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

   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


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).

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.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-001-82010-1145</td>
<td>Salaries &amp; Wages</td>
<td>$7,080</td>
</tr>
<tr>
<td>4-001-82010-2100</td>
<td>FICA</td>
<td>$470</td>
</tr>
<tr>
<td>4-001-82010-2210</td>
<td>VRS Retirement</td>
<td>$4,500</td>
</tr>
<tr>
<td>4-001-82010-2310</td>
<td>Health Insurance</td>
<td>$4,392</td>
</tr>
<tr>
<td>Expenditure</td>
<td>Revenue</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>4-001-82010-2400</td>
<td>VRS Life Insurance</td>
<td>$352</td>
</tr>
<tr>
<td>4-001-82010-2450</td>
<td>VRS Disability Insurance</td>
<td>$195</td>
</tr>
<tr>
<td>4-001-82010-2710</td>
<td>Worker’s Compensation</td>
<td>$846</td>
</tr>
<tr>
<td>3-001-41020-0004</td>
<td>Transfer Comm Dev Block Grant</td>
<td>$17,835</td>
</tr>
</tbody>
</table>

**Sheriff Department**

Appropriate funds received from sales of Holiday Packs.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Revenue</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-001-33010-6014</td>
<td>Operating Supplies &amp; Materials</td>
<td>$2,588</td>
<td></td>
</tr>
<tr>
<td>3-001-16090-0004</td>
<td>Inmate Holiday Revenue</td>
<td>$2,588</td>
<td></td>
</tr>
</tbody>
</table>

**Economic Development**

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

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Revenue</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-001-35050-6014</td>
<td>Operating Supplies &amp; Materials</td>
<td>$2,076</td>
<td></td>
</tr>
<tr>
<td>3-001-12010-0001</td>
<td>Local Sales &amp; Uses Tax</td>
<td>$33,435</td>
<td></td>
</tr>
<tr>
<td>3-001-12010-0010</td>
<td>Lodging Tax</td>
<td>$12,300</td>
<td></td>
</tr>
<tr>
<td>3-001-12010-0011</td>
<td>Restaurant Meals Tax</td>
<td>$19,265</td>
<td></td>
</tr>
</tbody>
</table>

**Hazardous Materials Emergency**

Appropriate additional VDEM funds received for HazMat call.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Revenue</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-001-81025-5706</td>
<td>Hotel Bristol</td>
<td>$65,000</td>
<td></td>
</tr>
<tr>
<td>3-001-19010-0001</td>
<td>Recovered Costs – Street</td>
<td>$240</td>
<td></td>
</tr>
</tbody>
</table>

**Street & Engineering Division**

Appropriate a recovered costs to Street & Engineering Department.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Revenue</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-001-41010-6011</td>
<td>Clothing &amp; Personal Supplies</td>
<td>$240</td>
<td></td>
</tr>
<tr>
<td>3-001-19010-0001</td>
<td>Recovered Costs – Street</td>
<td>$240</td>
<td></td>
</tr>
</tbody>
</table>

**Capital Projects Fund**

Appropriate additional VDOT funds for Lee Highway Widening Phase 2.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Revenue</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-009-95755-8112</td>
<td>Other Improvements or Const.</td>
<td>$500,000</td>
<td></td>
</tr>
<tr>
<td>3-009-24030-0101</td>
<td>VDOT Lee Hwy Widening Phase2</td>
<td>$500,000</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Revenue</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-009-41010-8101</td>
<td>Public Works-Other Equipment</td>
<td>$200,000</td>
<td></td>
</tr>
<tr>
<td>3-009-41010-0001</td>
<td>Local Bond Issue</td>
<td>$200,000</td>
<td></td>
</tr>
</tbody>
</table>
6.3 **Consider budget transfers for specific items listed below:**

Solid Waste Disposal Fund

Appropriate the transfer of budgeted funds between departments for SWDF.

<table>
<thead>
<tr>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-004-12020-3135</td>
<td>4-004-12010-3135</td>
</tr>
<tr>
<td>Contract Labor-Collection</td>
<td>Contract Labor-Disposal</td>
</tr>
<tr>
<td>$6,500</td>
<td>$6,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-004-12020-3320</td>
<td>4-004-12010-8101</td>
</tr>
<tr>
<td>Maintenance of Mach &amp; Equip</td>
<td>Disposal – Other Equipment</td>
</tr>
<tr>
<td>$20,000</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-004-21010-9120</td>
<td>4-004-22010-9210</td>
</tr>
<tr>
<td>Long Term Interest</td>
<td>Debt Service Budget Reserve</td>
</tr>
<tr>
<td>$59,665</td>
<td>$59,665</td>
</tr>
</tbody>
</table>

**General Fund**  
**Debt Service**

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

<table>
<thead>
<tr>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-001-094035-9141</td>
<td>4-001-094030-9120</td>
</tr>
<tr>
<td>Debt Service Budget Reserve</td>
<td>Interest on Long Term Debts</td>
</tr>
<tr>
<td>$59,665</td>
<td>$59,665</td>
</tr>
</tbody>
</table>

