



City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Council Approved Minutes - Final City Council Work Session

Mayor Donnie R. Tuck
Vice Mayor Jimmy Gray
Councilmember Chris L. Bowman
Councilmember Steven L. Brown
Councilmember Hope L. Harper
Councilmember Billy Hobbs
Councilmember Martha Mugler

STAFF: Mary Bunting, City Manager
Cheran Cordell Ivery, City Attorney
Katherine K. Glass, CMC, Clerk of Council

Wednesday, August 9, 2023

1:00 PM

Council Chambers

CALL TO ORDER

Mayor Tuck called the meeting to order at 1:01 p.m. All members of the City Council were present.

Mayor Tuck indicated that Mary Bunting, the City Manager, was on vacation and that Assistant City Manager Steve Bond would be sitting in for her.

Present 7 - Councilmember Chris L. Bowman, Councilmember Steven L. Brown, Vice Mayor Jimmy Gray, Councilmember Hope L. Harper, Councilmember Billy Hobbs, Councilmember Martha Mugler, and Mayor Donnie R. Tuck

DONNIE R. TUCK PRESIDED

AGENDA

1. [23-0230](#) Hampton Roads Express Lanes Network and the Hampton Roads Bridge Tunnel Expansion Project Updates

Attachments: [Presentation 230809](#)

Assistant City Manager Steve Bond introduced Mr. Chris Hall, Hampton Roads District Engineer for the Virginia Department of Transportation (VDOT), to provide an update on the Hampton Roads Express Lane Network and Hampton Roads Bridge-Tunnel Expansion Project.

Mr. Hall provided an update on the Virginia Department of Transportation's efforts to advance the projects for the Express Lanes Network and the Hampton Roads

Bridge-Tunnel Expansion. He displayed a graphic that shows the Hampton Roads Express Lanes network, which, when completed, will be a 46-mile continuous network running along I-64 from Denbigh Boulevard to I-664 at the Bower's Hill Interchange. The network will be a High Occupancy Toll (HOT-2) network. The HOT-2 network will allow a vehicle with two occupants to ride in the express lanes for free if they have the EZ Pass Flex Pass transponder. There will also be a free option for those who choose to avoid riding in the Express Lanes.

The project is expected to be completed as early as 2028.

Mr. Hall played a concept video showing how the Express Lanes would work. The video is available on the web at www.64expresslanes.org.

Mr. Hall shared slides covering the two segments of the project. The first is the Newport News segment, which is the portion of the network that will run from Jefferson Avenue to the I-664 interchange. This project will convert roughly 13 miles of the existing high occupancy vehicle lanes into the HOT-2 lanes. It will also replace the eastbound bridge over LaSalle Avenue. He shared that they are expecting to advertise this project this fall and start construction as early as the beginning of 2024.

The second segment of the project is the Hampton segment, which converts the existing roadway from LaSalle to the HRBT (Hampton Roads Bridge-Tunnel) from the current alignment to four lanes in each direction. When finished, this portion will have two general-purpose lanes in each direction and two high-occupancy toll express lanes in each direction, which will connect directly to the existing alignment of the HRBT expansion. The westbound bridges over the Hampton River will be widened and rehabilitated, and the eastbound bridges will be replaced. The overpasses at King Street, Settlers Landing, and Rip Rap Road will also be rehabilitated. Construction on this segment is already underway, with an expected completion date of mid-2026.

In response to Mayor Tuck, Mr. Hall stated that bollards will segment the express lanes from Jefferson to the Mercury Boulevard interchange, a transition area for vehicles to access I-664.

Mr. Hall shared diagrams and explained how the traffic shifts will work over the next couple of years during the bridge construction on the Hampton River bridges. All eastbound and westbound traffic will shift to the current eastbound bridges for phase one. All traffic will shift to the newly widened and rehabilitated westbound bridge for phase two.

In response to Mayor Tuck, Mr. Hall stated that there is sufficient shoulder to make two lanes in each direction. There are one-foot shoulders through the area where traffic narrows to one bridge. There will be safety pull-offs throughout the area as well.

