

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov
info@hopewellva.gov
cmbrown@hopewellva.gov

CITY COUNCIL

Jasmine E. Gore, Mayor, Ward #4
Patience Bennett, Vice Mayor, Ward #7
Debbie Randolph, Councilor, Ward #1
Arlene Holloway, Councilor, Ward #2
John B. Partin, Jr., Councilor, Ward #3
Janice Denton, Councilor, Ward #5
Brenda S. Pelham, Councilor, Ward #6

John M. Altman, Jr., City Manager
Sandra. Robinson, City Attorney
Camisha M. Brown, Assistant City Clerk

June 11, 2020

ELECTRONIC MEETING

Work Session: 6:30 PM

OPEN MEETING

6:30 p.m. Call to order, roll call, and welcome to visitors

SPECIAL MEETING

- SB-1** Real Estate Tax Deadline Extension Resolution
- SB-2** COVID-19 Taxpayer Relief Ordinance

WORK SESSION

WS-1 Budget Work Session
City Council

Adjournment

**SPECIAL
MEETING**

SB-1

**RESOLUTION EXTENDING
THE DUE DATE FOR THE PAYMENT OF
REAL ESTATE TAXES**

WHEREAS, on January 31, 2020, the World Health Organization declared COVID-19 (“coronavirus”) to be a public health emergency of international concern; subsequent thereto the United States Department of Health and Human Services declared the coronavirus a national public health emergency; and

WHEREAS, on March 12, 2020, Virginia Governor Ralph Northam declared a state of emergency for the entire Commonwealth of Virginia due to the detection and spread of the coronavirus in the Commonwealth, and pursuant to that declaration ordered the temporary closure of Virginia public schools, businesses, and limited public gatherings to no more than 10 people: all actions substantially and negatively impacted most individuals and businesses residing in the City of Hopewell;

WHEREAS, on March 13, 2020, President Donald Trump declared a national state of emergency due to the spread of and deaths from the coronavirus in the United States and also to prevent the further contagion of the coronavirus, and to protect the health, safety, and welfare of all citizens also banned public gatherings of greater than 10 people;

WHEREAS, on March 14, 2020, the Hopewell City Council, pursuant to its authority under the Hopewell City Charter, Chapter IV, §2 and Virginia Code Ann. §§44-146.19(A), 44-146.21, 15.2-925, 15.2-925.1, 15.2-926, 15.2-1102 enacted a local declaration of emergency; and in accord with Va. Code Ann. §15.2-1413 has subsequently provided for the continuity of its government in view of this disaster;

WHEREAS the combined effect of the state and federal declarations of emergency and their respective orders to stay-at-home and close business contributed to widespread furloughs and loss of income for millions of individuals and businesses, and on May 26, 2020, the Hopewell City Council determined that it was in interest of the general welfare of the city, and the safety, health, peace, good order, comfort, and maintenance of the Hopewell citizens who have been victimized directly and indirectly by the COVID-19 pandemic disaster to be relieved of certain deadlines that would incur substantial costs in the form of penalty and interest; and

WHEREAS, pursuant to Va. Code Ann. §58.1-3916 a locality may, by resolution, provide for the reasonable extensions of time for the payment of taxes and the filing of returns whenever good cause exists; now therefore

BE IT RESOLVED this **9th day of June, 2020** by the Hopewell City Council hereby extends the June 15, 2020 due date for the payment of real estate taxes until June 30, 2020, in accordance with Va. Code Ann. §§58.1-3916 and all other applicable provisions of law.

Witness this signature and seal

Mayor Jasmine Gore, Ward 4

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Camisha Brown, Acting City Clerk

SB-2

ORDINANCE NO. _____

**EMERGENCY ORDINANCE AUTHORIZING AND PROVIDING
RELIEF FROM THE IMPOSITION OF LATE FEE, PENALTY, AND INTEREST ON
CERTAIN LOCAL TAXES AND UTILITIES OWING BETWEEN JULY 1, 2020 AND
SEPTEMBER 30, 2020 DUE TO
EMERGENCY CONDITIONS RESULTING FROM COVID-19 PANDEMIC**

