

ORDINANCE NO. 20-05-1404

AN ORDINANCE OF THE CITY OF NORTH LAUDERDALE, FLORIDA, AMENDING SECTION 2-241 OF THE CITY'S CODE OF ORDINANCES, ENTITLED "TRAVEL AND SUBSISTENCE"; PROVIDING FOR THE PRUDENT USE OF PUBLIC FUNDS WHILE TRAVELING ON OFFICIAL CITY BUSINESS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission seeks to ensure that all travel and subsistence costs incurred by the City promote the prudent use of public funds; and

WHEREAS, the City Commission further seeks to ensure that all travel and subsistence costs incurred by the City are properly authorized and documented in accordance with established procedures; and

WHEREAS, the City Commission finds and determine that it is in the best interest of the citizens and residents of the City, and to best protect their financial and economic health, safety and welfare, to adopt this Ordinance, and to review it, from time to time.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF NORTH LAUDERDALE, FLORIDA, THAT:

Section 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance upon adoption hereof.

Section 2. The City Commission hereby amends Section 2-241 of the City's Code of Ordinances, entitled "Travel and subsistence," as incorporated herein.

Sec. 2-241. - Travel and subsistence.

~~This travel policy shall not apply to members of the city council unless otherwise expressly provided for in this section.~~

~~(1) Definitions. As used in this section, the terms listed below are in accordance with F.S. § 112.061(2), as amended from time to time.~~

~~a. Class A travel means continuous travel of 24 hours or more away from official headquarters.~~

~~b. Class B travel means continuous travel of less than 24 hours which involves overnight absence from official headquarters.~~

~~c. Class C travel means travel for short or day trips where the traveler is not away from his official headquarters overnight.~~

- ~~d. Category 1 traveler means the city manager or other FLSA exempt-level management employees.~~
 - ~~e. Category 2 traveler means all other employees, board members or authorized individuals traveling on behalf of the city.~~
 - ~~f. Reserved.~~
 - ~~g. Travel day means a period of 24 hours consisting of four quarters of six hours each.~~
 - ~~h. Travel period means a period of time between the time of departure and the time of return.~~
- ~~(2) Travel authorization. All class A and class B travel shall require written approval of the city council (for the city manager) or city manager (or his delegate for staff) prior to incurring any reimbursable cost. Travel requests are encouraged to be submitted at least one month in advance of departure to provide time for prudent consideration and approval without jeopardizing possible travel discounts. The city encourages travelers to take advantage of all early registration, hotel and travel discounts.~~
- ~~(3) Computation of travel time for reimbursement. For the purposes of reimbursement and methods of calculating fractional days of travel, the following shall apply:~~
- ~~a. The travel day for Class A travel shall be a calendar day (midnight to midnight). The travel day for Class B travel shall begin at the same time as the travel period. For Class A and Class B travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period.~~
 - ~~b. A traveler shall not be reimbursed on a per diem basis as defined/described in F.S. § 112.061, for Class C travel but shall receive subsistence as provided in this section.~~
- ~~1. Breakfast. When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.~~
 - ~~2. Lunch. When travel begins before 12:00 noon and extends beyond 2:00 p.m.~~
 - ~~3. Dinner. When travel begins before 6:00 p.m. and extends beyond 8:00 p.m. or when travel occurs during nighttime hours due to special assignment.~~
- ~~No allowance shall be made for meals when travel is confined to the city or "immediate vicinity" (defined as within 15 miles of City Hall), unless travel expenses are approved by the city council or city manager in advance.~~
- ~~(4) Rates of subsistence allowance. For purposes of reimbursement rates and methods of calculation, subsistence allowances are divided into the following groups and rates:~~
- ~~a. Approved travelers shall be allowed subsistence when traveling to a convention or conference or when traveling beyond 15 miles from City Hall in order to conduct bona fide city business, and the convention, conference or business serves a direct and lawful public purpose. The subsistence shall be the amounts permitted in paragraph (b) for meals, plus actual expenses for lodging at a single occupancy rate, which must be substantiated by paid bills.~~
- ~~Notwithstanding the foregoing, in the event that the National League of Cities, Florida League of Cities or United States Conference of Mayors meets in Broward County, Florida, it is the intent of this section that should councilmembers~~

