

**AN ORDINANCE AMENDING APPENDIX B, ENTITLED  
"SCHEDULE OF RATES, FEES, FINES AND PENALTIES,"  
OF THE CODE OF ORDINANCES OF THE CITY OF ROLLING MEADOWS REGARDING  
BUILDING AND CONSTRUCTION FEES**

**WHEREAS**, the City Council has determined that it is advisable, necessary and in this public interest to amend the Code of Ordinances regarding the fees imposed for building and construction in the City of Rolling Meadows.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Rolling Meadows, Cook County, Illinois, as follows:

**Section 1:** Section VI, entitled "Building and construction fees," of Appendix B, entitled "Schedule of Rates, Fees, Fines and Penalties" of the Code of Ordinances of the City of Rolling Meadows is hereby deleted in its entirety and replaced with the following:

VI. - Building and construction fees.

(PERMIT, PLAN REVIEW AND INSPECTION FEES)

A. *Fees for permit and inspections (sections 5-4.4 [18-29(a)], 17-13 [94-32], 17-14 [94-33]):* The permit fees to be charged for permits authorized and required by the Code shall be as follows:

1. ***Building permits and inspection fees:*** Unless otherwise indicated in this section, the minimum fee for any permit to alter, construct, enlarge, erect, lower, raise, remodel, repair or underpin any building, structure or site improvement or any part thereof as required by the building code shall be a minimum of \$40.00, or as outlined below. In addition to the above-prescribed fee, all other applicable fees prescribed in this section shall be assessed. All inspection fees shall be calculated separately and collected at the time of permit issuance, based on the number of inspections required, as determined by the City, unless noted otherwise herein.

**Building Permits:**

*Based on Construction Cost provided by applicant as approved by City. The Building Official will utilize ICC, Means Catalog and historical data for construction costs provided on an application that are assumed to not accurately reflect the proposed work for this region.*

<b>Construction Cost</b>	<b>Fee</b>
\$1 - \$200,000	1% of construction cost (Minimum \$40.00)
\$200,001 - \$500,000	0.5% of cost exceeding \$200,000 plus above
\$500,001 and over	0.25% of cost exceeding \$500,000 plus above

**Inspection Fees:** \$50 per inspection

*After normal business hour inspections: Actual hourly wage cost of employee, plus overtime, with a 40 percent overhead surcharge, or pass-through cost from consultant.*

2. **Electrical permits and inspection fees:** The following fees for installation, alteration or extension of an electrical system shall apply. The minimum permit fee shall be \$40.00 unless otherwise indicated.

- a. The term "circuit" shall mean any set of branch conductors, which have been extended from a distribution center, and which may be utilized for the transmission of electrical energy.

**Electrical Permit Fee**

Permit	3% of Electrical construction cost, plus
Amps	\$25.00 per 100 amps, plus
Circuits	\$4.00 per circuit, plus
Electrical Inspection	\$50.00 per inspection
Minimum Electrical Permit	\$40.00

3. **Plumbing permits and inspection fees:** The following fees for installation, alteration or extension of a plumbing system shall apply. The minimum permit fee shall be \$40.00 unless otherwise indicated. Plumbing Permit Fee

Permit	3% of Plumbing construction cost, plus
Fixtures	\$8.00 per fixture, plus
Plumbing Inspection	\$50.00 per inspection
Minimum Plumbing Permit	\$40.00

- a. **Lawn sprinkler system permit:** (F)

Residential (single-family)	\$50.00, plus required inspections
Commercial, industrial, multifamily,	\$100.00, plus required inspections

- b. **Water heater permit:** (F)

Domestic	\$75.00, includes required inspections
Commercial	\$150.00, plus required inspections

c. **Underground repairs or replacement on private property: (F)**

Residential:

Water service	\$50.00, plus required inspections
Sewer service	\$50.00, plus required inspections
Storm sewer	\$50.00, plus required inspections

Commercial:

Water service	\$100.00, plus required inspections
Sewer service	\$100.00, plus required inspections
Storm sewer	\$100.00, plus required inspections

4. **Mechanical permits and inspection fees:** The following fees for installation, alteration or extension of a mechanical (heating, venting, air-conditioning) system shall apply. The minimum permit fee shall be \$40.00 unless otherwise indicated.