WHEREAS, on January 31, 2020, the World Health Organization declared COVID-19 (“coronavirus”) to be a public health emergency of international concern, and subsequent thereto the United States Department of Health and Human Services declared the coronavirus a national public health emergency; and

WHEREAS, on March 12, 2020, Virginia Governor Ralph Northam (hereinafter, “the Virginia Governor”) declared a state of emergency for the entire Commonwealth of Virginia due to the detection and spread of the coronavirus in the Commonwealth of Virginia, and pursuant to that declaration ordered the temporary closure of Virginia public schools, and many businesses; further, that due to the limit of public gatherings of greater than 10 people, most businesses were substantially and negatively impacted whether said businesses were opened or not;

WHEREAS, on March 13, 2020, President Donald Trump declared a national state of emergency due to the spread of and deaths from the coronavirus in the United States and has authorized the issuance of federal regulations and executive orders that were intended to prevent the further contagion of the coronavirus, and to protect the health, safety, and welfare of all United States citizens, and banned the public gatherings of people to no greater than 10 people;

WHEREAS, the Hopewell City Council (“City Council”), on March 14, 2020 and pursuant its authority under the Hopewell City Charter, Chapter IV, §2 and Virginia Code Ann. §§44-146.19(A), 44-146.21, 15.2-925, 15.2-925.1, 15.2-926, 15.2-1102 enacted a local declaration of emergency, and in accord with Va. Code Ann. §15.2-1413 is authorized, on behalf of the locality, to provide for the continuity of its government in the event of a disaster, now therefore

WHEREAS the combined effect of the state and federal declarations of emergency and their respective orders to stay-at-home and close business contributed to widespread furloughs and loss of income for millions of individuals and businesses;

WHEREAS, pursuant to Va. Code Ann. §15.2-1413 a locality is authorized to provide for the continuity of its government in the event of a disaster; and pursuant to Virginia Code Ann. §44-146.21 modify the manner in which it levies taxes and appropriates funds;

WHEREAS, on May 26, 2020, the Hopewell City Council (“City Council”) determined that it was in interest of the general welfare of the city, and the safety, health, peace, good order, comfort, and maintenance of the Hopewell citizens who have been victimize directly and indirectly by the COVID-19 pandemic disaster by providing emergency assistance in the form of

delaying the due date for tax payments and eliminating penalty for any late payment accruing in the short term; now therefore

BE IT ORDAINED and enacted this **9th day of June, 2020** by the Hopewell City Council, pursuant to its authority under Va. Code Ann. §§15.2-1413 and 44-146.21, notwithstanding any contrary provision of general or special law, hereby provides for the continuity of its government due to disaster resulting from the COVID-19 pandemic by adopting and enacting the following provisions:

1. Between July 1, 2020 and September 30, 2020, the penalty and interest rate for the late payment of sanitary sewer, stormwater, and solid waste/refuse shall be \$0.00. No separate late fee shall be incurred or charged during this period.
2. Between July 1, 2020 and September 30, 2020, the penalty and interest rate for the late payment of all local taxes, except meals tax and machinery and tools tax, shall be \$0.00. No separate late fee shall be incurred or charged during this period.

This Ordinance, or any portion thereof, may be amended or rescinded by the City Council at any time.

The second reading required by Chapter IV, §8 of the Hopewell City Charter for the enactment of this Ordinance is hereby dispensed and this Ordinance shall take effect immediately upon adoption.

Witness this signature and seal

Mayor Jasmine Gore, Ward 4

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Camisha Brown, Acting City Clerk

**BUDGET
WORK
SESSION**

Thursday, May 7 th	Tuesday, May 19 th	Thursday, May 21 st
✓City Manager	✓Finance	✓Davenport
✓Human Resources	✓Information Technology	✓Clerk of Circuit Court
✓Development	✓COR	✓Commonwealth’s Attorney
	✓Treasurer	✓Sheriff
		✓Recreation

Tuesday, May 26 th		Thursday, May 28 th
Regular City Council Meeting		✓Police
		✓Fire
		✓Public Works
		✓HWR

Tuesday, June 2 nd		Thursday, June 4 th
✓Budget Public Hearing		✓Outside Agencies
		✓Non-Departmental
Worksession –		✓City Clerk
✓DSS		✓City Attorney
		Office on Youth