Mr. Hall shared information on the three types of sound walls that will be installed from LaSalle through the Mallory interchange. Most of the current sound walls will be replaced with the Virginia Dry Stack, textured concrete with the Hampton crab logo. The second type of sound wall will be a transparent sound wall, similar to the Queen's Creek Bridge, installed over the Hampton River Bridges, particularly on the City-facing side. The third type of sound wall will be installed primarily on the King Street Bridge opposite the City viewscape and will be a metal stack similar to what is currently on the I-264 interchange.

Mr. Hall shared that one of the changes coming up soon, upon completion of the High Rise Bridge in Chesapeake, will be the opening up of the network from I-564 to Bowers Hill. For example, when the reversible lanes run in the evening hours towards the City of Virginia Beach, drivers can get on those Express Lanes at 64 and travel to Chesapeake. Those facilities are anticipated to be converted to 24-hour operation around mid-October, contingent upon the High Rise Bridge completion.

In response to Councilman Brown, Mr. Hall stated that the tolls would remain on the express lane facilities indefinitely or at the discretion of HRTAC (Hampton Roads Transportation Accountability Commission), which is financing the projects.

Mayor Tuck pointed out that he thinks the expectation is that if you take the tolling off of a high occupancy lane, people will choose to drive in those lanes, and the benefits of having an express lane will go away.

Mr. Hall provided an update on the HRBT expansion and showed a concept video of what the project will look like when complete. The video shows what the travel lanes from Hampton to Norfolk look like now, alongside what they will look like when the project is complete.

Mr. Hall shared that they continue with utility relocation and drainage work required to expand the Mallory Interchange to eight lanes. Phase one of Mallory Bridge replacement is expected later this fall. In the next few months, traffic will be routed onto the new eastbound trestle connecting Hampton to the North Island. Minimal overnight stoppages will continue as work is done to erect new overhead signs, install the traffic management system on the new trestles, and the infrastructure required for tolling.

Mr. Hall confirmed for Mayor Tuck that traffic on the new trestles will merge back to the old tunnel on the North Island just before entering the tunnel. He shared that they will be messaging that well ahead as to what those traffic patterns will look like. Mr. Hall shared that Mary, the TBM (Tunnel Boring Machine), is in the ground and began tunneling in April 2023. As of this week, over 1,000 feet have been mined, and 151 rings have been placed. He displayed a photo of the rings of the tunnel, which make up the tunnel liner, as Mary moves through the undermining operation going from the South Island back towards Hampton. Tunneling is on schedule, with the breakout anticipated on the North Island, to complete the first of the two tunnels in the spring of 2024. They are approximately three-quarters of the way through the construction of the segments. Nine tunnel liners make up each tunnel ring, and those are shipped over from the Eastern Shore, where they're manufactured. About 70%, or about a tunnel and a half's worth of liners, are done and ready to be installed.

He shared that they are excited about how the tunneling operations are progressing. He said Mary is an amazing piece of equipment and is performing better than expected.

In response to Mayor Tuck, Mr. Hall shared that they are working through how to accommodate a tour of the tunneling operation. They are open to welcoming as many public figures as possible because this is a once-in-a-lifetime event that everyone has participated in. The tunnel is a very controlled environment, and for safety reasons, there are only 24 people who can be inside the tunnel at one time.

In addition to the projects on the Peninsula, which Mr. Hall covered today, other projects are planned on the Southside. They have assembled a group of representatives from Hampton, Newport News, Norfolk, Virginia Beach, and VDOT that meet quarterly to develop a long-range plan that will allow them to see some of the friction points with construction and where congestion might occur and how they can be prepared, keep the public informed, and respond effectively.

Mr. Hall shared that Hampton Roads has the highest number of fatalities of any region in the State. He provided statistics from April to June 2023, with over 9,000 incidents on our region's interstates. Incidents include everything from disabled vehicles, vehicles on the side of the road doing tire changes, and anything that is an incident that VDOT responds to. On average, the incidents are cleared in about 15 minutes. Mr. Hall shared that he has encouraged VDOT staff to get better at decreasing the number of lane-impacting incidents because those are the ones that affect traffic flow. An incident at Mallory Street, Settlers Landing, or one of the trestles at 8:00 a.m. affects the Peninsula and the entire region because of how the traffic network operates. He shared that our region leads the State in the time required to clear up lane-impacting incidents. On average, it takes about 22 minutes,

but 58% of the time, it takes more than 30 minutes.

