and Mr. Mumpower said they did not see the need for an extension. Mr. Hartley asked for clarification on the emergency ordinance limiting public attendance. Mr. Eads said that the limits on gathering size were set by the Governor, and that the emergency ordinance did not impact public attendance at meetings.

*Moved by Bill Hartley; seconded by Anthony Farnum to Adopt . Motion Passed: 3 - 2
Voting For: Neal Osborne, Bill Hartley, Anthony Farnum
Voting Against: Kevin Mumpower, Kevin Wingard*

4 Update on Bristol Complete Count Committee.

City Clerk Nicole Storm gave an update on the 2020 census and the adjusted schedule due to COVID-19.

E. Adjournment



MINUTES

Friday May 29, 2020

8:00 AM

Present: Neal Osborne, Bill Hartley, Anthony Farnum, Kevin Mumpower, Kevin Wingard Absent: None.

Mr. Mumpower joined the meeting via conference call.

Call to Order

Mayor Osborne called the meeting to order, followed by the pledge.

Called Meeting Agenda

1. Amended resolution for preferred casino operator.

City Manager Randall Eads said that the amended resolution included H.R. Bristol, LLC, as an additional party to the resolution on the preferred casino operator. Mr. Eads read the resolution by caption only: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISTOL, VIRGINIA NAMING HARD ROCK INTERNATIONAL, THE UNITED COMPANY, PAR VENTURES, AND H.R. BRISTOL, LLC, AS THE PREFERRED CASINO GAMING OPERATOR AND ESTABLISHMENT

Moved by Anthony Farnum; seconded by Bill Hartley to Approve

Motion : 5 - 0

Voting For: Neal Osborne, Bill Hartley, Anthony Farnum, Kevin Mumpower, Kevin Wingard

Voting Against: None

Adjournment

There being no further business, the meeting was adjourned.



MINUTES

Tuesday June 09, 2020

6:00 PM

Present: Neal Osborne, Bill Hartley, Anthony Farnum, Kevin Mumpower, Kevin Wingard Absent:

Call to Order

Mayor Osborne called the meeting to order, followed by a moment of silence and the pledge of allegiance.

Moment of Silence

Pledge of Allegiance

A. Mayor's Minute and Council Comments

None.

B. City Manager's Comments

Mr. Eads thanked public safety personnel for their work over the weekend in preparation for potential protest events in Bristol.

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

None.

D. Adoption of agenda.

Moved by Anthony Farnum; seconded by Bill Hartley to Adopt . Motion Passed: 5 - 0

Voting For: Neal Osborne, Bill Hartley, Anthony Farnum, Kevin Mumpower, Kevin Wingard

Voting Against: None

REGULAR AGENDA

1 Public hearing for an amendment to the Fiscal Year 2020 Budget.

Mayor Osborne opened the public hearing. Chief Financial Officer Tamrya Spradlin said that the public hearing was advertised as required for a budget amendment of this size. She said that the amendment was needed to make July 1 debt payments on time and had no cash flow impact. Mayor Osborne closed the public hearing with no comments made.

2 Public hearing regarding FY20 CDBG Annual Action Plan Amendment.

Mayor Osborne opened the public hearing. CDBG Coordinator Ellen Tolton said that the amendment was to account for CARES act funding that was provided to the city as a entitlement community. Mayor Osborne closed the public hearing with no comments made.

Mayor Osborne reopened the public hearing after it was realized someone had not signed up to speak but wished to participate. Brad Adams spoke on behalf of Discover Bristol in support of CDBG funding to support tourism. Mayor Osborne closed the public hearing.

3 Supplemental Appropriation in the amount of \$1,485,406

Chief Financial Officer Tamrya Spradlin said that the supplemental appropriation was discussed with Council in January 2020 and in the February 11, 2020 meeting during the Unassigned Fund Balance Discussion, and that payments followed the City's debt schedule as presented to Council.

Moved by Anthony Farnum; seconded by Bill Hartley to Approve . Motion Passed: 5 - 0

Voting For: Neal Osborne, Bill Hartley, Anthony Farnum, Kevin Mumpower, Kevin Wingard

Voting Against: None

- 4 Release funds from Commitment from the Debt Service Reserve Accounts per the City Debt Service Payment Schedule

Mr. Eads said that the City had received \$1.4 million dollars in federal CARES funds that must be spent on COVID-19 eligible expenses.