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.
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 FURTHER 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
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Debris Management ........................................................................ 3-1
Evacuation ..................................................................................... 4-1
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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:

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

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.
The City of Bristol Emergency Operations Plan

<table>
<thead>
<tr>
<th>Individual Localities</th>
<th>Bland County</th>
<th>Carroll County</th>
<th>Grayson County</th>
<th>Smyth County</th>
<th>Wythe County</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Bristol</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Galax</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Abingdon</td>
<td></td>
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<tr>
<td>Chilhowie</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Damascus</td>
<td></td>
<td></td>
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<tr>
<td>Fries</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Glade Spring</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Hillsville</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Independence</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Marion</td>
<td></td>
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<td></td>
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<tr>
<td>Rural Retreat</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Saltville</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trousdale</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wytheville</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**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
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.
<table>
<thead>
<tr>
<th>Type of Organization</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impacted Organization or Infrastructure</td>
<td>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.</td>
</tr>
<tr>
<td>Response Resource</td>
<td>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.</td>
</tr>
<tr>
<td>Regulated and/or Responsible Party</td>
<td>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.</td>
</tr>
<tr>
<td>Local Emergency Organization Member</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

EOC
Manager

ESF #15
External
Safety
Officer

Liaison

Operation
Section

Planning
Section

Logistics
Section

Finance
and

Emergency

Human Services

Infrastructure

ESF #5
Emergence

ESF #7
Resource

ESF #4
Firefighting

ESF #6
Mass Care

ESF #1
Transport

ESF #8
Health/Med

ESF #11
Agriculture

ESF #2
Communinc

ESF #9
Search &

ESF #14
Long Term

ESF #3
Public

ESF #10
Oil and

ESF #17
Volunteers

ESF #12
Energy

ESF #16
Military

JOINT FIELD OFFICE
ORGANIZATIONAL CHART
The City of Bristol Emergency Operations Plan

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 cannot 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 tram 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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>APHIS</td>
<td>Animal and Plant Health Inspection Service</td>
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<td>CERT</td>
<td>Community Emergency Response Team</td>
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<td>CFO</td>
<td>Chief Financial Officer</td>
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<td>CR</td>
<td>Community Relations</td>
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<td>DSCO</td>
<td>Deputy State Coordinating Officer</td>
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<td>DHS</td>
<td>Department of Homeland Security</td>
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<td>DRC</td>
<td>Disaster Recovery Center</td>
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<td>DMME</td>
<td>Department of Mines, Minerals, and Energy</td>
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<td>DRM</td>
<td>Disaster Recovery Manager</td>
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<td>EAS</td>
<td>Emergency Alert System</td>
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<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>ESF</td>
<td>Emergency Support Function</td>
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<td>EPA</td>
<td>Environmental Protection Agency</td>
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<td>ERT-A</td>
<td>Emergency Response Team – Advance Element</td>
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<td>FBI</td>
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<td>FCO</td>
<td>Federal Coordinating Officer</td>
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<td>FEMA</td>
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<td>HSEEP</td>
<td>Homeland Security Exercise and Evaluation Program</td>
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<td>ICS</td>
<td>Incident Command System</td>
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<td>JIC</td>
<td>Joint Information Center</td>
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<td>JFO</td>
<td>Joint Field Office</td>
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<td>MACC</td>
<td>Multi-agency Command Center</td>
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<td>MOA</td>
<td>Memorandum of Agreement</td>
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<td>MOU</td>
<td>Memorandum of Understanding</td>
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<td>NAWAS</td>
<td>National Warning System</td>
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<td>NCR</td>
<td>National Capital Region</td>
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<td>NGO</td>
<td>Nongovernmental Organization</td>
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<td>NIMS</td>
<td>National Incident Management System</td>
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<td>NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
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<td>NRC</td>
<td>Nuclear Regulatory Commission</td>
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<td>NRF</td>
<td>National Response Framework</td>
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<td>NWS</td>
<td>National Weather Service</td>
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<td>PDA</td>
<td>Preliminary Damage Assessment</td>
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<td>Public Information Officer</td>
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<td>Point of Contact</td>
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<td>RACES</td>
<td>Radio Amateur Civil Emergency Services</td>
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<td>Acronym</td>
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<td>SAR</td>
<td>Search and Rescue</td>
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<td>SCC</td>
<td>State Corporation Commission</td>
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<td>SOP</td>
<td>Standard Operating Procedures</td>
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<td>USACE</td>
<td>U.S. Army Corps of Engineers</td>
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<td>USCG</td>
<td>U.S. Coast Guard</td>
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<td>USDA</td>
<td>U.S. Department of Agriculture</td>
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<td>VOAD</td>
<td>Voluntary Organizations Active in Disaster</td>
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<td>WAWAS</td>
<td>Washington Area Warning System</td>
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<td>WMD</td>
<td>Weapons of Mass Destruction</td>
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</table>
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
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

State


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

<table>
<thead>
<tr>
<th></th>
<th>City Council</th>
<th>City Manager/Assistant</th>
<th>Coordinator of Emergency Management</th>
<th>Fire Department</th>
<th>Police Department</th>
<th>Fire Superintendent of Schools</th>
<th>Department of Social Services</th>
<th>American Red Cross</th>
<th>Health Department</th>
<th>Life Saving Crew</th>
<th>City Engineer</th>
<th>Bristol Regional Medical Center</th>
<th>VT Extension Agent</th>
<th>Building Inspector</th>
<th>City Attorney</th>
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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.