Mr. Hall stressed that, as a region, we need to communicate better with drivers to help prevent incidents. Drivers also need to be mindful of slowing down, maintaining the speed limit through construction zones, paying attention to what they're doing, and being attentive.

All those safe driving procedures can make a difference in making our roads safer as construction continues over the next couple of years.

Mayor Tuck commented that one of the challenges for the westbound tunnel is that over-height trucks coming from the different ports must be turned around, which requires stopping traffic. He asked if there was any plan to change the height of the tunnel. Mr. Hall shared that they will install a completely new over-height sensing set of gantries and use brand-new technology to stop trucks before they get on the trestles, and traffic must stop. They also plan to replace the ceilings in both original tunnels, extending the life of the tunnel ceilings and allowing the height of the ceilings to be raised two inches, which will decrease the truck turnaround by 80%.

Vice Mayor Gray shared that when the tunnel in Portsmouth was renovated, they removed the tiles, giving them more headspace. His understanding was that that was done to keep drivers from getting that claustrophobic feeling. He asked if the same ability exists here. Mr. Hall explained that the way the ventilation system is constructed is like a duct system in your house, which operates off a transverse ventilation system. The upper duct has to be kept in place, but they do have the ability, when replacing the ceiling, to raise it.

In response to Vice Mayor Gray, Mr. Hall shared that the reversible lanes will still operate on a 24-hour basis, with half going in one direction and half going in the other. Whether that is modified based on demand still needs to be determined. When the Express Lanes are finished, an express lane option will run in both directions. For example, when the reversible lanes on I-64 from Virginia Beach to the Naval Base run, a managed lane option will run in the opposite direction.

Vice Mayor Gray asked Mr. Hall to address the misconception that when the project is finished, it will be maxed out and how much additional capacity has been planned for the future. Mr. Hall shared that this has been designed to have adequate capacity beyond 2045, which is based on predictive growth models for the region, but there will be a difference when it opens.

In response to Councilman Hobbs, Mr. Hall explained that vehicles with the EZ Pass will be recognized as single occupancy (regardless of how many occupants are

inside) and will be charged the appropriate fee. The Flex Pass acts as two different devices. It allows a single-occupant vehicle to travel the lanes at a charge (like the EZ Pass), or when you slide a little switch on it, the tolling system does not read your transponder or reads it and has no charge. Drivers must have the Flex Pass transponder to be a high occupancy traveler (2 or more) and get credit for it.

In response to Mayor Tuck, Mr. Hall shared that the system has occupant detection that will allow them to tell which vehicles contain more than one person. Legislatively, it has yet to be determined how that will be enforced, but the State Police will enforce the HOV (High Occupancy Vehicles) on the network.

In response to Councilwoman Mugler, Mr. Hall explained that the portion of his presentation in which he mentioned a completion date of 2028 applies to the section in Norfolk from the Naval Base to I-264 that he covered at the end of his presentation.

In response to Councilman Bowman, Mr. Hall explained that it would be a 24-hour operation that is not reversible, so as the video showed, there would be no gates, allowing people to get in and out of those lanes as needed.

Mayor Tuck shared that, as with the bollards on the Booker T. Washington Bridge, once you are inside the bollards, you are in it to stay the length of it but will be able to move in and out at different points. When you get in at LaSalle, once you're in it, you're in it through the tunnel. But before that, you can get in and out.

In response to Councilwoman Mugler, Mr. Hall explained that they modeled it based on demand for exits and where the interchanges are. There will be several options along the length of the network where to get on and off. For example, traveling back towards Hampton from Williamsburg, you would get in at the beginning of the network going eastbound before Jefferson. There will be an exit around J. Clyde Morris at the Mercury interchange and an entry for the tunnel around Rip Rap Road.

Mr. Hall confirmed for Vice Mayor Gray that the express lanes will always be open in either direction on the Peninsula and from around the Battlefield Boulevard area to I-664. The reversible lanes in Norfolk will continue to operate as they currently do, but once the project is complete, drivers will have the option to travel in an express lane facility in the opposite direction that the reversible lanes are operating.

2. [23-0235](#) Briefing on City of Hampton Crime Statistics

Mr. Bond introduced Hampton Police Chief Jimmie Wideman to present an update on the City's crime statistics.