Moved by Bill Hartley; seconded by Anthony Farnum to Authorize release \$653,823 of General Fund monies and \$122,484 of Solid Waste Disposal Fund monies from committed status in the Debt Service Reserve Accounts.

Motion Passed: 5 - 0

Voting For: Neal Osborne, Bill Hartley, Anthony Farnum, Kevin Mumpower, Kevin Wingard

Voting Against: None

- 5 Discussion of Bristol's allocation for the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020.

Mr. Eads said that the city had received \$1.4 million dollars in federal funds from the CARES Act, that must be spent on eligible COVID-19 related expenses. The funds must be expended by December 31, 2020. A committee has been formed to evaluate potential expenses that can be covered with CARES Act funds and to develop a grant program to support local businesses. Mr. Mumpower asked about the process, which is still in the development process.

E. Ordinances First Reading

- 6 FY21 Budget Ordinance, first reading.

Mr. Wingard said that he supported the budget and that he knew things could all change very quickly. Vice- mayor Hartley said he was not happy with everything that had to be cut in the budget due to COVID -19 but that he would support the budget. Mr. Mumpower said that he was happy with some of the staff cuts in the budget but wanted to see more, and that we needed to budget for the worst and hope for the best. Mr. Eads said that he needed a consensus from council members to make additional cuts. Mayor Osborne said he was not supportive of cuts to public safety and that he hoped we could restore them when revenues increase. Council discussed the real estate tax rate.

Moved by Anthony Farnum; seconded by Bill Hartley to Approve . Motion Passed: 4 - 1

Voting For: Neal Osborne, Bill Hartley, Anthony Farnum, Kevin Mumpower, Kevin Wingard

Voting Against: Kevin Mumpower

CONSENT AGENDA

Moved by Anthony Farnum; seconded by Bill Hartley to Approve .

Motion Passed: 5 - 0

Voting For: Neal Osborne, Bill Hartley, Anthony Farnum, Kevin Mumpower, Kevin Wingard

Voting Against: None

- 7 Approval of meeting minutes.

F. Adjournment

**CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: June 23, 2020

Department: Finance

Staff Contact: Tamrya Spradlin, Chief Financial Officer

AGENDA ITEM WORDING:

Supplemental Appropriation of \$27,836

ITEM BACKGROUND:

On May 28, 2019, the Bristol Virginia City Council adopted the FY 20 Budget. The above items are an additional appropriation to the original budget. This supplemental appropriation to Fund 35 includes FY 20 expenditures related to COVID 19 in the amount of \$16,578 and an additional appropriation of \$10,000 to a contingency account to allow for any expenditures incurred after June 12, 2020 but paid prior to June 30, 2020.

PREVIOUS RELEVANT ACTION:

May 28, 2019, the adoption of the FY20 Budget

STAFF RECOMMENDATION:

Staff recommends that Council approve the supplemental appropriation as listed.

GENERAL FUND

Fire Department

Appropriate reimbursement funds received for HTR Swift Water Deployment.

Expenditure 4-001-32010-1238 Salaries & Wages - Overtime \$543

Expenditure 4-001-32010-6014 Operating Supplies & Materials \$238

Revenue 3-001-24010-0082 Dept of Emg Mgmt - FD Swiftwater Res \$781

Appropriate expenditure of FY20 Fire Department Cares funding

Expenditure 4-001-35030-6020 Covid 19 Expenditures - Public Health \$477

Revenue 3-001-33010-0040 Cares Act Healthcare Providers \$477

COVID 19 - CARES FUND (New Fund 35)

Appropriate COVID 19 expenditures to be paid from Federal CARES monies received in FY20.