Mechanical Permit Fee

Permit	3% of Mechanical construction cost, plus
Equipment	\$40.00 per unit, plus
Mechanical Inspection	\$50.00 per inspection
Minimum Mechanical Permit	\$40.00

Furnace/Air Conditioning Residential Replacement: (F)

\$75.00/unit, includes required inspections

5. **Fire protection systems permit and inspection fees:** The following are fees for the permit and inspection of fire protection systems installed in structures and buildings and are in addition to other applicable fees required in this section. City plan reviews and administrative fees shall be based on the plan review schedule if not identified below.

Fire alarm system permit	\$100.00
Review	\$100.00 minimum, or consultant cost to be passed to applicant, plus administrative fee, as determined by the Building Official, determined based on project scale
Inspection/Consultant Cost	Per Consultant Invoice
Fire suppression system permit	\$100.00
Review	\$100.00 minimum, or consultant cost to be passed to applicant, plus administrative fee as determined by the Building Official, based on size of project.

Inspection/Consultant Cost	Per Consultant Invoice
Fire suppression/alt. system permit (Wet chemical, Dry chemical, Halon, Kitchen Hood/Ansul system, etc.)	\$100.00
Review	\$100.00, or consultant cost to be passed to applicant, plus administrative fee as determined by the Building Official, based on size of project.
Inspection/Consultant Cost	Per Consultant Invoice
Stand-pipe Inspections	Per Consultant Invoice, or \$165.00/pipe
4 <sup>th</sup> and subsequent reviews	\$100.00 per additional review

- a. After normal business hour inspections: Actual hourly wage cost of employee, plus overtime, with a 40 percent overhead surcharge, or pass-through cost from consultant.

6. **Elevator, escalator, and dumbwaiter permit and inspection fees:** Permit fees for elevator, escalator, dumbwaiter, movable stages, platform lifts, hinged platform lifts, installation or alteration shall be as follows:

Per elevator unit	\$100.00
Escalator (per escalator)	\$100.00
Dumbwaiters (per dumbwaiter)	\$100.00
Other: per unit	\$100.00

*Note - Any consultant cost to be passed to applicant, plus administrative fee (Min. \$10.00, Max. \$100.00), determined by Building Official, based on project scope.*

- a. Semiannual inspection fees for each elevator, escalator, and dumbwaiter shall be as follows:  
\$55 per inspection, per unit

7. **Fence permit: (F)**

Residential	\$50.00
Commercial	\$125.00

*(Structural barrier fences shall utilize the building permit fee schedule above and shall include plan review and inspection fees, determined by the Building Official)*

8. **Storage tank permit:** The permit to install or remove an, above or below ground, storage tank shall be calculated using the Building Permit fee schedule. All above ground storage tanks shall be reviewed by the Planning and Zoning Commission.

9. **Reinspection fees:** Reinspection fees shall be required when work is not ready to be inspected at the requested inspection time, including approved plans not on site, there was not a good faith effort made to complete the work in compliance with the Code, or that a stop work order or violation was issued. In all instances, the City Inspector will determine when a fee is required.

First Offense	100% increase of inspection fee
Second (Subsequent) Offenses	200% increase of inspection fee

10. **Temporary tents and canopy permits: (F)**

Up to 3 Days	\$50.00
Up to 7 Days	\$75.00
Up to 30 Days	\$200.00, may require City Council approval

11. **Swimming pool permits and inspections:**

Residential	Per Paragraph 1, "Building permits and inspection fees". Minimum \$40.00 <i>Electrical/Plumbing/Mechanical fees may also apply.</i>
Commercial	Per Paragraph 1, "Building permits and inspection fees". Minimum \$250.00 <i>Electrical/Plumbing/Mechanical fees may also apply.</i>

12. **Water meter fee:** Water meters used in conjunction with domestic water supply to a structure from the municipal water system must be purchased from the City at a rate of 100 percent of the current cost to the City, plus a 10% administration fee. A *separate Water Meter Application must be completed, submitted, and required fees paid to the City prior to receipt of the meter.*

13. **Plan examination fee:** The fee for plan examination shall be required, unless otherwise noted as (F), on all permits that are reviewed by the City and shall be calculated as follows:

Based on Construction Cost, except as noted

\$1 - \$10,000	\$50.00
\$10,001 - \$50,000	\$75.00
\$50,001 - \$100,000	\$175.00
\$100,001 - \$300,000	\$325.00
\$300,001 and over	\$500.00, plus \$35.00/1,000 sq. ft. +