<table>
<thead>
<tr>
<th>Organization/Service Function</th>
<th>Authority in Line of Succession</th>
</tr>
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</table>
| Direction and Control                                | 1. Director of Emergency Management  
|                                                      | 2. Emergency Management Coordinator  
|                                                      | 3. Deputy E. M. Coordinator                        |
| Emergency Public Information                         | 1. Director of Emergency Management  
|                                                      | 2. Emergency Management Coordinator  
|                                                      | 3. Deputy E. M. Coordinator                        |
|                                                      | 4. Public Information Officer (PIO)                 |
| Police Department                                     | 1. Police Chief  
|                                                      | 2. Captain  
|                                                      | 3. Lieutenant                                       |
| Fire Department                                       | 1. Fire Chief  
|                                                      | 2. Battalion Chief/Captain  
|                                                      | 3. Lieutenant                                       |
| Emergency Medical Services (EMS/Rescue)               | 1. Captain  
|                                                      | 2. Lieutenant                                       |
| School Division                                       | 1. Superintendent  
|                                                      | 2. Assistant Superintendent                         |
| Building Inspections                                  | 1. Building Official  
|                                                      | 2. Building Inspector  
|                                                      | 3. Technical Specialist                            |
| Public Works/Utilities                                | 1. Director  
|                                                      | 2. Operations Manager  
|                                                      | 3. Utility Supervisor                               |
| Health Department                                     | 1. Director  
|                                                      | 2. Administrative Supervisor                       |
|                                                      | 3. Nurse Manager                                    |
| Social Services                                       | 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 FURTHER 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
Appendix 11 – Record of Changes

Changes to the City of Bristol Emergency Operations Plan (EOP) are made following an After Action Review and Lessons Learned from previous disasters and/or training exercises. The EOP is updated annually to ensure accuracy of capabilities and plan content. Suggested changes or recommendations to enhance the EOP should be submitted to the Emergency Management Coordinator.

All agencies who have responsibilities in the EOP should notify the Emergency Management Coordinator immediately if their capabilities change, regardless of benefit or detriment, thus ensuring the EOP doesn’t make the agency responsible for capabilities that no longer exist and prevent the assignment of new responsibilities.

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<th>Section</th>
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<td>Jan 2019</td>
<td>Basic Plan Page 8</td>
<td>Hazard Type HazMat</td>
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Consider a Resolution Requesting the Virginia Department of Transportation conduct a Transportation Mobility Alternatives Analysis Study of the Piedmont Avenue Corridor.

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.

None

Approval of Resolution

Included ___ X ______ Not Required_______

I move to approve the Resolution Requesting the Virginia Department of Transportation conduct a Transportation Mobility Alternatives Analysis Study of the Piedmont Avenue Corridor.
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
## STRUCTURE INSPECTION REPORT – REGULAR

### Agency ID: 1021809-000000000020001  Date of Inspection: 12/11/2017

**County/City:** CITY OF BRISTOL  
**Main Route:** 11  
**Lead Inspector:** J. PROEHL, ET

---

### SPECIAL REQUIREMENTS

- Fracture Critical [ ]  
- Fatigue Prone Details [ ]  
- Pin & Hanger [ ]

### CONDITION RATINGS

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<th>Unit</th>
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<th>State 4</th>
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### TRAFFIC SAFETY FEATURES

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

### YEAR PAINTED

N/A

---

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

---

### ELEMENT CONDITION STATE DATA

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

Date Printed 2/16/2018

SCHWARTZ & ASSOCIATES, INC.  
CONSULTING ENGINEERS  
Lynchburg-Roanoke, Virginia

Page 2
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
★ - Denotes changes since last inspection.
Structure ties into existing structure at Tennessee State Line.
Weather: Sunny, 40°F

Bridge Coordinates
N 36° 35' 53.12"
W 82° 10' 59.96"

Beans 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.

SPECIAL REQUIREMENTS
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
POOR.
-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
-Schedule structure for replacement in near future due to poor condition and marginal load capacity.
-Repair undermined footing at abutments and pier.
-Repairs bearing seat beneath Beam 7 at each abutment.
-Repairs areas of spalled, delaminated, and deteriorated concrete throughout beams, bottom of deck, and substructure.
-Repair broken utility hangers.
-Remove flood debris from channel.
DECK

Wearing Surface
Asphalt wearing surface (6" depth) is cracking over deck joints.

Top of Deck
No deficiencies noted.

Bottom of Deck
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.