Information Technology

Expenditure 4-035-12095-3321 Maint of Computers & Software \$393

Expenditure 4-035-12095-6014 Operating Supplies & Materials \$15

Electoral Board

Expenditure 4-035-13010-3135 Contract Labor \$183

Expenditure 4-035-13010-3140 Professional Services \$300

Expenditure 4-035-13010-5210 Postage \$3,737

Expenditure 4-035-13010-6001 Printing & Office Supplies \$1,559

Expenditure 4-035-13010-6014 Operating Supplies & Materials \$335

28th Judicial Circuit Court Clerk

Expenditure 4-035-21070-6001 Printing & Office Supplies \$281

Police Department

Expenditure 4-035-31010-6014 Operating Supplies & Materials \$281

City Sheriff & Jail

Expenditure 4-035-33010-3143 Professional Svcs - Inmate Medical \$1,092

Expenditure 4-035-33010-6005 Housekeeping Supplies \$1,751

Expenditure 4-035-33010-6014 Operating Supplies & Materials \$874

Street & Engineering Divisions

Expenditure 4-035-41010-6005 Housekeeping Supplies \$40

Expenditure 4-035-41010-6014 Operating Supplies & Materials \$192

Maintenance of Municipal Buildings

Expenditure 4-035-43010-6005 Housekeeping Supplies \$3,484

Expenditure 4-035-43010-6014 Operating Supplies & Materials \$1,012

Parks & Recreation - Operations

Expenditure 4-035-71010-6014 Operating Supplies & Materials \$400

Transit

Expenditure 4-035-91010-6014 Operating Supplies & Materials \$649

Contingency

Expenditure 4-035-91020-5890 Contingency \$10,000

Federal Revenue

Revenue 3-035-32010-0001 Federal Revenue \$26,578

DOCUMENTATION:

[BS Backup Information 06-23-2020.pdf](#)



CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

TO: Tamrya Spradlin, CFO

FROM: *(name, department, title)* Fire Chief Mike Armstrong

RE: Supplemental Budget Appropriation Request FY 2019-2020

DATE: April 27, 2020

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

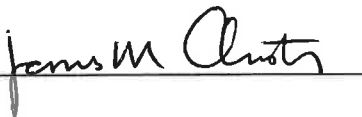
Reason for request: Reimbursement from Washington County, VA for HTR Swift Water Deployment

Amount: \$780.37

Revenue: 3-001-24010-0082

Expenditure: 4-001-32010-1238 (\$542.67)

4-001-32010-6014 (\$237.70)

Signature: 

County of Washington, Abingdon VA. 24210

Invoice Date 04/14/2020	Invoice Number SWIFT WATER REIMB	Page 1 of 1		Check Number: 00862595	
		Description Swift water team support for W PO# 120788 GL-001-035500-415834-000-0000-		Invoice Amount \$780.37	
		SC00088 3-001-24210-00000 APR 24 2020			
Vendor No. 345	Vendor Name CITY OF BRISTOL VA		Check No. 00862595	Check Date 04/20/2020	Check Amount 780.37



County of Washington, Virginia

General Government Accounts Payable
1 Government Center Place, Suite B
Abingdon, VA 24210-8484
(276) 525-1310

First Bank & Trust
Abingdon, VA 24210
68-446/514

Vendor Number: 345
Check Date: 04/20/2020
Check Number: 00862595

VOID 180 DAYS FROM DATE OF ISSUE

\$780.37

Pay Seven Hundred Eighty Dollars and 37 cents *****

To The
Order Of CITY OF BRISTOL VA
300 LEE STREET
BRISTOL, VA 24201 UNITED STATES

John R. Burt
Paul W. Parker



CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

TO: Tamrya Spradlin, CFO

FROM: Fire Chief Mike Armstrong, Fire Department

RE: Supplemental Budget Appropriation FY 2019-2020

DATE: 6/8/2020

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

The Fire Department received a check in the amount of \$8,730.36 from the Public Health and Social Services Emergency Fund ("Relief Fund"), or the CARES Act Provider Relief Fund. The attestation confirming receipt of the funds was completed on 5/5/2020 by Melanie Fleenor, Office Administrator.

On 5/26/20, we made a purchase of face masks and gloves (COVID-19-related PPE) totaling \$476.67. We coded this expenditure to Emergency Management – Operating Supplies, and we request that the CARES Act check funds cover this expenditure.

Funds: \$476.67

Purpose: These are relief funds provided to healthcare providers on the front lines of the coronavirus response.