Chief Wideman thanked the Council, Mayor, Vice Mayor, Mr. Bond, and Ms. Bunting for the opportunity. He shared that he is glad to be home and hopes to show appreciation through his efforts, contribution to the City, and, most importantly, his dedication and loyalty. He also thanked his staff, Assistant Chief Brian Coleman and Deputy Chief Kenny Ferguson, who have been instrumental in his transition back.

Chief Wideman provided statistics for three years from 2020-2022, showing the progress, whether an increase or decrease in crime. The complete comparison for 2023 is not available because the cycle for this year still needs to be completed. At the end of last year, crime rates for murder and manslaughter were down 23.1%, rape and sexual assault were up by 2.3%, robbery was down by 11.3%, and aggravated assault was down 5%. Violent crime overall was down 4.7% compared to 2021.

Property crimes, which include burglary, larceny, and motor vehicle thefts, increased 16%. The increase in larceny is driven primarily by the ABC (Alcoholic Beverage Control) larcenies. There has been a trend in motor vehicle thefts of Hyundai and Kia vehicles. It is his understanding that recalls have been issued, which citizens need to be encouraged to take advantage of.

Chief Wideman showed a regional comparison of Part One crimes, which include violent and property crimes. Hampton is second to lowest, with the lowest being Suffolk and the highest being Norfolk. Hampton is also second lowest in the regional violent crime rate per 1,000 population, with Virginia Beach being the lowest and Portsmouth the highest. Hampton ranks third highest in the regional property crime rate per 1,000 population.

Chief Wideman provided a five-year comparison, which includes 2019 to 2023. The 2023 numbers will be partial.

From January 2, 2023, through June 30, 2023, there has been a significant increase in violent crime incidents, specifically murder and manslaughter, compared to previous years. There were 26 victims and 22 incidents, two of which would be justified. He noted that the subjects and victims had a relationship prior to and in their activities. Some occasions involved some criminal activity in which the victims ended up victimized by people they were having their criminal activities along with. Their paths would cross after that, and a violent consequence resulted in a homicide.

Rape, sexual assault, robbery, burglary, larceny, and motor vehicle thefts have also increased over the same period in previous years.

Chief Wideman shared that in response to violent crimes, they have targeted their efforts to identify the suspects and locations where those incidents are most prevalent and the people most responsible for committing those offenses. During a recent meeting, staff addressed those issues and increased patrols. They have used many more resources, including the task force partnership with the FBI (Federal Bureau of Investigation) and the marshals for the apprehensions. After subjects have been identified, they have been obtaining arrest warrants, going out and aggressively pursuing them for not only taking them off the street and bringing them into custody but making them available to the Commonwealth Attorney's office for prosecution.

Chief Wideman shared that larceny shoplifting offenses have an overall total of 738 shoplifting incidents, which includes 290 ABC. Without ABC, that number drops significantly to 448. He shared that their efforts have been to reach out to see if they could develop a strategic plan for preventative presence, awareness, and apprehension. But that proves to be difficult not only for Hampton but throughout the region. He stated they are working on a project to increase messaging using their website and social media to advertise those responsible for the offenses. He shared that they have benefitted from good video surveillance, capturing, and photographs. If they can identify those subjects, and the ABC wants to pursue those matters criminally, they can support and make that happen. If nothing else, just humiliation through social media to discourage someone from either going out and committing additional offenses or deciding for the first time to do so, knowing that this is one of the methods and tools that will be used to impact the incidences at ABC stores proactively may help alleviate that issue. He added that another consideration is not to have the most accurate numbers but to isolate and more clearly identify them and consider how to record and track those incidents. One of the issues is the timely response of the ABC stores in notifying law enforcement of those incidents and then allowing them to make an effort to make an apprehension. He stated that there is insufficient opportunity or support to make that happen. After that, we report it, contributing to the larceny numbers.

In response to Mayor Tuck, Chief Wideman stated that ABC stores are a soft target because they are not motivated to prosecute those offenses. There is a delay in the actual reporting to law enforcement. There have been occasions when they are notified of larceny where multiple reports are being made for numerous offenses over some time rather than immediately after the incident, making the option of apprehension non-existent.

Mayor Tuck shared that he was told by a 7-11 operator that if they were to shut down at 11:00 p.m. or 12:00 a.m., there would be fewer violent offenses and other incidents. They can't unilaterally decide to shut down because, nationally, they are

branded as open all night. He stated that they wanted action from the City to do that. Reports sometimes come in about shootings occurring after something has happened inside a 7-11 that moved outside. He asked Chief Wideman to address how 7-11 incidents fit into the crime picture.