<table>
<thead>
<tr>
<th>Bay</th>
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<th>Bay</th>
<th>Quantity (SF)</th>
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<td>8</td>
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<tr>
<td>★F</td>
<td>★3</td>
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</tr>
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<td>★T</td>
<td>★8</td>
<td>73</td>
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<td>82</td>
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<tr>
<td>64</td>
<td>30</td>
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Curbs/Sidewalks
No deficiencies noted.

Railing
No deficiencies noted.

Drains
No deficiencies noted.

Utilities
Utility lines beneath structure have medium rust for entire length. Also several conduits have corroded exposing cables and/or wires inside.

Utility hanger broken in Bay S5, Span 1 side.
### SUPERSTRUCTURE

#### Utilities (cont.)

- Utility hanger for 2” diameter gas line is broken in Bay 56.
- Utility hanger is broken in Bay 64 adjacent to Abutment A.

#### Expansion Joints

- All longitudinal deck construction and/or expansion joints are leaking heavily.

#### BEAMS General

- **Beam S5** in Span 1 at pier has 1 SF spall 4” deep on back corner causing approximately 15% bearing loss. See Photo #8.

- 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.

- Beam S5 (Span 2) has a spall (2 S.F. x 1½” depth) causing approximately 15% loss of bearing at pier.

- 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.

- **Slab:**

  - 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.

  - 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.

- **Beams C-134:**

  - ★Beam 4 is a utility encased in concrete and does not support structure.

  - 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.

  - 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.
### Beams C-134 (Cont.):

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<th>Beam</th>
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<td>60</td>
<td>On 3 stirrups</td>
</tr>
<tr>
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<td>★3&quot;</td>
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<td>L</td>
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Virginia Department of Transportation

STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-000000000020001  Date of Inspection: 12/11/2017

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<th>% S.L.</th>
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Diaphragms/Cross Frames
Endwalls at both abutments have moisture seepage and areas of minor spalling concrete (½” 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.
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:

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<th>Location</th>
<th>Between Beams</th>
<th>Undermined Area Measurements</th>
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<td>Abutment A</td>
<td>34 &amp; 35</td>
<td>7’ length x 6” high x 1’-0” under</td>
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<td>45 &amp; 46</td>
<td>1’ length x 6” high x 2’-0” under</td>
</tr>
<tr>
<td></td>
<td>83 &amp; 84</td>
<td>10’ length x 6” high x 2’-0” under</td>
</tr>
<tr>
<td>Abutment B</td>
<td>54 &amp; 55</td>
<td>4’ length x 1’ high x 1’-6” under</td>
</tr>
<tr>
<td></td>
<td>49 &amp; 51</td>
<td>18’ length x 6” high x 1’-0” under</td>
</tr>
</tbody>
</table>

Undermining
None.

Settlement
None.

PIERS

Caps
Cap at pier has a full-height vertical crack (⅛” 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 (⅛” 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:

<table>
<thead>
<tr>
<th>Distance from Upstream End of Pier</th>
<th>Undermined Area Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>35’-0”</td>
<td>4’-0” length x 6” maximum depth x 1’-2” back under</td>
</tr>
<tr>
<td>45’-0”</td>
<td>3’-0” length x 6” maximum depth x 2’-0” back under</td>
</tr>
</tbody>
</table>
Footings (cont.)

Footings at pier on east side is undermined in two locations as follows:

<table>
<thead>
<tr>
<th>Distance from Upstream End of Pier</th>
<th>Undermined Area Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>30'-0&quot;</td>
<td>6'-0&quot; length x 6&quot; maximum depth x 1'-0&quot; back under</td>
</tr>
<tr>
<td>40'-0&quot;</td>
<td>1'-0&quot; length x 6&quot; maximum depth x 6&quot; back under</td>
</tr>
</tbody>
</table>

Undermined areas due to irregular rock foundation.

Undermining

None.

Settlement

None.

CHANNEL AND SLOPE PROTECTION

Condition Rating: 6★

Channel Profile

Channel profile checked and no significant change found since 04/06/1991. See attached Channel Profile.

Scour

No deficiencies noted.

Embankment Erosion

No deficiencies noted.

Drift

★Flood debris at upstream end of pier at Beam C. See Photo #20.

Vegetation

No deficiencies noted.

Adequacy of Opening

Poor.

FIELD POSTING

Actual Posting

Single Unit – 17 Tons; 26 Tons - Truck & Semi-Trailer. See Photos #21 - #29.

Legibility

Good.

Visibility

Good.

Advanced Warning Signs

Advanced warning signs not in place due to close proximity of intersections.
### OTHER

<table>
<thead>
<tr>
<th>APPROACH PAVEMENT</th>
<th>Traffic Safety Features</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Bridge Railing</strong></td>
</tr>
<tr>
<td></td>
<td>Substandard.</td>
</tr>
<tr>
<td></td>
<td><strong>Transitions</strong></td>
</tr>
<tr>
<td></td>
<td>None in place.</td>
</tr>
<tr>
<td><strong>Approach Guardrail</strong></td>
<td>None in place.</td>
</tr>
<tr>
<td><strong>Approach Guardrail Terminal</strong></td>
<td>None in place.</td>
</tr>
<tr>
<td><strong>OBJECT MARKERS</strong></td>
<td>None in place.</td>
</tr>
</tbody>
</table>
PHOTO #1
Approach elevation looking from Abutment A to Abutment B.