Revenue: 3-001-

Expenditure: 4-001-35030-6014 ~~2019~~ 6020

Signature: James M. Armstrong



City of Bristol Virginia Department Purchase Requisition Form

Date of Requisition	Tuesday, May 26, 2020
Department Name:	Fire Department
Purpose/Description	Amazon - Facemasks and gloves - COVID-19

Vendor Ordered/Purchased From	Card ending 5626
Payment to: please check one	☐ Vendor ☒ paid by City Credit Card

Purchase Order #	n/a	A purchase order is required if the amount purchased is over \$500. A purchase order is to be obtained before making purchase
Invoice Number:	n/a	
Invoice Date:	Tuesday, May 26, 2020	
Authorized for Payment	Fire Chief Mike Armstrong X	<i>[Signature]</i>

Material & Description	Charge to			Unit Price	QTY (#)	AMOUNT
	Fund	Dept.	Account #			
Face masks, pack of 50	4-001	35030	6014	34.99	4	139.96
Gloves, box of 100	4-001	35030	6014	8.34	8	66.72
Face masks, case of 400	4-001	35030	6014	269.99	1	269.99
					Total	476.67

Fiscal Year Budget

Budget Remaining After Purchase

Approval Level

Up to \$5,000

Department Approval:

[Signature]

CFO Signature:

n/a

Up to \$10,000

City Manager Signature:

n/a

Up to \$15,000

Council Approved Date

n/a

Over \$15,000

Quotes Attached

n/a

rev 12/06/2017

Packing Slip/Bill of Lading Attached

yes

Health Resources and Services Administration
Processed by UnitedHealth Group / OptumRx
PO Box 31376
Salt Lake City, UT 84131-0376

8923240-12675-ST-10-HHS01CHK

STD-EOP

HRSA
Health Resources & Services Administration



107IFSCHKR0032001-04191-01
City Of Bristol Va
211 LEE ST
BRISTOL VA 24201-4307



CHECK DATE: 04/15/2020
CHECK NUMBER: CO19 13248
PAYEE NAME: City Of Bristol Va
PAYEE ID: 546001159
REFERENCE ID: 546001159
CHECK AMOUNT: \$8,730.36

DATE	DESCRIPTION	AMOUNT PAID
04/15/2020	CARES Provider Relief Fund Payment	8,730.36
	TOTAL	\$8,730.36

FC0040
3-001-33010-0040

D-EOP-546001159-400020000078366

Page 1 of 3

Health Resources and Services Administration
Processed by UnitedHealth Group / OptumRx
PO Box 31376
Salt Lake City, UT 84131-0376

Wells Fargo Bank, N.A.
464 California Street
San Francisco, CA 94104

CHECK DATE: 04/15/2020

PLEASE PRESENT PROMPTLY FOR PAYMENT

PAY \$*****8,730.36**

2A-12675-ST-20106-1-10

Eight Thousand Seven Hundred Thirty Dollars and Thirty Six Cents***

PAY TO City Of Bristol Va
THE 211 LEE ST
ORDER OF BRISTOL VA 24201-4307

Authorized Signature



56382
412

CO19 13248

Details on Back
Security Features Included

CARES FUNDING
FY 20 EXPENDITURES

Row Labels	Sum of Total Cost
12095	
3321	392.99
6014	14.99
12095 Total	407.98
13010	
3135	182.70
3140	300.00
5210	3,736.07
6001	1,558.81
6014	334.12
13010 Total	6,111.70
21070	
6001	280.53
21070 Total	280.53
31010	
6014	280.80
31010 Total	280.80
33010	
3143	1,091.68
6005	1,750.85
6014	873.56
33010 Total	3,716.09
41010	
6005	39.60
6014	191.54
41010 Total	231.14
43010	
6005	3,483.12
6014	1,011.74
43010 Total	4,494.86
71010	
6014	399.14
71010 Total	399.14
91010	
6014	648.18
91010 Total	648.18
Grand Total	16,570.42
91020-5890	10,000.00
TOTAL	26,570.42