Residential (New Single Family) \$400.00

Residential (New Two-Family) \$225.00 per unit

Residential 4<sup>th</sup> and subsequent reviews \$50.00 per additional review

Commercial 4<sup>th</sup> and subsequent reviews \$100.00 per additional review

*Note - All consultant cost to be passed to applicant, plus administrative fee (Min. \$10.00, Max. \$100.00), determined by Building Official, based on project needs.*

a. **Outside plan review escrow:** To cover the expense of outside plan review services, the Public Works Director, or his/her designee may require a cash deposit, prior to plan review, equal to the cost of the expected review.

b. **Health department plan review:**

Based on total square footage, except as noted

1 – 2,000	\$50.00
2,001 - 5,000	\$125.00
5,001 – 7,500	\$225.00
7,501 - 10,000	\$300.00
10,001 and over	\$500.00, plus \$35.00/1,000 sq. ft. additional

Plan review fee includes three (3) plan reviews. 4<sup>th</sup> and subsequent reviews: \$100.00 per additional review.

c. **Temporary Food Service Permit** \$50.00 (F)

14. **Demolition of Structures, fees and bonds:** No building or other structure shall be demolished, razed or wrecked unless permit fees and bonds are submitted to the City as follows:

- a. A cash deposit in the sum of \$2,000.00 (Residential) or \$5,000 (Commercial) to ensure the completion of the proposed demolition and proper site restoration is completed is required as part of the required permit fee. (Not applicable to residential accessory buildings).
- b. A bond with good and sufficient sureties, in a form acceptable to the City Attorney, indemnifying, keeping and saving harmless the City against any loss, cost, damage, expense, judgment or liability of any kind whatsoever which the City may suffer, of which may accrue against, be charged to, or be recovered from the City, or any of its officials from or by reason or on account of accidents to persons or property during any such demolition, razing or wrecking operations, and from or by reason or on account of anything done under or by virtue of any permit granted for any demolition, razing or wrecking operations. Such bond shall be in the penal sum of \$20,000.00 for structures not exceeding three (3) stories in height, and \$40,000.00 for structures of four (4) or more stories or a certificate of insurance with the City named as additional insured and general liability coverage in an amount not less than \$300,000.00.

15. **Demolition (Structure) Permit Fee: (F)**

Residential	\$500, plus required inspections and deposits
Commercial	\$2,500, plus required inspections and deposits

16. **Roofing/Siding/In-kind Window Replacement Permits**

Residential	\$50, includes required inspections
Commercial	Building Permit Schedule, plus required inspections/deposits

17. **Certificates of Occupancy/Completion:**

Final Residential	\$50.00
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Final Multi-family/Multi-story buildings shall be \$50/unit minimum, plus the "Final Commercial" building/floor occupancy fee as prescribed below.

Final Commercial

0 – 10,000 square feet	\$135.00
10,001 – 50,000 square feet	\$275.00
Over 50,000 square feet	\$400.00

Temporary Residential	\$125.00, plus \$1,000 minimum deposit.
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Temporary Commercial	Double "Occupancy Final" fee schedule, plus \$2,000 minimum deposit.
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Deposit will be based on the value of incomplete, non-life safety issues remaining at the time of Temporary Occupancy issuance. Deposit shown is the minimum required to request a temporary occupancy. **Occupancy requests shall be filed a minimum of five (5) business days prior to closing and/or projected Occupancy/Completion. Occupancies will not be issued the same day as the final inspection.**

**Engineering Fees**

18. **Site Grading, Erosion Control, Excavation, Utilities, etc.:**

Major Site Work Permit \$250, plus review/required inspection  
(More than 2,500 square feet of disturbed area) (Minimum 2 insp. @ \$50 each)

Minor Site Work Permit \$75, includes review and 2 inspections  
(Less than 12,500 square feet of disturbed area)

19. **Driveways, Parking areas:**

Driveway Permit

Residential	\$50.00, separate fee not required for new home construction
Commercial	\$100.00, plus performance deposit, (area applies to drive area within right-of-way only)

Parking Area Permit

New or Remove/Replace	\$ .025 per square foot, (\$250.00 min.) plus \$200 refundable final deposit
Overlay/Resurface, Sealing	\$ .010 per square foot, (\$125.00 min.) plus \$200 refundable final deposit

20. **Underground repairs or replacement on private property:**

Water service	\$50.00, plus required inspections
Sewer service	\$50.00, plus required inspections
Storm sewer	\$50.00, plus required inspections

21. **Sidewalk deposit:**

- a. Work within the Public Right-of-Way will require a Security Deposit Calculation Form to establish an appropriate deposit to protect City assets, such as; sidewalks, curb and gutter, parkway landscaping, etc.