PHOTO #2
Approach elevation looking from Abutment B to Abutment A.
PHOTO #3
Side elevation looking upstream.

PHOTO #4
Side elevation looking downstream.
PHOTO #5
Moisture seepage, transverse and longitudinal cracks with efflorescence in bottom of deck.

PHOTO #6
Typical spall in bottom of deck.
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.
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.
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.
PHOTO #13
Spall with exposed rebar on Beam 60 at mid-span.

PHOTO #14
Spalled concrete on Beam 68, note exposed reinforcing steel.
PHOTO #15
Spalled concrete on Beam 77, note exposed reinforcing steel.

PHOTO #16
Spalled concrete on Beam 104, note exposed reinforcing steel.
PHOTO #17
Spalled concrete on Beam 127. Note exposed reinforcing steel.

PHOTO #18
Spall with exposed rebar on Beam 134 at mid-span.
PHOTO #19
Missing concrete in bearing seat, Beam 7, Abutment A.

PHOTO #20
Flood debris in channel at upstream end of pier.
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.
PHOTO #23
Posted weight limit sign at Goode Street.

PHOTO #24
Posted weight limit sign at Winston Alley, Abutment A.
PHOTO #25
Posted weight limit sign at Sycamore Street, Abutment B.

PHOTO #26
Posted weight limit sign at Cumberland Street, Abutment B.
PHOTO #27
Posted weight limit sign at Cumberland Street, Abutment A.

PHOTO #28
Posted weight limit sign at 7th Street.
PHOTO #29
Posted weight limit sign at Piedmont.
STRUCTURE INSPECTION REPORT – REGULAR

Agency ID: 1021809-0000000000020001  Date of Inspection: 12/11/2017

CHANNEL PROFILE

13.3'  13.5'  13.9'  14.8'  14.7'  14.2'

TOP OF WATER

ABUT. A

12.7'

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: CPROFLFILES/BRISTOL/1809
LOAD RATING SUMMARY FORM FOR STRUCTURES

Rte.: 11 (Piedmont Avenue)
Over: Beaver Creek
VA Structure No.: 1809
FED. ID: 00000000020001
City: Bristol
District: Bristol
Rated By: APS Date: 4/9/13
Checked By: DER Date: 4/9/13
VDOT Reviewer: ____________

CALCULATION TOOLS AND METHOD USED: LRFR
BASIS FOR RATING:

<table>
<thead>
<tr>
<th></th>
<th>GW (TONS)</th>
<th>RATING</th>
<th>CONTROLLING MEMBERS</th>
<th>CONTROLLING LOCATION</th>
<th>CONTROLLING FORCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN LOAD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HL-93 (INV)</td>
<td>N/A</td>
<td>0.553</td>
<td>20&quot; Slab</td>
<td>Mid Span</td>
<td>Flexure</td>
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<td>20&quot; Slab</td>
<td>Mid Span</td>
<td>Flexure</td>
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<td>HS-20 (INV)</td>
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<td>Mid Span</td>
<td>Flexure</td>
</tr>
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<td>LEGAL LOADS</td>
<td></td>
<td>TONS</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>VA Type 3</td>
<td>27</td>
<td>17</td>
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<td>Mid Span</td>
<td>Flexure</td>
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<tr>
<td>VA Type 3S2</td>
<td>40</td>
<td>26</td>
<td>20&quot; Slab</td>
<td>Mid Span</td>
<td>Flexure</td>
</tr>
<tr>
<td>*LANE</td>
<td>40</td>
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<td></td>
</tr>
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<td>57.5</td>
<td>25</td>
<td>20&quot; Slab</td>
<td>Mid Span</td>
<td>Flexure</td>
</tr>
<tr>
<td>SH VEHICLES</td>
<td>TONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>Mid Span</td>
<td>Flexure</td>
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<tr>
<td>SU4:</td>
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<td>17</td>
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<td>Flexure</td>
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<tr>
<td>SU5:</td>
<td>31</td>
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<tr>
<td>SU6:</td>
<td>34.75</td>
<td>22</td>
<td>20&quot; Slab</td>
<td>Mid Span</td>
<td>Flexure</td>
</tr>
<tr>
<td>SU7:</td>
<td>38.75</td>
<td>25</td>
<td>20&quot; Slab</td>
<td>Mid Span</td>
<td>Flexure</td>
</tr>
</tbody>
</table>

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


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.