Chief Wideman explained that he does not have details related explicitly to the 7-11s; however, there are late-night activities that occur at some of the businesses providing entertainment that may close at 2:00 a.m. The geographically local businesses that are still open, such as 7-11 or Wawa, tend to have people congregate. When that volume of people cross paths, there is a higher incidence of violence or larceny from businesses, and other crimes may occur in those lots. He shared that they proactively go into those areas about the time that those entertainment locations are closing. When they observe the parking lots overloaded with patrons from those other locations, typically intoxicated, they encourage the business to close their doors voluntarily, secure the building, and maybe even shut down the lights on the property. They can then take enforcement action to remove the patrons from those properties, reducing the opportunity for conflict in those areas. Many of which will comply. He stated that they may not have issues outside of that once they can get that voluntary compliance, but there are some instances where the patrons may move to another less cooperative location.

While the Part One offenses (violent offenses and property crimes) are trending upwards, Chief Wideman said he is interested to see if their efforts to identify the individuals and location where the incidents occur will gradually bring those numbers down. He does not think they will be as low as last year but hopes that by the end of the year, now that there is an effective plan in place, there will be similar margins and not an uprise or trend going upwards. Gradually, as they continue to master their efforts, year to year, he is hopeful that there will continue to be decreases.

When separating the violent offenses from the violent and property, year to date, the numbers are down for 2023. Even so, the murder/homicide numbers have increased. Some of those murders have been related to multiple victims. There have been a couple of occasions where there have been two, and then one where three victims were killed in an act. Two were justified, four were closed by arrests, and two were domestic.

Mayor Tuck asked, with a focus on youth violence, prevention, and reduction, if there was information on their efforts. Chief Wideman stated that he would be covering those statistics in this presentation.

Chief Wideman confirmed for Councilwoman Harper that, on the slide containing the part one property offenses, YTD (year-to-date) 2022 was listed incorrectly as YTD

2019.

Chief Wideman compared gunshot data from January 1 to June 30 for 2022 and 2023. There have been 12 people injured by gunshots this year compared to 20 during the same period last year. Demographically, the black male population has the highest rate, followed second by the white male population. The black female population has decreased since last year, while the white female population has increased by 57%. He shared that he has yet to narrow it down to specific categories, such as ages 14 to 18; however, the adults represent 57 and juvenile six.

He provided a breakdown of victim data by age group, which shows the most violence in the 18 to 30 range. Their efforts are to capture them in this earlier group because they have observed that they typically get inaugurated into that illegal activity or social group (also referred to as gangs) between middle and high school age groups. They then follow the path of being a career criminal, and after the age of 18, they continue in their criminal behavior and violence until approximately 30 years of age.

Chief Wideman shared that several programs have been newly implemented, and they participate in other programs that are available with the City, but they have had some long-standing programs as well. Many of which we all know, but the intent of those we may have yet to define clearly. It starts with the school SRO (school resource officer) programs. They mentor the students in the school and identify the students who look at risk. They are also available to mentor some families with anything they may need regarding resources to help with that. They partnered recently with Parks and Recreation to go out to some of the local neighborhoods looking for the youth to interact with the officers and Parks and Recreation personnel to build those relationships and have those conversations. He shared that he had the opportunity to meet with the Hopeful Hampton program last week. The program identifies the most at-risk youth, either by being victims of gun violence or perpetrators of gun violence, to see what other resources besides the Hampton Police Division and the Commonwealth Attorney's Office intervention might be. This includes school programs, housing, and employment to support the people who have been identified and the families and the network around them as a support system. The target group is the younger juveniles to catch them and give them options before they mature into poor choices.

Mayor Tuck shared that he was told that the General Assembly decriminalized marijuana. The challenge was that they didn't create outlets where people could go and buy marijuana. There are now the individuals who were selling illegally on the street that are now still selling. He asked if the competition for clients has led to an increase in some of the violent crime. Chief Wideman shared that statistically, they

can see a correlation between the legalization of marijuana because people can more freely acquire it; however, the source from which they acquire it is not necessarily legal. That and things like robberies and theft all play into the whole scenario.