22. **Security Deposit Fee:** For all work proposed within the City right-of-way, the Director of Public Works, or his designee, shall require a security deposit, using the Security Deposit Tabulation Form, to determine the required deposit. Deposits shall be held for no less than 12 months following final approval of improvement or occupancy, whichever occurs last.

- a. No street, alley, parkway or other public property shall be obstructed, or used for construction access, or opened or excavated, without permission first having been secured from the Public Works Director or his/her designee.
- b. Opening or excavation in the public way:
  - i. The permit for the opening of a street, parkway, sidewalk or alley shall be \$10.00 per square foot of opening or disturbed area.
  - ii. No permit will be issued until the applicant has executed and filed with the City a bond in a sum determined by the City, as defined or on scope of work, with a responsible surety company as surety thereon. Said bond is to be in a form approved by the City Attorney. The bond must indemnify the City and its Officials for the full period of time provided by the statutes of limitations of the State of Illinois from any and all losses, costs, expense, or liability of any kind or nature whatsoever which said City or its officials may suffer to be put to, or which may be recovered from it or them by reason of issuance of such permit.
  - iii. No permit shall be issued until the applicant has deposited with the City the sum established on the Security Deposit Tabulation Form for any work proposed to be performed within the right-of-way. The fees required are guarantee the replacement or repair of broken or damaged sidewalks, curbs, gutters and streets, restoring the public property (or protection of the same) and for the removal of dirt and litter from public streets abutting the premises involved.
  - iv. Should the extent of street and parkway opening be determined by the Public Works Director to be beyond the scope anticipated in this section, he/she may require a performance bond or additional funds, in an amount equal to an

engineering estimate of the cost to repair and restore the affected street, sidewalk, parkway or public property.

**23. Water for construction; use fee during construction:**

The following minimum fees shall be charged for the use of any unmetered water used during construction:

Residential: \$125.00  
Commercial: \$250.00

A City approved meter must be installed as soon as practicable, and at no time may unmetered water be utilized for irrigation purposes, even if associated with new construction. Applicant shall coordinate meter usage with the City's Public Works Department.

**Water meter fee:** Water meters used in conjunction with domestic water supply to a structure from the municipal water system must be paid as defined above (12).

**24. Water connection fees:**

- a. *New construction:* All applicants for water service shall provide and pay for the cost of construction, both labor and material, of the water service from the main to the premises to be served. This construction work, shall be performed by a licensed plumber who has a properly executed bond on file in the Community Development Division. The water meter shall be paid for by the applicant and furnished by the City. All fees must be paid, prior to final inspection, or the issuance of any certificate of occupancy or completion. In no event, will a certificate of occupancy be issued without payment of all outstanding fees.
- b. An additional fee for plan review and inspection will be required for the extension of the existing water system. The fee shall be based upon the percentages of the estimated construction costs of the water system extension defined below in Table 25A.
- c. For water main and/or fire main systems, a chlorination inspection fee of \$150.00 per 400 feet of water main, or fraction thereof in excess of 400 feet, shall be assessed for the inspection and monitoring.
- d. Water system installation connection fee. (Pursuant to Sec. 110-300)
- e. **Residential installation connection fee:** The water installation connection fee for customers in areas where water mains have been installed by the city, or are owned and operated by the city is established at \$5,250.00 per single-family residential unit. Existing service upgrades will not be charged a service connection when exact location replacement approved by City. Any new buildings or premises containing two or more dwelling units, shall be charged an additional \$1,500 per unit, up to 15 units, after which the following water connection fee schedule shall apply:

16-20 units	\$1,250 per unit
21 + units	\$1,000 per unit

- f. **Fire protection fee:** In addition to the fees set forth in subparagraph (e) above, and where the number of units is greater than ten, the following fire protection fees shall be paid:

Size of Tap	Fee
1" to 3"	\$750.00
4" to 8"	\$4,500.00
Over 8"	\$7,500.00

- g. **New residential developments; water main extension fees:** In new residential developments, where the water mains have been extended at the cost of the developer, the city shall be paid a water main extension fee. The water main extension fee shall be equal to the water installation connection fee for a single-family residence plus the fire protection fee based upon the size of the connection as set forth in subsection (f) herein.
- h. **Commercial, industrial, institutional, etc. installation connection fee:** The water installation connection fee for commercial and industrial customers in areas where water mains have been installed by the city, or are owned and operated by the city is established by the following schedule:

- (1) Base fee: \$200.00 per 1,000 square feet of building, and
- (2) Fire protection fee.