~~participate in such conference or conventions, that this section shall not apply and the city council may approve participation without regard to the limitations of this section.~~

- ~~b. Approved travelers shall be allowed the following amounts for subsistence while on Class C travel while on official business except in certain high-cost areas designated by the federal government within the Continental United States:~~

~~Category 1 and 2 travelers will be granted a meal allowance based upon the following amounts while in "travel status":~~

- ~~1. Breakfast \$8.00~~
- ~~2. Lunch 12.00~~
- ~~3. Dinner 20.00~~

~~For high-cost areas designated by the federal government within the Continental United States, subsistence shall be enumerated as part of the city's travel and subsistence policy. Said adjustments shall be in accordance with the applicable federal rules and regulations.~~

~~(5) Transportation.~~

- ~~a. All travel shall be completed by the most economical method of travel for the trip, considering the following:~~

- ~~1. The nature of the business;~~
- ~~2. The most efficient and economical means of travel (considering time of the traveler, cost of the transportation, and subsistence required);~~
- ~~3. The number of persons making the trip and the amount of material or equipment to be transported; and~~
- ~~4. The duties, responsibilities and work-related affects of the traveler upon their department in delivering or performing services to the city.~~

- ~~b. The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be used by the city council or city manager. Whenever travel is by privately owned vehicle, the traveler shall be entitled to a mileage allowance at a fixed rate equal to the Internal Revenue Service allowable rate or the common carrier fare for such travel, whichever is less, as determined by the city council or city manager. The mileage rate shall be adjusted annually in accordance with the Internal Revenue Service allowable rate. Travelers who receive a monthly auto allowance from the city shall not be entitled to a mileage allowance for travel. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business. Mileage shall not be paid for Class C travel unless the employee is required to report to/from his normal work location prior to reporting to the travel location.~~

- ~~c. All mileage allowances when a privately owned vehicle is used shall be shown from the point of origin (defined as the lesser distance from the travel destination to either City Hall or the traveler's personal residence) to the point of destination, and~~

~~when possible shall be computed based on the current map of the Florida Department of Transportation. Vicinity mileage (defined as travel in and around the travel destination location) necessary for the conduct of official business is allowable, and it must be shown as a separate item on the travel expense voucher.~~

~~d. No traveler shall be allowed either mileage or transportation expense when he is gratuitously transported by another person or when he is transported by another traveler who is entitled to mileage or transportation. A traveler on a private aircraft shall be reimbursed the actual amount charged and paid for his fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight.~~

~~e. Rental automobiles. From time to time, it may be necessary for a city council member, the city manager, or other city employees to rent a vehicle for official business use due to circumstances surrounding the meeting location. Prior approval must be received from the city council or city manager prior to the rental of the vehicle.~~

~~(6) Other expenses.~~

~~a. The following incidental travel expenses of the traveler may be reimbursed:~~

- ~~1. Taxi fare (unless rental car transportation is available to the traveler);~~
- ~~2. Ferry fares;~~
- ~~3. Bridge, road, and tunnel tolls;~~
- ~~4. Storage and parking fees;~~
- ~~5. Convention or conference registration fees; and~~
- ~~6. Clothing maintenance and cleaning.~~

~~b. Other incidental expenses required while performing official travel, such as long distance telephone calls or usual and customary gratuities (excluding meals and not exceeding \$3.00), may be reimbursed with proper written justification by the traveler denoting the amount and public purpose of the expenditure.~~

~~Provisions included in subsection (6)a.1. shall not apply to city councilmembers under this subsection.~~