33010	4/21/2020	Dr Sherrill	Masks			33.20	6014
33010	4/27/2020	AmChar	Face Shields			264.00	6014
33010	5/6/2020	CharmTex	Gloves			457.44	6014
33010	3/12/2020	McKesson	Thermometer		18.98	2	3143
33010	3/2/2020	McKesson	Thermometer		18.98	1	3143
33010	3/2/2020	McKesson	Thermometer		434.14	1	3143
33010	3/13/2020	Dr Sherrill	Rapid A-B Flu Test		278.38		3143
33010	6/5/2020	Amazon	Wireless Intercom		71.02		6014
41010	3/23/2020	General Sales	Gloves		6.00	4	6005
41010	3/23/2020	General Sales	Bleach		2.60	6	6005
41010	3/13/2020	A-1 Auto Parts	N95 Respirators		1.29	40	6014
41010	3/24/2020	Walmart	Germ-X		2.66	5	6014
41010	3/26/2020	Amazon	Forehead Thermometer		72.66	1	6014
41010	4/6/2020	iHealth Labs	Infrared Digital Thermometer		53.98	1	6014
43010	3/2/2020	General Sales	Toilet Seat Covers		35.00	2	6005
43010	3/2/2020	General Sales	Waterless Hand Sanitizer		58.00	1	6005
43010	3/5/2020	General Sales	Waterless Hand Sanitizer		58.00	2	6005
43010	3/16/2020	General Sales	Gloves		6.00	16	6005
43010	3/16/2020	General Sales	Antibacterial Foaming Wash		45.50	1	6005
43010	4/2/2020	Home Depot	Bleach		5.48	2	6005
43010	4/2/2020	Home Depot	Disinfectant		9.98	2	6005
43010	4/2/2020	Home Depot	Spray Bottles		4.28	8	6005
43010	4/2/2020	Home Depot	Foaming Disinfectant		3.69	4	6005
43010	4/2/2020	A-1 Auto Parts	Gloves		14.88	6	6005
43010	4/2/2020	Lowes	Spray Bottle		3.12	1	6005
43010	4/3/2020	A-1 Auto Parts	Denatured Alcohol		11.99	4	6005
43010	4/3/2020	A-1 Auto Parts	Denatured Alcohol		18.95	4	6005
43010	4/6/2020	General Sales	Foaming Disinfectant		2.65	24	6005
43010	4/20/2020	General Sales	Waterless Hand Sanitizer		82.00	3	6005
43010	4/20/2020	General Sales	Gloves		8.00	20	6005
43010	4/27/2020	General Sales	Waterless Hand Sanitizer		82.00	10	6005
43010	4/27/2020	General Sales	Waterless Hand Sanitizer		82.00	4	6005
43010	4/27/2020	General Sales	Bleach		2.99	6	6005
43010	4/16/2020	Cintas	55 Gallon Sani Spritz Disinfectant Spray & Pump		1166.00	1	6005
43010	2/28/2020	Sams Club	Lysol (12 pack) w/shipping		79.98	8	6014
43010	3/24/2020	Walmart	Sanitizer		6.98	1	6014
43010	3/24/2020	Walmart	Lysol		16.98	1	6014
43010	3/24/2020	Walmart	Disinfecting Wipes		14.98	10	6014
43010	5/28/2020	Mumpower Sign Supply	Material for COVID-19 Stickers		17.50	1	6014
43010	5/28/2020	Mumpower Sign Supply	Digital Printing of COVID-19 Stickers		3.00	50	6014
71010	3/26/2020	Amazon	Forehead Thermometer		72.66	1	6014
71010	4/6/2020	iHealth Labs	Infrared Digital Thermometer		53.98	1	6014
71010	4/30/2020	Triple Crown Products	10 Pack Washable Face Mask/Neck Gaiter		54.50	5	6014
91010	3/5/2020	General Sales of Virginia	Gloves - Small		\$6.00	1 Box	6014

91010	3/5/2020	General Sales of Virginia	Gloves - Medium		\$6.00	1 Box	60.00	6014
91010	3/5/2020	General Sales of Virginia	Gloves - Large		\$6.00	1 Box	60.00	6014
91010	3/5/2020	General Sales of Virginia	19 Oz Lysol Disinfectant Spray		\$106.90	Case	105.90	6014
91010	3/5/2020	General Sales of Virginia	Monk Disinfectant Wipes		\$4.75	6	28.50	6014
91010	3/10/2020	General Sales of Virginia	19 Oz Lysol Disinfectant Spray		\$105.90	Case	105.90	6014
91010	3/10/2020	General Sales of Virginia	19 Oz Lysol Disinfectant Spray		\$105.90	Case	105.90	6014
91010	3/10/2020	General Sales of Virginia	Monk Disinfectant Wipes		\$4.75	12	57.00	6014
91010	3/27/2020	Amazon	Non Contact Thermometer		\$58.99	1	64.98	6014

**CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: June 23, 2020

Department: City Clerk

Staff Contact: Nicole Storm,

AGENDA ITEM WORDING:

Purchase requisitions totaling \$108,900.