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.
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.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Revenue</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-001-31010-8101</td>
<td>3-001-18040-0001</td>
<td>Other Equipment Other Equipment</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

Expenditure 4-001-32010-6014 Operating Supplies & Materials $5,000

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

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Revenue</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-001-32030-5870</td>
<td>3-001-33020-0044</td>
<td>SHSP FY18 HazMat SHSP FY18 HazMat</td>
<td>$52,000</td>
</tr>
</tbody>
</table>

Appropriate additional SHSP HazMat grant funds awarded for fiscal year 2019.
January 22, 2019

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

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>4-001-32030-5871</th>
<th>SHSP FY18 Special Ops Tech Res</th>
<th>$35,000</th>
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<tbody>
<tr>
<td>Expenditure</td>
<td>4-001-32030-1242</td>
<td>SHSP FY18 Salaries &amp; Wages</td>
<td>$15,000</td>
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<tr>
<td>Revenue</td>
<td>3-001-33020-0045</td>
<td>SHSP FY18 Tech Rescue</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>4-001-12070-6095</th>
<th>Refunds</th>
<th>$171,932</th>
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<tbody>
<tr>
<td>Revenue</td>
<td>3-001-10110-0001</td>
<td>Beginning Fund Balance</td>
<td>$171,932</td>
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</table>

Parks & Recreation – Programming

Appropriate donations received for youth basketball.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>4-001-71030-6014</th>
<th>Operating Supplies &amp; Materials</th>
<th>$977</th>
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<tbody>
<tr>
<td>Expenditure</td>
<td>4-001-71030-6014</td>
<td>Operating Supplies &amp; Materials</td>
<td>$925</td>
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<tr>
<td>Revenue</td>
<td>3-001-18020-0001</td>
<td>Donations and Gifts</td>
<td>$1,902</td>
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</tbody>
</table>

Economic Development

Appropriate state funding to pay for an Economic Forecast.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>4-001-81190-3140</th>
<th>Professional Services</th>
<th>$20,136</th>
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</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>3-001-24010-0051</td>
<td>State Reimbursement</td>
<td>$20,136</td>
</tr>
</tbody>
</table>

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.

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**
*

__________________     _____________________
City Clerk        Mayor
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 MUMPPOWER 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.


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.


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.

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City Clerk        Mayor
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 MUMPPOWER 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.

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__________________     _____________________
City Clerk        Mayor
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

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:
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<th>Date</th>
<th>Source Reference Number</th>
<th>Amount</th>
<th>Period Description</th>
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**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-**

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<tr>
<td>$50,000.00</td>
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</tbody>
</table>
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: [Signature]

[Handwritten Calculations]
\[
\begin{align*}
1,179 & \\
1,409 & \\
\hline
2,588 & 
\end{align*}
\]
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: [Signature]

[Signature]
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

Signature: [Signature]

50% Sales 33,435
20% Lodging 12,300
30% Meals 19,265
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
HAZMAT Response Cost Recovery Form

City of Bristol Hazardous Materials Response Team

Incident:

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:

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:

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)

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<tr>
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<tbody>
<tr>
<td>Personnel</td>
<td>$1,256.60</td>
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<tr>
<td>Apparatus</td>
<td>$550.00</td>
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<tr>
<td>Other Expenses</td>
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<tr>
<td>Equipment/Materials</td>
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<tr>
<td>Total Response Cost</td>
<td>$2,076.91</td>
</tr>
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</table>
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: Sylvia Dobson
Sent: Tuesday, February 12, 2019 9:56 AM
To: Melanie Fleenor
Subject: RE: VDEM Reimbursement

From: Melanie Fleenor
Sent: Thursday, January 31, 2019 10:22 AM
To: Sylvia Dobson <sdo bson@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
PAY  Two hundred thirty nine and 62/100 Dollars

CHECK DATE  25-JAN-19

TO THE ORDER OF

CITY OF BRISTOL PUBLIC WORKS
2103 SHANKESVILLE RD
BRISTOL VA 24201

CHECK NUMBER  4001963  NET AMOUNT  $239.62

PLEASE DETACH BEFORE DEPOSITING

ARAMARK Uniform Services, Inc.

VENDOR NUMBER  4001963

VENDOR NAME  CITY OF BRISTOL PUBLIC WORKS

<table>
<thead>
<tr>
<th>LOC</th>
<th>DESCRIPTION</th>
<th>INVOICE NUMBER</th>
<th>PURCHASE ORDER</th>
<th>INVOICE DATE</th>
<th>AMOUNT</th>
<th>DISCOUNT</th>
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<tr>
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<td>REFUND</td>
<td>CK# 518335</td>
<td>28-DEC-18</td>
<td>11/13/18</td>
<td>239.62</td>
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Credit for Invoice # 51869165  - 11/13/18

Randy Brown

TOTALS  $239.62  $239.62
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
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 - 2-4031 - 0101

Expenditure: 4-00 95755-8112

Signature: [Signature]
Appendix A

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

Department Project Coordinator Contact Info: Chase Buchanan 276-636-3761


Project Estimates

<table>
<thead>
<tr>
<th></th>
<th>Preliminary Engineering</th>
<th>Right of Way and Utilities</th>
<th>Construction</th>
<th>Total Estimated Cost</th>
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<tbody>
<tr>
<td>Estimated Locality Project Expenses</td>
<td>$150,000</td>
<td>$1,037,500</td>
<td>$8,710,000</td>
<td>$9,837,500</td>
</tr>
<tr>
<td>Estimated VDOT Project Expenses</td>
<td>$15,000</td>
<td>$5,000</td>
<td>$30,000</td>
<td>$50,000</td>
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<tr>
<td>Estimated Total Project Costs</td>
<td>$150,000</td>
<td>$1,037,500</td>
<td>$8,800,000</td>
<td>$9,987,500</td>
</tr>
</tbody>
</table>