Tuesday, June 9 th		Thursday, June 11 th
Regular City Council Meeting		City Council

Tuesday, June 16 th		Thursday, June 18 th
Finalize Budget		Finalize Budget

Tuesday, June 23 rd
Adopt FY21 Operating Budget



City of Hopewell, Virginia

04/27/2020 13:13
rcarroll

City of Hopewell, Virginia
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 4
bgnyrpts

PROJECTION: 20211 FY 2021 BUDGET VS1

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 4	PCT CHANGE
1100	CITY COUNCIL								
001	COUNCIL								
<u>11110001</u>	<u>501100</u>	FTSALARY	82,716.29	85,000.24	84,997.65	71,923.28	85,000.00	85,000.00	.0%
<u>11110001</u>	<u>501300</u>	PTWAGES	.00	.00	.00	2,505.00	.00	.00	.0%
<u>11110001</u>	<u>502100</u>	FICAEMPLRC	5,743.94	5,949.76	6,108.46	5,462.06	6,224.66	6,224.92	.0%
<u>11110001</u>	<u>502300</u>	EMPHLTHINS	21,853.92	22,540.56	18,446.88	10,606.00	12,720.00	13,723.20	7.9%
<u>11110001</u>	<u>502600</u>	UNEMP INS	.00	.00	.00	2,410.32	.00	.00	.0%
<u>11110001</u>	<u>502700</u>	WC INS	93.88	91.27	93.86	72.77	93.86	84.76	-9.7%
<u>11110001</u>	<u>503130</u>	MGTCONSULT	6,039.60	16,943.80	7,000.00	.00	7,000.00	7,000.00	.0%
<u>11110001</u>	<u>503322 G0024</u>	WardGrant	.00	.00	2,919.96	.00	3,000.00	3,000.00	.0%
<u>11110001</u>	<u>503322 G0025</u>	WardGrant	.00	.00	3,000.00	1,573.61	3,000.00	3,000.00	.0%
<u>11110001</u>	<u>503322 G0026</u>	WardGrant	.00	.00	108.00	.00	3,000.00	3,000.00	.0%
<u>11110001</u>	<u>503322 G0027</u>	WardGrant	.00	.00	2,697.83	799.82	3,000.00	3,000.00	.0%
<u>11110001</u>	<u>503322 G0028</u>	WardGrant	.00	.00	150.00	2,000.00	3,000.00	3,000.00	.0%
<u>11110001</u>	<u>503322 G0029</u>	WardGrant	.00	.00	3,000.00	669.31	3,000.00	3,000.00	.0%
<u>11110001</u>	<u>503322 G0030</u>	WardGrant	.00	.00	180.00	277.38	3,000.00	3,000.00	.0%
<u>11110001</u>	<u>503600</u>	ADS	13,265.53	17,740.52	10,208.73	5,937.02	15,000.00	15,000.00	.0%
<u>11110001</u>	<u>503601</u>	Mrkt & Evt	.00	5,000.00	11,085.34	5,490.67	20,000.00	20,000.00	.0%
<u>11110001</u>	<u>505210</u>	POSTAGE	.00	252.76	872.52	4,268.61	3,500.00	3,500.00	.0%
<u>11110001</u>	<u>505230</u>	PHONE/FAX	1,725.30	846.55	520.54	64.20	1,500.00	1,500.00	.0%
<u>11110001</u>	<u>505510</u>	MILEAGE	1,829.70	91.21	580.30	260.19	2,500.00	2,500.00	.0%
<u>11110001</u>	<u>505520</u>	TRVLPUBTRN	2,315.64	6,253.48	5,029.68	1,255.36	14,000.00	14,000.00	.0%
<u>11110001</u>	<u>505530</u>	LODGING	8,499.59	8,626.63	6,648.63	.00	35,000.00	35,000.00	.0%
<u>11110001</u>	<u>505540</u>	CONV/CONF	7,855.00	11,123.77	3,520.40	4,475.00	14,000.00	14,000.00	.0%
<u>11110001</u>	<u>505550</u>	MEALS	3,052.03	4,190.65	8,748.30	3,627.46	8,000.00	8,000.00	.0%
<u>11110001</u>	<u>505810</u>	DUES/MBER	250.00	575.00	582.92	150.00	3,500.00	3,500.00	.0%
<u>11110001</u>	<u>506001</u>	OFFICESUPP	1,439.63	10,002.91	10,286.34	10,511.24	3,500.00	3,500.00	.0%
<u>11110001</u>	<u>506012</u>	BOOKSUBCR	.00	600.00	.00	.00	1,400.00	1,400.00	.0%
<u>11110001</u>	<u>508202</u>	ADDFURNFIX	.00	26,356.47	42,212.68	.00	3,500.00	3,500.00	.0%
<u>11110001</u>	<u>508203 CC001</u>	ADD COMM	.00	.00	633.45	679.80	10,250.00	10,250.00	.0%
<u>11110001</u>	<u>509910</u>	MISC EXP	4,178.51	15,446.47	27,912.26	15,441.24	15,000.00	15,000.00	.0%
	TOTAL COUNCIL		160,858.56	237,632.05	257,544.73	150,460.34	282,688.52	283,682.88	.4%
	TOTAL CITY COUNCIL		160,858.56	237,632.05	257,544.73	150,460.34	282,688.52	283,682.88	.4%