~~(7) Local area meetings not requiring overnight travel. Special luncheon/dinner registration meeting expenses: In situations where attendance is requested at an organized function held within the tri-county area (Broward, Miami-Dade, Palm Beach), and that function has a predetermined, established fixed price, the city will reimburse for the stated price provided that approval for attendance is received in advance from the city council or city manager. Department heads shall prepare and submit a monthly report to the city manager indicating their staff's attendance at local area meetings and training seminars including dates, organization, topics covered, continuing education credits and total cost.~~

~~(8) Promotional and related expenses. When the city councilmember or city manager or other city employees or officials are required to incur expenses in connection with the performance of their official duties for persons other than city employees, such~~

~~expenditures will be reimbursed provided that such expenditures have been approved in advance by the city council or city manager. Such expenses include, but are not limited to, travel or entertainment expenses of guests, business clients, dignitaries, or other authorized persons. A description of the purpose and reason for the expenditure must be provided in writing and documented by a statement indicating attendees, the public purpose being served, and accompanying receipts for all costs (including meals) sought for reimbursement.~~

~~(9) — Travel authorization and voucher forms.~~

~~a. — The city shall provide a uniform travel authorization and expense voucher form to be used by all city officers and employees. This form shall be prepared and submitted by the traveler within ten business days of the completion of travel. The form shall reflect a total summation of all costs associated with the authorized travel event, including pre-paid travel, registration, subsistence and hotel payments.~~

~~(10) — Except as otherwise provided in this section, the city shall adhere to all requirements of F.S. § 112.061, as amended from time to time.~~

This travel policy shall apply to all employees of the City of North Lauderdale traveling at the City's expense or on City time while conducting City business. This policy is designed to cover reasonable employee expenses while traveling on City business and to promote the prudent use of public funds.

1) Definitions.

- a. Employee – Shall mean all individuals who are employed by the City of North Lauderdale, including elected and appointed officials.
- b. Internet Travel Website – Shall mean a website available on the Internet that specializes in discounted airline, and/or lodging reservations and that is capable of providing electronic airline tickets and confirmation of travel itinerary via electronic means.
- c. Official headquarters – Shall mean the City of North Lauderdale municipal building in which an employee reports to work.
- d. Travel period – Shall mean a period of time between the time of departure and the time of return.
- e. Travel Request and Expense Form – Shall mean the City of North Lauderdale's travel form template prepared and approved by the City Administration and Finance Director, as amended from time-to-time. This form is required for any travel requiring advance approval by the City Manager or designee.
- f. Traveler – Shall mean an employee of the City who has received approval from the City Commission, City Manager or designee to travel on City business.

2) Travel authorization.

- a. Advance approval by the City Commission, City Manager or designee must be provided prior to making any reservations for overnight travel, out of state travel, and/or air travel.

1. Such approval shall require a majority vote by the City Commission for elected official travel or written correspondence to the City Manager for other employees which identifies the individual travelling, the purpose of the travel and the benefits the City will gain due to participation.

All correspondence must be supported by documents including event flyers, conference schedules and estimated total travel-related expenses such as registration, air, hotel, parking, meals, tolls, etc.

A Travel Request and Expense Form must be completed by the employee requesting travel and shall be pre-approved by the Commissioner, Department Director and City Manager, or designee, prior to making reservations.

2. Advance written approval must be submitted at least three (3) weeks prior to beginning travel to allow for sufficient processing time and payment of any travel advance.
 3. The City encourages travelers to take advantage of all early registration, hotel and travel discounts available.
 4. Travelers requesting only mileage and/or meal reimbursement for business travel that is not overnight or out-of-state but authorized by their Department Director do not need prior approval from the City Manager.
 5. Travelers should use a City PCard for registration, airfare and lodging when credit cards are accepted by said vendors in order for the City to take advantage of any rebates or rewards offered.
- b. Failure to obtain the proper approvals prior to incurring any travel expenses for overnight travel, out of state travel, and/or air travel may be cause for disallowing reimbursement unless such travel can be justified on the basis of extenuating circumstances and approved by the City Manager or designee.
 - c. Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law.
 - d. When a spouse or other members of an employee's family attend a conference or meeting, none of their expenses shall be borne by the City. The employee may not charge these expenses to the City either through a P-card or an advance. These costs should be incurred by the employee and the Travel Request shall reflect only those expenses incurred by the employee.