Project Cost and Reimbursement

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<tr>
<th>Phase</th>
<th>Estimated Project Costs</th>
<th>Funds type (choose from drop down box)</th>
<th>Local % Participation for Funds Type</th>
<th>Local Share Amount</th>
<th>Maximum Reimbursement (Estimated Cost - Local Share)</th>
<th>Estimated Reimbursement to Locality (Max Reimbursement)</th>
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</thead>
<tbody>
<tr>
<td>Preliminary Engineering</td>
<td>$150,000</td>
<td>Smart Scale (HB2) GSP</td>
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<td>$0</td>
<td>$150,000</td>
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<tr>
<td>Right of Way &amp; Utilities</td>
<td>$1,037,500</td>
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<td>$1,037,500</td>
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<tr>
<td>Construction</td>
<td>$8,800,000</td>
<td>Smart Scale (HB2) GSP</td>
<td>0%</td>
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<td>$8,800,000</td>
<td>$8,800,000</td>
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<tr>
<td>Total</td>
<td>$9,887,500</td>
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<td></td>
<td></td>
<td></td>
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</tr>
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</table>

Total Maximum Reimbursement by VDOT to Locality (Less Local Share) $9,837,500

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

Project Financing

<table>
<thead>
<tr>
<th>Funds type (choose from drop down box)</th>
<th>Aggregate Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart Scale (HB2) GSP</td>
<td>$9,987,500</td>
</tr>
</tbody>
</table>

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 4.3 (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 $9,837,500
- 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 Memoranda.
- 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 programs 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 SYDP 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/regional 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.

Authorized Locality Official and Date

Tabitha Crowder

Authorized VDOT Official and Date

Matthew B. Cox
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: [Signature]
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.

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<th>Decrease</th>
<th>Department</th>
<th>Amount</th>
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<tbody>
<tr>
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<td>4-004-12010-3135</td>
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<td>4-004-12020-3320</td>
<td>4-004-12010-8101</td>
<td>Maintenance of Mach &amp; Equip</td>
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<tr>
<td>4-004-21010-9120</td>
<td>4-004-21010-9120</td>
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General Fund
Debt Service
Appropriate the transfer of budgeted funds in accordance with the bond refunding amortization schedules.

<table>
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<th>Decrease</th>
<th>Department</th>
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<td>4-001-094030-9120</td>
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<tr>
<td>4-001-094030-9120</td>
<td>4-001-094035-9141</td>
<td>Interest on Long Term Debts</td>
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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 _____ 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

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<td>Samuel Hess</td>
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<tr>
<td>1b</td>
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2. Select Journal Entry Type Below:

- Budget Transfer
- Journal Entry

3.

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<th>Description</th>
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<th>Credit</th>
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<td>Contract Labor</td>
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<td>4-004-012010-3135</td>
<td>Contract Labor</td>
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<td>6500.00</td>
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</table>

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.

Approval Signature: Samuel Hess

276-645-7380

Date

Phone Number

Please attach the required documentation and send to the Finance Office.
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**G/L Year-To-Date:** $15,321.30

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**P/R Holding File:**

**U/T Holding File:**

**A/R Holding File:**

**G/L Holding File:**

**S/S Holding File:**

**INV Holding File:**

**07/01/2018 BA 1 0000074 Budget Amount:** $10,000.00 201807 -APPROPRIATION ENTRY- $10,000.00
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**G/L Year-To-Date:** $13,748.34

**Encumbrance:**

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**P/R Holding File:**

**U/T Holding File:**

**A/R Holding File:**

**G/L Holding File:**

**S/S Holding File:**

**INV Holding File:**

**Budget Amount:** $40,000.00

**Time:** 14:42
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

<table>
<thead>
<tr>
<th>1a</th>
<th>Name</th>
<th>Sam Hess</th>
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2. Select Journal Entry Type Below:

- [ ] Budget Transfer
- [ ] Journal Entry

3.

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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.

[Signature]

[Date]

[Phone Number]

Please attach the required documentation and send to the Finance Office.
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<tr>
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<th>Source Reference Number</th>
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*G/L Year-To-Date: $34,534.33*

## Encumbrance
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- **P/R Holding File:**
- **U/T Holding File:**
- **A/R Holding File:**
- **G/L Holding File:**
- **S/S Holding File:**
- **INV Holding File:**

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**Date:** 1/17/19  **Other Equipment**
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**SWDF STANDARD BUDGET**: 2,030,605.00

**SCHOOL**: 322,500.00

**TOTAL**: 5,389,762.00
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**G/L Year-To-Date**

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- $1,355,027.00

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<table>
<thead>
<tr>
<th>U/T Holding File-</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A/R Holding File-</th>
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<table>
<thead>
<tr>
<th>G/L Holding File-</th>
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<table>
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<tr>
<th>S/S Holding File-</th>
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</table>