Councilman Bowman asked if it would be worth bringing in representatives from the ABC, such as the Commissioner or regional representatives, to get more compliance. Chief Wideman explained that it is not necessarily an issue of compliance, but a matter of establishing priorities and everyone's resources are tapped. They are working towards finding some way to partner with them to utilize resources across profiles to see how we can more effectively address the issue that they're having. What they are planning first, with the least amount of resources, would be the use of social media and media messaging to get the information out. However, without cooperation in the way of prosecution, it becomes a catch-and-release. He said they plan to continue their efforts and find a resolution.

In response to Councilwoman Harper, Chief Wideman shared that support is being provided for the families of children in the 14 to 24 age range through resources like the Hopeful Hampton program.

Councilwoman Mugler stated that the presentation referenced regional and national factors that are believed to be part of the trends being seen. She asked for examples of the factors and how we are looking to address those. Chief Wideman shared that some of it is a social issue. When there are people, some of whom are of compromised means or have issues with mental health, all these things become factors. The intention is to identify them and provide the resources to help resolve their problems themselves. The amount of violence perpetrated post-COVID has increased significantly. The hotspots, or places where violence occurs most frequently, have been identified; however, there are no longer any safe places, including outside Hampton. The media shows us that there are no safe synagogues, movie theaters, churches, stores, etc. With violence popping up everywhere, it is much harder to concentrate efforts and deploy resources proactively to prevent any violent crime. A precision method is used to identify the people most likely to be responsible, make our presence known wherever we expect them to be, usually the hotspots, and use a very assertive method to get voluntary compliance. The trends are not unique to Hampton. Often, the crimes they are most concerned with are those in which both parties are known to each other. He shared that one issue he has concerns about, which needs to be discussed collectively, is increased violence on the interstates. Interactions or conflicts between parties traveling along the interstates, where there has been firearms exchange, have resulted in random citizens being victimized. This is something that would be harder to control than within our cities.

Mayor Tuck addressed the misconception that Hampton is an unsafe City, with people afraid to take their children outside or to school. At the Mayor's request, Chief Wideman reiterated that the subjects are known to one another and have chosen collectively to engage in a criminal enterprise, which often results in violence. The random act against an unknown party or random citizen is infrequent.

REGIONAL ISSUES

There were no regional issues to report on.

NEW BUSINESS

There were no items of new business.

CLOSED SESSION

3. [23-0141](#) Closed session pursuant to Virginia §§ 2.2-3711 A (.1), (.3), and (.8) to discuss appointments as listed on the agenda; to discuss the disposition of publicly held property in the Kecoughtan Road corridor of the City where discussion in an open meeting would adversely affect the bargaining or negotiating strategy of the City; and to consult with legal counsel employed or retained by the City regarding the legal parameters of use permits, which require the provision of legal advice by such counsel.

At 2:15 p.m., a motion was made by Councilmember Martha Mugler and seconded by Councilmember Billy Hobbs, that this Closed Session - Motion be approved. The motion carried by the following vote:

Aye: 7 - Councilmember Bowman, Councilmember Brown, Vice Mayor Gray, Councilmember Harper, Councilmember Hobbs, Councilmember Mugler and Mayor Tuck

4. [23-0236](#) Consideration of an Appointment to the Planning Commission
5. [23-0237](#) Consideration of an Appointment to the Senior Citizens Advisory Committee
6. [23-0239](#) Consideration of an Appointment to the Animal Control Advisory Committee
7. [23-0240](#) Consideration of Appointments to the Peninsula Stadium

Authority

CERTIFICATION

8. [23-0213](#) Resolution Certifying Closed Session

At 3:50 p.m., a motion was made by Councilmember Billy Hobbs and seconded by Councilmember Hope Harper, that this Closed Session - Certification be approved. The motion carried by the following vote:

Aye: 7 - Councilmember Bowman, Councilmember Brown, Vice Mayor Gray, Councilmember Harper, Councilmember Hobbs, Councilmember Mugler and Mayor Tuck

ADJOURNMENT

The meeting adjourned at 3:50 p.m.

Contact Info:
Clerk of Council, 757-727-6315, council@hampton.gov

Donnie R. Tuck
Mayor

Katherine K. Glass, CMC
Clerk of Council

Date approved by Council _____