City Council Questions
FY 21 Budget Work Sessions

Work Session 5.7.20

City Manager

Where was the \$13k in advertising transferred to in the current fiscal year (FY 20)?

The \$13k was transferred to the IT department to go towards the purchase of security software.

Economic Development

Why is the percentage change for incentive payment showing 514.3%?

- Percentages shown on the budget historical comparison report are comparing the original budget adopted by council for FY 20 to the proposed budget for FY 21.
- The original adopted budget for FY 20 was \$35,000, as compared to the proposed amount for FY 21 of \$215,000.
- Current year budget figure of \$100,000 as shown on the report is due to \$65,000 being transferred to this line item from another line item within the economic development budget.

Work Session 5.19.20

Accounting

What was the awards/luncheon line item used to purchase in the current fiscal year (FY 20)?

Awards line was used to purchase a service award for accounting employee. Employees receive service awards when they reach milestones like 5, 10, 15 years of service.

Postage figure seems high. What is being mailed?

Checks are mailed to vendors on a weekly basis during the accounts payable check run. Annual mass mailings such as W-2s and 1099-s are also paid from this line item.

What is the allocation of the \$555k in the current year revised budget for accounting/auditing services?

- \$213,550-Virginia Local Government Finance Corporation
- \$154,000-Yasha Business Consulting LLC
- \$150,000-Robinson, Farmer & Cox
- \$30,000-Premier Staffing Source Inc.
- \$4,000-Maquire Associates of Virginia Inc.
- \$2,000-Milliman Inc.
- \$1,450-CCH Inc.

Purchasing

Clarification of the how credit card expenses are allocated to departments was requested.

The bill is received from the credit card company (Fifth Third Bank).

The credit card clearing account is used to pay the full balance due.

Then each individual charge is distributed to the appropriate department.

The line item within the department's budget that corresponds to the type of purchase made is charged.

Examples-If the dept. used the credit card to purchase dinner while out of town at a conference then the meals line item would be charged. If the credit card charge was for a hotel room then the lodging line item would be charged.

Budget/Reporting

What is the policy for tuition assistance?

See attachment from HR manual.

Real Estate

Gerald Hall was paid from the management consulting line. What services were provided?

Proval Enhancements

- Connect Proval database to MUNIS database
- Capture permits entered into MUNIS and not Proval
- Train on parcel splits and merges

Work Session 5.21.20

Circuit Court

The proposed budget for FY 21 shows \$41,500 in the miscellaneous expense line. What costs are associated with this line item?

The city pays Greensville County for our portion of the circuit court secretary's salary and fringe benefits. (Roughly \$10,500 annually)

The city pays Prince George County for our portion of the court administrator's salary and fringe benefits. (Roughly \$31,000 annually)

The proposed budget for FY 21 shows \$5,000 in the temporary vendor line. What costs are associated with this line item?

The temporary vendor line item is used to pay jury duty.

The proposed budget for FY 21 shows \$7,920 in the office supplies line. What costs are associated with this line item?

Each of the circuit court judges receive a \$220 stipend each month (\$2,640 annually). The line item was increased to \$7,920 this fiscal year (FY 20) with the addition of a third circuit court judge. Budget was \$5,280 in prior fiscal years since there were only two judges.