<table>
<thead>
<tr>
<th>INW Holding File-</th>
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</table>

<table>
<thead>
<tr>
<th>07012018 BA</th>
<th>1</th>
<th>0000074</th>
<th>$2,694,105.00</th>
<th>201807 -APPROPRIATION ENTRY-</th>
</tr>
</thead>
</table>

| Budget Amount- | $2,694,105.00 |

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

<table>
<thead>
<tr>
<th>Date of Requisition</th>
<th>Wednesday, February 13, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name:</td>
<td>Bristol VA Sheriff's Office</td>
</tr>
<tr>
<td>Purpose/Description</td>
<td>Inmate Housing</td>
</tr>
<tr>
<td>Vendor Ordered/Purchased From</td>
<td>SWVRJ</td>
</tr>
<tr>
<td>Payment to: please check one</td>
<td>Vendor, paid by City Credit Card</td>
</tr>
<tr>
<td>Purchase Order #</td>
<td>29505 A purchase order is required if the amount purchase is over $500. A purchase order is to be obtained before making purchase</td>
</tr>
<tr>
<td>Invoice Number:</td>
<td>BRISTOLDEC2018</td>
</tr>
<tr>
<td>Invoice Date:</td>
<td>Monday, January 28, 2019</td>
</tr>
<tr>
<td>Received By:</td>
<td>Capt Collins</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material &amp; Description</th>
<th>Charge to</th>
<th>Unit Price</th>
<th>QTY (#)</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dept #</td>
<td>Account #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inmate Housing</td>
<td>33010</td>
<td>3142</td>
<td></td>
<td>32,253.00</td>
</tr>
<tr>
<td>Medical Expense</td>
<td>33010</td>
<td>3143</td>
<td></td>
<td>1,135.78</td>
</tr>
</tbody>
</table>

Total $33,388.78

Fiscal Year Budget 2018/2019

Budget Remaining After Purchase

Department Approval: ___________________________  Approval Level
CFO Signature: ________________________________  Up to $5,000
City Manager Signature: ________________________  Up to $10,000
Council Approved Date: ________________________  Up to $15,000
Quotes Attached: ______________________________  Over $15,000
Packing Slip/Bill of Lading Attached: __________

rev 12/06/2017
**City of Bristol Virginia**  
**Department Purchase Requisition Form**

<table>
<thead>
<tr>
<th>Date of Requisition</th>
<th>Monday, January 21, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name:</td>
<td>Bristol VA Sheriff's Office</td>
</tr>
<tr>
<td>Purpose/Description</td>
<td>Inmate Housing  December 2018</td>
</tr>
</tbody>
</table>

**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 purchase is over $500. A purchase order is to be obtained before making purchase

**Invoice Number:**

**Invoice Date:**

**Received By:**  
Capt Collins

<table>
<thead>
<tr>
<th>Material &amp; Description</th>
<th>Charge to</th>
<th>Unit Price</th>
<th>QTY (#)</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INMATE HOUSING December 2018</td>
<td>33010 3142</td>
<td>40,000.00</td>
<td>1</td>
<td>40,000.00</td>
</tr>
<tr>
<td>Medical Expense</td>
<td>33010 3143</td>
<td>1,000.00</td>
<td>1</td>
<td>1,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
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<td></td>
<td></td>
<td></td>
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<td>0.00</td>
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<tr>
<td></td>
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<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>41,000.00</td>
</tr>
</tbody>
</table>

**Fiscal Year Budget**  
2018-2019

**Budget Remaining After Purchase**  
$210,163

**Department Approval:**  
Capt D. Collins

**CFO Signature:**  
Tommy Specklin

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

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inmate Billing - December 2018</td>
<td>32,253.00</td>
</tr>
<tr>
<td>Pharmacy Expense - December 2018</td>
<td>448.72</td>
</tr>
<tr>
<td>Outside Medical Expense - December 2018</td>
<td>687.06</td>
</tr>
</tbody>
</table>

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@swrja.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
☑ Vendor
☐ 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:

<table>
<thead>
<tr>
<th>Material &amp; Description</th>
<th>Charge to</th>
<th></th>
<th>Unit Price</th>
<th>QTY (#)</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Chevy Silverado Pickup 4x4</td>
<td>4-030-31010</td>
<td>5842</td>
<td>1</td>
<td>31,312.40</td>
<td></td>
</tr>
<tr>
<td>Fund 36</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Fiscal Year Budget: $100,918
Budget Remaining After Purchase: $27,426

Department Approval: [Signature]
CFO Signature: [Signature]
City Manager Signature: [Signature]
Council Approved Date: [Signature]
Quotes Attached: [Signature]

Approval Level
Up to $5,000
Up to $10,000
Up to $15,000
Over $15,000

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor &amp; Name of Salesperson/Individual Quoting Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/19</td>
<td>Virginia Beach Contract  ( RK Chevrolet, Inc )</td>
<td>31,312.40</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Department Signature: [Signature]

Date: 1-31-2019

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