3) Meal Allowance.

- a. A traveler shall be provided an allowance for meals when traveling on City business as provided for in this section.
 1. Breakfast – When the travel period begins before 6:00 a.m. and extends beyond 8:00 a.m.
 2. Lunch – When the travel period begins before 12:00 noon and extends beyond 2:00 p.m.
 3. Dinner – When the travel period begins before 6:00 p.m. and extends beyond 8:00 p.m., or when travel occurs during nighttime hours due to special assignment.

The allowance for meals eliminates the need for actual receipts and itemized per meal listings. Meal allowances include all taxes and gratuities.

b. Rates of meal allowance.

The rates paid in accordance with this section shall be based on the United States General Services Administration (GSA) "Meals and Incidental Expense Rate (M & IE Rate) - Standard Rate specified for breakfast, lunch and dinner for the dates of travel. The Standard Rate shall apply for all locations without specified rates. The GSA Domestic Per Diem chart is provided at the GSA website at [US General Services Administration Per Diem Rates](#)

- c. If travel is to a high-cost area, as determined by the United States General Services Administration (GSA), meal allowance shall be based on the "Meals and Incidental Expense Rate (M & IE Rate) for the primary destination.
- d. No one, whether travelling out of state or in state, shall be reimbursed for any meal included in a seminar, convention or conference registration fee paid by the City, even if the traveler decides for personal reasons not to eat the meal. A continental breakfast is considered a meal if included in the registration fee. Generally, meals included as part of a conference are noted in the conference brochure or agenda.
- e. No meal allowance shall be provided when travel is confined within the City limits of North Lauderdale or within the "immediate vicinity" (defined as within 30 miles of City Hall), unless it is an all day conference in which lunch is not provided and when travel expenses are approved in advance by the City Manager. Authorized local meals must be justified by the Department Director as to their public benefit to the City of North Lauderdale.
- f. Any employee who receives a periodic expense allowance shall not be provided a meal allowance or be reimbursed for meals if the travel is within the tri-county area (Miami-Dade, Broward, and Palm Beach County) except for in accordance with 4g.
- g. Notwithstanding the above, in the event the conference or convention for National League of Cities, Florida League of Cities or United States Conference of Mayors is held in Broward County, Florida, it is the intent that should City Commissioners participate in

such conference or convention, that section 4e and 4f shall not apply and the City Commission may approve participation without regard to the limitations of this section.

4) Transportation.

- a. All travel should be completed by the most economical method of travel for the trip, considering the following:
 1. The nature of the business;
 2. The most efficient and economical means of travel (considering time of the traveler, cost of the transportation, meals required and travel discounts);
 3. The number of persons making the trip and the amount of material or equipment to be transported; and
 4. The duties, responsibilities and work-related effects of the traveler upon their department in delivering or performing services to the city.
- b. **Vehicle Transportation:** When vehicle transportation is the most economical form of travel the following shall apply:
 1. City Vehicles: Employees, with the exception of elected officials who receive an expense allowance, are directed to use a City vehicle as the primary mode of transportation when feasible. It is the responsibility of the employee to coordinate and reserve a vehicle with the Public Works Department designees. Failure of the employee to timely reserve a vehicle does not automatically approve them for mileage reimbursement for using a personal vehicle. The employee must possess a valid driver's license to operate a City vehicle.
 2. Private Vehicles: The use of a privately owned vehicle for official business travel in lieu of a City vehicle may be authorized.
 - i. If a privately owned vehicle is to be used, proof of proper insurance coverage must be verified and a copy of the insurance certificate must be on file with Risk Management. If the insurance coverage is not on file, and proof of proper insurance cannot be obtained, the travel request form will not be processed unless the traveler changes the mode of transportation.
 - ii. Whenever travel is by privately owned vehicle, the traveler shall be entitled to a mileage allowance at a fixed rate equal to the Internal Revenue Service allowable rate. The mileage rate shall be adjusted annually in accordance with the Internal Revenue Service allowable rate.
 - iii. Travelers who receive an auto allowance from the city or with a take-home vehicle shall not be entitled to a mileage allowance.
 - iv. Any employee who receives a periodic expense allowance shall not be reimbursed for mileage if the travel is within the tri-county area (Miami-Dade, Broward, and Palm Beach County).
 - v. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business.