Work Session 6.4.20

Non-Departmental

The phone/fax line shows \$39k in the current year column. Why are these charges under non-departmental and not assigned to a department?

Similar to the line item used to pay the credit card bill, this is a clearing account. Phone bills are paid using this line and then the charges are distributed to the departments.

The proposed budget for FY 21 shows \$7,500 in lieu of taxes. What costs are associated with this line?

This line item will be used to pay the real estate taxes for the Boathouse restaurant as a part of the Economic Development deal.

What costs are associated with the bank fees line item?

In the past, the line item has been used for the purchase of deposit slips and to reimburse bank service fees charged to vendors for returned checks.

Outside Agencies

Why is the amount proposed for FY 21 for Medflight less than in previous years?

Agency only requested \$500 for the upcoming fiscal year. See attached.

Topic During Multiple Budget Work Sessions-Miscellaneous Expense Lines

A list of all available object codes is sent out to departments annually as part of the budget process. Departments are asked to review and notify the Finance Department if there are object codes that they would like added to their budgets. Some departments have not taken the opportunity to add all necessary object codes, which has resulted in the continued use of miscellaneous line items.

City of Hopewell
Human Resources Policies and Procedures Manual
SECTION 23: CAREER ENRICHMENT PROGRAM

23.1 Definition and Purpose.....1
23.2 Eligibility.....1
23.3 Requirements.....1
23.4 Advancement/Reimbursement1
23.5 Conditions and Repayment2

Appendix A – Tuition Assistance Request Form

City of Hopewell

Human Resources Policy and Procedures Manual

SECTION 23: CAREER ENRICHMENT PROGRAM

23.1 Definition and Purpose

To motivate employees for coursework toward a college degree, professional certification or developmental training that will enhance job performance or encourage job-related development to support the City’s goal of attracting and retaining a qualified workforce and thus be in the best interest of service to the citizens of Hopewell.

23.2 Eligibility

Regular, active, full-time employees are eligible for the Program after completing one full year of regular, full-time and probationary employment with the City.

23.3 Requirements

1. Tuition approval will be provided only for those courses that can be applied to the requirements of a qualifying degree, diploma or certification. In addition, the degree, diploma, or certificate, in order to be eligible for advancement or reimbursement, must be related to the employee’s present job function with the City, or to a career development objective as approved by the Department Director.
2. Unless otherwise approved by the Department Director, all course work must be completed in an accredited institution. Advancement or reimbursement may also be approved for education courses deemed necessary for the employee’s job performance.
3. All courses must be attended on the employee’s own time (unless prior Department Director approval is obtained), utilizing personal transportation.
4. Employees must attain a minimum letter grade of “C” for high school and undergraduate coursework and attain a minimum letter grade of “B” for college work beyond the undergraduate level. If enrolled in any other education course, the student must attain an equivalent satisfactory grade, such as ‘certificate of satisfactory completion’.
5. Application for tuition reimbursement must be submitted and approved prior to course enrollment on the appropriate form.
6. Eligible employees who satisfy the requirements of this program may either have tuition advanced or reimbursed for qualifying courses.
7. Funding for this program will be based on a 12-month period starting with the employee’s starting course date with a maximum of 16 credit hours per 12-month period.

23.4 Advancement/Reimbursement

1. Advancement or reimbursement is for tuition cost; excludes textbooks, supplies and transportation fees.
2. Advancement or reimbursement will provide for 100% coverage of tuition for college credit hours at the current credit hourly rate of the average of Virginia

City of Hopewell

Human Resources Policy and Procedures Manual

Commonwealth University and Richard Bland College of William and Mary per credit hour to include on-line coursework.

3. After enrollment, the employees must forward to the Finance Department a payment receipt for tuition within 30 days of advanced payment. A grade for the course must be received by the Finance Department within 60 days of completion of course(s).

23.5 Conditions and Repayment

Repayment (subject to deduction from the employee's pay) of all tuition advancement or tuition reimbursement is required under the following circumstances:

1. If employee drops or stops attending a course;
2. If employee does not attain the appropriate passing grade (see Requirements #4 above); or
3. If employee resigns or is discharged from the City less than one (1) year after completing a course.