ITEM BACKGROUND:

Sheriff's Dept; Membership Fees, Criminal Justice Academy \$18,900 Police Dept; Membership Fees, Criminal Justice Academy \$23,800 Sheriff's Dept; Inmate Housing, May 2020 \$66,200

PREVIOUS RELEVANT ACTION:

STAFF RECOMMENDATION:

DOCUMENTATION:

[Purchase reqs 6.16.20.pdf](#)



City of Bristol Virginia Department Purchase Requisition Form

Date of Requisition	Wednesday, June 10, 2020
Department Name:	Bristol VA Sheriff's Office
Purpose/Description	Education & Training-Training Academy

Vendor Ordered/Purchased From	SW VA Criminal Justice Training
Payment to: please check one	☒ Vendor ☐ paid by City Credit Card

Purchase Order #		A purchase order is required if the amount purchased is over \$500. A purchase order is to be obtained before making purchase
Invoice Number:	1100	
Invoice Date:	Wednesday, June 10, 2020	
Authorized for Payment	<i>Mathesius</i>	Mathesius

Material & Descripton	Charge to			Unit Price	QTY (#)	AMOUNT
	Fund	Dept.	Account #			
Membership Fees	1	33010	5541			18,900.00
					Total	18,900.00

Fiscal Year Budget

19/20

\$19,000

Budget Remaining After Purchase

-0

Department Approval:

CFO Signature:

City Manager Signature:

Council Approved Date

Quotes Attached

Packing Slip/Bill of Lading Attached

Approval Level

Up to \$5,000

Up to \$10,000

Up to \$15,000

Over \$15,000

rev 12/06/2017



City of Bristol Virginia Department Purchase Requisition Form

Date of Requisition			
Department Name:	Police		
Purpose/Description	Membership Dues		
Vendor Ordered/Purchased From	Southwest Virginia Criminal Justice Train		
Payment to: please check one	☒ Vendor		
Purchase Order #	A purchase order is required for purchases over \$500. A purchase order is to be obtained before		
Invoice Number:			
Invoice Date:			
Authorized for Payment	Chief Austin		

PO Request

Material & Description	Charge to			Unit Price	QTY (#)	AMOUNT
	Fund	Dept.	Account #			
Membership/Training Fees for PD Personnel	1	31010	5541	350.00	68	22,500.00
	1	31010	5540	-	-	1,300.00
Total						23,800.00

Fiscal Year Budget \$ 23,800

Budget Remaining After Purchase -0-

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

John Austin
James Spradlin
6/15/2020

Packing Slip/Bill of Lading Attached



City of Bristol Virginia
Department Purchase Requisition Form

FOR DEPARTMENT
PURCHASE
ONLY

Date of Requisition	Tuesday, June 09, 2020
Department Name:	Bristol VA Sheriff's Office
Purpose/Description	Inmate Housing May2020

Vendor Ordered/Purchased From	Southwest VA Regional Jail Authority
Payment to: please check one	☒ Vendor ☐ paid by City Credit Card

Purchase Order #	A purchase order is required if the amount purchased is over \$500. A purchase order is to be obtained before making purchase
Invoice Number:	
Invoice Date:	
Authorized for Payment	<i>Capt. D. Collins</i> Capt D Collins

Material & Description	Charge to			Unit Price	QTY (#)	AMOUNT
	Fund	Dept.	Account #			
Inmate Housing May 2020		33010	3142	65,000.00		65,000.00
Medical Expense		33010	3143	1,200.00		1,200.00
Total						66,200.00

Fiscal Year Budget 2019-2020 *FY21 Budget*
Budget Remaining After Purchase *\$1,000,000* *\$935,000*

Department Approval:

CFO Signature:

City Manager Signature:

Council Approved Date

Quotes Attached

Packing Slip/Bill of Lading Attached

Capt. D. Collins
Darryl Spradlin
Handwritten signature 6/15/2020

Approval Level
Up to \$5,000
Up to \$10,000
Up to \$15,000
Over \$15,000
rev 12/06/2017