- vi. All mileage allowances when a privately owned vehicle is used shall be shown from the point of origin (defined as the lesser distance from the travel destination to either City Hall or the traveler's personal residence) to the point of destination, and when possible shall be computed based on the current online driving directions map. Vicinity mileage (defined as travel in and around the travel destination location) necessary for the conduct of official business is allowable, and it must be shown as a separate item on the travel expense voucher.
- vii. No more than one mileage reimbursement shall be made per private vehicle regardless of the number of passengers.

Rental vehicles: From time to time, it may be necessary for an employee to rent a vehicle for official business use due to circumstances surrounding the meeting location. Prior approval must be received from the city council or city manager prior to the rental of the vehicle. Although the City is fully insured through its automobile insurance carrier, it is most cost effective and often better coverage provided by the rental car vendor. All City employees or Commission who rent vehicles while traveling on City business should purchase the car rental insurance offered by the vendor. Should an employee become involved in an accident with a rental vehicle, normal accident reporting procedures shall be followed.

Whenever more than one person from the City is going to the same conference/training session and an automobile is a suitable means of transportation, those employees are encouraged to car pool in the minimum number of vehicles required to accommodate the group.

- c. **Airline Transportation:** When airline transportation is the most advantageous form of travel the following shall apply:
 - 1. Airline tickets may be purchased via an Internet Travel Website or reputable travel agency using the City's PCard.
 - 2. Airline tickets shall be purchased after obtaining a reasonable number of airline flight alternative prices. The most economical fare should be selected from the alternatives. Proof of lowest fare and a detailed receipt/confirmation must be provided as support to the Travel Request and Expense Form.
 - 3. Seat Selection: Seat selection fees required by the airline may be reimbursed with proper written justification by the traveler indicating the business necessity to incur this fee. Optional/upgraded seat selections shall not be reimbursed and shall be at the employee's own cost.
 - 4. Baggage Fees: Usual and customary baggage fees may be reimbursed with proper written justification by the traveler denoting the amount and public purpose of the expenditure.

5. Travel protection insurance should not be purchased. If there is any doubt the employee will be able to travel, postpone making reservations until such time as there is confidence of ability to meet the authorized travel demands.

5) Lodging:

- a. For conference travel outside the tri-county area (Miami-Dade, Broward, and Palm Beach County), the employee will be allowed reasonable costs for lodging, priced at a single-occupancy standard rate, or if appropriate, the preferred rate offered by conference sponsors. The employee may, at one's own documented cost, upgrade their room accommodations.
- b. For conference travel within the tri-county area (Miami-Dade, Broward, and Palm Beach County), the conference location must be more than thirty (30) miles from the official headquarters and the employee must attest that the location is a high density area that is subject to excessive traffic. If less than thirty (30) miles such travel within the tri-county area requires additional written approval by memorandum from the City Manager.
- c. An itemized hotel/motel receipt is required for all lodging and must be returned with the Travel Request and Expense Form.
- d. For travel within Florida, the traveler must provide the hotel with a copy of the City's tax-exempt certificate upon check-in. If the traveler does not provide the hotel with the certificate, the traveler will be responsible for getting a reimbursement or refund for any sales tax charged. Copies of the Tax Exempt Certificate may be obtained from the Finance Department.

6) Other / Incidental Expenses.