Size of Tap	Fee
1" to 3"	\$1,000.00
4" to 8"	\$5,500.00
Over 8"	\$8,500.00

25. ***Fees for Plan Reviews and Inspections Related to Public Improvements***

The fees listed below are for combined plan review and inspection services related to public improvements (water mains, sanitary mains, storm mains, roadway, etc.) that will be installed and/or constructed by the applicant/developer, and ownership will, in whole or part, be turned over to the City of Rolling Meadows following final acceptance. This fee is for the combined full time inspection services and review services required for the project.

**TABLE 25A**

Estimated Cost of Public Improvements	City Engineer (Engineering Consultant)
\$1 to \$250,000	3.0%
\$250,001 to \$500,000	2.75%
\$500,001 to \$750,000	2.50%
\$750,001 to \$1,000,000	2.25%
\$1,000,001 and up	2.00%

26. **Sanitary sewer connection fees:** The fee for the installation, alteration or extension of a sewer system shall be:

- (1) Fee for sanitary sewer service connections are as follows:
- a. Per residential lot, the connection fee shall be \$1,828.00, and shall increase 3% every five (5) years, or as defined in Table 24A below, but it shall be capped at \$2,500.00. Each fee is rounded up to the nearest dollar.

**TABLE 26A**

Year	Connection Fee
2020 through 2024	\$1,828.00
2025 through 2029	\$1,883.00
2030 through 2034	\$1,940.00
2034 through 2039	\$1,999.00

- b. Per residential lot, where sanitary sewer main was installed and funded by the City of Rolling Meadows, after 2007, for properties adjacent to Old Plum Grove Road, the connection fee shall be \$7,000.00, as required to recapture City costs.
- c. For all other land uses other than single-family residential, the fee shall be established based on a "population equivalent" formula for generated flows (where a population equivalent of 1.0 is equal to the connection fee listed in Table 26A above, but shall be capped at \$2,500, or 250 gallons of flow per day).
- d. The applicant for sanitary sewer and/or storm sewer service shall, in all cases, pay for all costs of labor and materials required for installing the sewer service from the respective mains to the premises to be served. A licensed contractor who has a properly executed bond on file in the Community Development Division shall perform the construction work in connection with the sanitary sewer service.
- e. An additional fee for plan review and final inspection will be required for all projects involving the extension of an existing sanitary or storm sewer main. This fee shall be based upon the percentages (listed in Table 25A) based on the estimated construction cost of the sanitary and/or storm sewer extension (exclusive of services to the proposed building):
- f. In each instance above where the permit is issued for sanitary and/or storm sewer connections lying outside the corporate limits of the City, the fee for such permit shall be 200 percent of such fees listed hereinabove in order to cover the additional costs and inspections thereof.

27. **Waiver of building permit fees:** The Public Works Director, or his/her designee is authorized to waive building permit fees, excluding pass-through costs, direct costs, utility connection costs, zoning or development fees, etc., that do not exceed \$1,500.00 for governmental entities such as park district, library, fire districts, townships, Cook County, State of Illinois and also for organizations that are chartered as not-for-profit organizations and have been determined by the Internal Revenue Service to be exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code. Requests to waive fees in excess of \$1,500.00 must be approved by the City Council.