City of Hopewell

Human Resources Policies and Procedures Manual

CAREER ENRICHMENT PROGRAM TUITION ASSISTANCE REQUEST FORM

I _____, do hereby request the favorable consideration of my enrollment in the Career Enrichment Program as established in the Human Resources Policies and Procedures Manual, Section 23.

I do hereby acknowledge that I have been informed and have been made fully aware of the tuition reimbursement deduction policy as established by Section 23.5 of the Human Resources Policies and Procedures Manual as recorded within this agreement which reads as follows:

23.5 Conditions and Repayment

Repayment (subject to deduction from the employee's pay) of all tuition advancement or tuition reimbursement is required under the following circumstances:

1. If employee drops or stops attending a course;
2. If employee does not attain the appropriate passing grade (see Section 23.3 Requirements, #4); or
3. If employee resigns or is discharged from the City less than one (1) year after completing a course.

If the employee's final paycheck is insufficient to cover the reimbursement owed to the City, this does not negate the obligation...

Date Course Completed: _____
 Educational Program Type: _____ Semester _____ Quarter _____
 Date of Course: Start _____ End _____
 Name of Course: _____
 Cost of Course: \$ _____
 Title of Degree Pursuing: _____
 Type of Degree: ___ Associate ___ Bachelor ___ Master ___ Doctorate ___ Other
 Total Credit Hours being attempted: _____
 Total Credit Hours Completed: _____
 Date of Educational Assistance Request _____

I understand and agree to the terms and provisions established by this policy and clearly acknowledge my liability as promulgated by this agreement. My signature shall serve as verifiable proof of my intentions to abide by the rules and regulations of this policy.

Employee Enrollment Approved Date
Department Director

Employee Signature Date

Finance Department Date

Human Resources Department Date



Chesterfield County, Virginia Fire & EMS

6731 Mimms Loop - P.O. Box 40 - Chesterfield, VA 23832
Phone: (804) 748-1360 - Fax: (804) 751-9022 - Internet: chesterfield.gov



Edward L. Senter Jr.
Chief

December 10, 2019

Mr. John Altman, Jr.
City Manager
300 North Main Street
Hopewell, VA 23860

Dear Mr. Altman:

The purpose of this letter is to request that City of Hopewell budget during FY-2021 for on-going financial support of the regional Med-Flight Program.

Med-Flight-I is a collaborative effort among Chesterfield Fire & EMS, the Virginia State Police, Virginia Commonwealth University (VCU) and the Virginia Department of Health. For over 30 years, the Virginia State Police has funded the helicopter and pilots and Chesterfield County has funded the flight paramedics, with financial assistance from localities and hospitals within Central Virginia. Beginning in FY-2016, VCU expanded its partnership in the program by providing flight paramedics, which reduced Chesterfield's total costs for the medical staff. This expanded partnership along with additional funding from the Virginia State Police reduces the amount of funding requested by Chesterfield County from the localities. If the additional funding from the State is not continued in future years, Chesterfield's costs for the program will increase and it will be necessary to increase the amount requested from the localities in Central Virginia in order to sustain this valuable program.

Over the last four fiscal years, Med-Flight-I answered 2,939 missions in the region and provided state-of-the-art aero-medical services to 1,388 patients. During that time period, Med-Flight-I handled 101 missions in City of Hopewell, accounting for 3.44% of the total missions in the region. As you prepare your FY-2021 budget, I am requesting that you include \$500 in support of the Med-Flight-I Program. This per-capita based amount will help Chesterfield County to continue supporting the excellent aero-medical services your community has come to expect.

Please send all correspondence regarding the Med-Flight program to the following address:

Chesterfield Fire & EMS
Attn. Sherry Dunbar, Finance Unit Director
P.O. Box 40
Chesterfield, VA 23832

If you require any more specific information about this program for your FY-2021 budget process, please contact Chief Flight Paramedic, Lieutenant Gregory Jones in his office at (804) 743-2295 or by email at jonesg@chesterfield.gov.

Thank you for your consideration of this request. As always, I appreciate your ongoing support, and I look forward to working with you in the future.

Sincerely,



Edward L. Senter, Jr.
Fire Chief

ELS:sd

ADJOURN