- a. The following incidental expenses of the traveler shall be reimbursed so long as all receipts are provided and a public purpose is documented:
 1. Parking - Parking should use the most economical option. The City will not reimburse for valet parking when a regular, less expensive parking option is available.
 2. Shuttle Service/Taxi/Ride-Share - Lodging shuttles should receive first consideration. A taxi or ride sharing services may be reimbursed only if circumstances warrant and a valid receipt is provided. A traveler will be reimbursed for either long-term parking at the airport or shuttle/taxi service to and from the airport with proper receipts.
 3. Internet access service charges - The cost of internet access service charges shall be reimbursed only with a documented official business purposes.
 4. Tolls - The cost shall be reimbursed at actual costs with proper receipts.
 5. Local call charges - If related to a proven official business purpose, a call not to exceed \$5.00 will be reimbursable. All calls must be detailed on the hotel bill, including name of the person called and business purpose of the call to be eligible for reimbursement.

6. Tips/Gratuities - Usual and customary gratuities of \$5.00 per day will be allowed. Gratuities over \$5 per day may be reimbursed with proper written justification by the traveler denoting the amount and public purpose of the expenditure. Note that gratuities are included in the meal allowance.
- b. The following other / incidental expenses of the traveler shall not be reimbursed under any circumstances:
 1. Liquor or alcoholic beverages
 2. Personal entertainment (e.g. video rentals, happy hour)
 3. Expenses of spouse, family or other persons
 4. Snacks, meals or beverages other than what is provided under the meal allowance
 5. Laundry or dry-cleaning
 6. Airline insurance
 7. The use of personal frequent flier miles
 8. Any other expenses not related to official City business.

7) Advances/Reimbursement/Reconciliation

- a. Advances: All requests for an advance should be on the pre-approved Travel Request and Expense Form and submitted to the Finance Department at least ten (10) working days prior to the date the advance check is needed. This allows for review and processing time. The Finance Department will not guarantee the processing of an advance request received by the Finance Department less than ten (10) days prior to the travel. Advances processed will be released to the traveler on the Friday prior to the travel period.

The advancement of funds is limited to the following:

1. Meal allowance
 2. Mileage
 3. Taxi or Ride-share, unless paid by City check or City PCard
 4. Registration, airfare and lodging, unless paid by City check or City PCard
- b. Reimbursements: Employees are expected to use common sense in expending public funds and are expected to economize where practical and convenient. Receipts, other than for meals, should be secured for all expenses.
 - a. To obtain reimbursement for travel-related expenses, the Travel Request and Expense Form shall be completed reflecting the actual expenses of the traveler, excluding meal receipts, and have all supporting receipts and documentation attached. Expenses submitted without proper documentation will not be reimbursed.
 - b. The completed Travel Request and Expense Form shall be prepared and submitted by the traveler within ten (10) business days from the completion of travel.

No employee electing to drive on a long trip shall be reimbursed for any meals or lodging while en route. Also, all travel time to and from the meeting site exceeding flying time will be treated as employee leave time. For example: An employee electing to drive to Georgia instead of flying will not be compensated for said time as regular work time.

- c. Except as otherwise provided in this section, the City shall adhere to all requirements of F.S. § 112.061, as amended from time to time.

Section 3. All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be, and the same are hereby repealed to the extent of such conflict.

Section 4. Codification. It is the intention of the City Commission of the City of North Lauderdale that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of North Lauderdale, Florida and that the Sections of this Ordinance may be renumbered, re-lettered and the word "Ordinance" may be changed to "Section", "Article" or such other word or phrase in order to accomplish such intention.

Section 5. Severability. If any clause, section or other part of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this Ordinance.

Section 6. Conflicts. That all Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

Section 7. Effective Date. That this Ordinance shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF NORTH LAUDERDALE,
FLORIDA, ON THE FIRST READING, THIS 12th DAY OF MAY, 2020.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF NORTH LAUDERDALE,
FLORIDA, ON THE SECOND READING, THIS 26th DAY OF MAY, 2020.

APPROVED AS TO FORM:

Samuel Soren 5/26/20
CITY ATTORNEY SAMUEL SOREN

Ana M. Ziade
MAYOR ANA M. ZIADE

Lorenzo Wood
VICE MAYOR LORENZO WOOD

ATTEST:

Patricia Vancheri
PATRICIA VANCHERI, CITY CLERK