28. **Outside plan review and inspection services:** In circumstances that the Public Works Director, or his/her designee causes inspections or the review of plans by a third party reviewer (ex: City engineer, Structural, Fire Protection), fees charged to the City for said review shall be paid by the permittee as part of the comprehensive permit fees, in accordance with the most current schedule of fees established under their perspective contract.
29. **Code, compliance and inspections bond:** No permit for new construction, alterations, additions or repairs of buildings with a construction valuation of \$5,000.00 or greater shall be issued unless the applicant deposits with the City a cash bond to assure code compliance and reimbursement for additional inspections performed under applicable sections of the building code. The amount of the cash bond shall be one-half of one percent of the construction valuation, but shall not be less than \$100.00 nor more than \$5,000.00 dollars. Failure to correct code violations associated with construction regulated under the permit shall result in forfeiture of all or portion of the bond. Additional inspection charges as provided elsewhere in this Code shall be charged to the cash bond account. Upon satisfactory completion of the construction, the cash bond shall be refunded, less any deductions, and without interest.
30. **Penalty for unauthorized work commencing without a permit:** The permit shall be calculated and a 200% penalty fee (less required deposits and utility fees) will be added to the original permit fee.
- a. *Section 5-4(z) [18-29(e)], code compliance and inspection bond:* One-half of one percent of the construction valuation but the bond shall not be less than \$100.00 or more than \$5,000.00.
  - b. *Section 5-13.4(4) [18-314(d)], violation of section 5-13.4 [18-314]:* Fine not to exceed \$1,000.00 for each offense.
  - c. *Section 5-29 [18-352] violations:* For violation of section 5-29 [18-352]: a fine of not less than \$100.00 nor more than \$300.00 for the first offense and not less than \$300.00 nor more than \$500.00 for the second and each subsequent offense in any 180-day period; provided, however, that all actions seeking the imposition of fines only shall be filed as quasicriminal actions subject to the provisions of the Illinois Civil Practice Act (735 ILCS 5/1-101 et seq.). Repeated offenses in excess of three within any 180-day period may also be punishable as a misdemeanor by incarceration in the county jail for a term not to exceed six months under the procedure set forth in section 1-2-1.1 of the Illinois Municipal Code (65 ILCS 5/1-2-1.1) under the provisions of the Illinois Code of Criminal Procedure (720 ILCS 5/100-1 et seq.) in a separate proceeding.
  - d. *Section 5-35 [18-385] violations:* A fine on not more than \$1,000.00 for each offense.

31. **Annual rental dwelling license fee** (section 5-34(b) [18-424]):

<b>Multiple dwelling (i.e. apartments)</b>		
20 percent of units inspected: per dwelling unit		\$25.00
50 percent of units inspected: per dwelling unit		75.00
100 percent of units inspected: per dwelling unit		110.00
<b>Single-family multiple dwelling (i.e. condominiums)</b>		
0—3 violations, inspected every 3 years:		50.00
4 or more violations, inspected every 12 months:		150.00
<b>Single-family dwelling - detached and attached (i.e. SFR, Townhomes)</b>		
0—3 violations, inspected every 3 years		75.00
4 or more violations, inspected every 12 months		200.00

( Ord. No. 15-59, § 1, 11-24-2015

**Editor's note**— Ord. No. 10-48, § 1, adopted December 14, 2010, repealed the former art. VI, and enacted a new art. VI as set out herein. The former art. VI pertained to similar subject matter and derived from Ord. No. 97-62, adopted August 12, 1997; Ord. No. 98-63, adopted December 15, 1998; Ord. No. 04-27, adopted May 25, 2004; Ord. No. 05-35, adopted August 23, 2005; Ord. No. 07-44, adopted November 27, 2007 and Ord. No. 08-57, adopted December 16, 2008.

**Section 2:** This Ordinance shall be printed and published in pamphlet form.

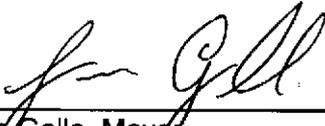
**Section 3:** This Ordinance shall be in full force and effect 10 days after its publication as provided by law.

**PASSED AND APPROVED** by the City Council of Rolling Meadows, Cook County, Illinois  
this 25<sup>th</sup> day of August, 2020.

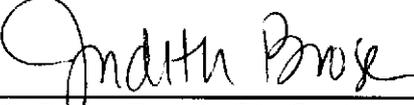
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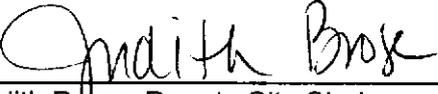
ABSENT: 0

  
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Joe Gallo, Mayor

ATTEST:

  
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Judith Brose, Deputy City Clerk

Published this 26<sup>th</sup> day of August, 2020.

  
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Judith Brose, Deputy City Clerk