

OFFICE OF THE SANGGUNIANG PANLUNGSOD

General Ordinance 193 March 12, 2019

AN ORDINANCE AMENDING GENERAL ORDINANCE NO. 18-2013, OTHERWISE KNOWN AS THE CITY INVESTMENTS AND INCENTIVES CODE OF 2013, TO INCORPORATE AMONG OTHER THINGS, THE CREATION OF THE CITY ECONOMIC AND INVESTMENT PROMOTION OFFICE, AND FOR OTHER PURPOSES.

Author: Honorable Jay Eveson C. Diaz

WHEREAS, in line with the vision of the City Government of Ilagan to be a premier capital metropolis, nationally and globally competitive, it is necessary to create an office that shall focus on promoting investment opportunities in the City;

WHEREAS, the City of Ilagan has to capitalize on its potential to become an economic destination in the north by opening its doors to new investment opportunities from across the country and South East Asia, in line with the thrust of the national government towards ASEAN integration;

WHEREAS, the enactment of this Ordinance will serve as a catalyst that would transform the economic landscape of the city and promote inclusive growth;

NOW, THEREFORE

Be it ordained by the Sangguniang Panlungsod of Ilagan in its Regular Session assembled, that:

CHAPTER I TITLE AND DECLARATION OF POLICIES

Section 1. <u>Title.</u> This Ordinance shall be known as "The Revised City of Ilagan Investments and Incentives Code of 2019".

Section 2. Scope. The incentives granted under this Code shall be independent from any incentive granted by the national government to a registered enterprise.

Section 3. Objectives. This Code shall have the following objectives:

a. Determine by way of clear policies, which areas of investment may best accomplish the goals declared under this Code considering the need to foster a more stable economy and to contribute to the enrichment of culture, the promotion of health and safety, the enhancement of balanced ecology, the improvement of public morals, the promotion of

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better business, the enhancement of social justice, the promotion of gainful employment and livelihood and the preservation of the environment.

- b. Maintain and enhance the city's environmental resources and preserve ecological balance.
- c. Promote the socio-economic life of every citizen critical to the realization of an image for the City of llagan as a haven for productive investments and businesses that would spur sustainable development and expand livelihood opportunities by encouraging new enterprises that shall primarily be engaged in the advancement of preferred areas of investments, expansions, and diversifications more particularly, for those that:
 - Provide employment opportunities, especially to bona fide residents of the City of Ilagan, in order for them to raise their standard and quality of living and to provide equitable distribution of wealth.
 - 2. Support the industrialization and tourism program of the City of Ilagan by initiating industrially-oriented businesses and to showcase the city as a premier tourist destination in the northeast of Philippines.
 - Support the information technology and business outsourcing industry by encouraging their expansion with the core human resource drawn from local employable citizens.
- d. Forge partnerships with both foreign and domestic institutions that would be instrumental in strengthening the economic potential of the city's human resources through the creation of employment, the promotion of consumer interest, and the transfer of relevant technologies in trade and commerce, industry and support services.
- e. To increase local products' market viability.
- f. To rationalize the business systems and processes of investment accreditation and intensify promotional and business development activities that would highlight the viability of the city as a prime investment capital.
- g. To develop the city's tourism potentials.
- h. To promote macro and micro economic growth.
- To make the private sector a partner in enhancing the business environment in the city through Public-Private Partnership (PPP) and to promote the participation of nongovernmental organizations as active partners in the realization of the provisions on local autonomy expressly granted by the Philippine Constitution and the Local Government Code of 1991.
- j. To encourage modernization and promote global competitiveness.

Section 4. <u>Declaration of Policies.</u> In pursuit of these objectives, the City Government of Ilagan shall be guided by the following policies:

a. Incentives shall not give undue advantage to new investors to the detriment of existing enterprises engaged in the same or similar line of economic activity.

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- Investment projects shall preserve biodiversity and shall use or impact upon natural resources in ways that do not diminish their ability to provide for future generations.
- Joint ventures between commercial enterprises and farmers' association or cooperative shall be encouraged as a strategy to modernize agriculture and improve its competitiveness.
- d. Balanced growth within the city's jurisdiction shall determine the density and spatial distribution of private investments.
- e. Investments shall not compromise nor impose upon the people's socio-cultural values.

CHAPTER II DEFINITIONS

Section 5. <u>Definition of Terms.</u> For purposes of this Ordinance, the following definitions shall apply:

- Board shall refer to the City Investments and Incentives Board (CIIB).
- b. Capital Investment shall refer to CIIB-Certified Totality of Investment by a firm or enterprise for purposes of furthering its business objectives.
- c. Capitalization shall mean the total or initial investment in a business by a paid-in corporation, cooperative or partnership, or invested in a single proprietorship, which may be in cash or in property.
- d. CIIB shall refer to the City Investments and Incentives Board, the body constituted as such in which resides the powers and functions on policy formulation and implementation, subject to the provisions of this Code.
- e. CEIPO shall mean the City of Ilagan Economic and Investments Promotion Office.
- f. Code shall refer to this Ordinance.
- g. Existing Enterprise shall mean an enterprise which has been in operation and has been conducting business in the City of Ilagan for more than one year.
- h. Expansion shall mean CIIB-Certified Additional Capital Investments infused by an existing enterprise for purposes of furthering its business objectives, under the following conditions:
 - 1. The phases and stages of production sought to be modernized must be identified.
 - 2. It must not result in the layoff of workers.
 - 3. The facilities or equipment to be installed must be brand new.
 - 4. It must cumulatively result in the following:
 - Substantial reduction in production cost.
 - Significant increase in productive efficiency including debottlenecking.
 - Upgrading of products' quality.
 - Keeping abreast with the state of the art in the production of the enterprises principal product line.
- Gross Income shall refer to gross sales or gross receipts derived from the business activity, net of sales, discounts and sales returns and allowances.
- Incentives shall refer to the benefits and privileges granted to registered firms which may be classified as fiscal and non-fiscal as provided in this Code.

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- k. "Local", "Locally" and "Metro Ilagan" shall refer to the City of Ilagan, and the member-offices and departments of City Investments and Incentives Board (CIIB).
- New Enterprise shall refer to a prospective firm interested to economic activity within the city.
- m. Processing shall mean the conversion of raw materials into marketable form through industrial, physical, mechanical, chemical, electrical, biochemical, biological or other means but shall exclude packing and packaging and rice and corn milling.
- Registered Enterprise shall refer to a firm registered in accordance with the provision of this Code.

CHAPTER III PRIORITY INVESTMENT CATEGORIES AND INVESTMENT AREAS

Section 6. <u>Priority Investment Categories and Investment Areas.</u> The following are the Priority Investment Categories under the Priority Investment Program of the City of Ilagan:

- a. Industrial/manufacturing those activities that are related to companies engaged in the manufacture of products.
- Commercial those activities that are related to enterprises that provide goods or services for profit.
- c. Tourism those activities that provides accommodations, services, amenities, for pleasure, leisure, recreation and business.
- d. Agri-business an industry engaged in the producing operations of a farm, the manufacture and distribution of farm equipment and supplies, and the processing, storage, and distribution of farm commodities.
- e. Environmental Sanitation those activities aimed at improving or maintain the standard of basic environmental conditions, including but not limited to, clean and safe water supply, safe animal, human and industrial waste disposal.

This Code also offers "green incentives". Any existing enterprise which plants trees at specified locations is entitled to deduct a certain amount from its gross receipts for each growing tree. The deductions, however, must not exceed 30% of the firm's gross receipts. Any excess may be charged against succeeding tax years for a maximum of three (3) years. The same is true for landscaping, and repainting if an enterprise is building.

- f. Public Utilities those activities that provides energy, telecommunications, transportation, water, housing, and other such goods or services.
- g. Information and Communications Technology activities that involves the application of computer systems and the integration of telecommunications focusing on Business Process Management and Services, E-Business, E-Government, IT Infrastructure, Design and Fabrication of Information Technology Parts, Cybersecurity, among others.

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CHAPTER IV PRIORITY INVESTMENT ACTIVITIES

Section 7. Category Specific Priority Investment Activities. The following are the priority investment activities which shall be encouraged in each of the priority investment categories:

- a. Industrial/Manufacturing establishment of industrial complex, manufacturing company, assembly plants, processing company using raw materials, or assemblies, usually on a large scale, and operation of business activities that involves production of farm machineries.
- b. Commercial construction and operation of commercial business and establishments for the purpose of selling and trading of goods and services.
- c. Tourism construction and operation of establishments or services that cater to tourists, including but not limited to, hotels, theme parks, recreational and amusement facilities, resorts, travel and tours services, and such other related activities.
- d. Agri-business operation of business activities that involves processing, manufacturing, packaging and distribution of farm products.
- e. Environmental Sanitation construction or operation of waste disposal plants and facilities, environmental protection facilities and services, and other related services and activities.
- f. Public Utilities establishment and operation of energy, telecommunications and water plants and facilities, transportation facilities and services, and housing and settlement services.
- g. Information and Communications Technology construction and operation of Information Technology Park, establishment and operation of Business Process Services and other Information and Communication Industries.

Section 8. Non-Category Specific Priority Investment Activities. New investments in economic activities which fall under any of the following shall be eligible for the incentives even if they are outside the defined priority investment categories:

- a. Labor-intensive investment resulting in the employment of at least 80% of Ilagueño Citizen Employees for a given period, in addition to the regular requirements for investments and incentives.
- b. Value-Extensive Investment which uses local raw materials content of at least 60% in addition to the regular requirements for investments and incentives.
- Expansion Projects Expansion projects borne out of the original company which shall qualify as labor-intensive and value-extensive.

Section 9. Compliance with Land Use Plan and Zoning Ordinance. The location of investment projects shall comply with the provision of the Comprehensive Land Use Plan, Forest Land Use and Zoning Ordinance of the City of Ilagan.

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CHAPTER V INCENTIVES

Section 10. Fiscal Incentives

a. New investment in Industrial and Manufacturing priority economic activities registered under this Code shall be entitled to fiscal incentive under the following incentive schedule:

Capital Investment (In Peso Currency)	Rate of Incentive	Registration Fee P 2,500.00	
Over P10,000,000.00 To P30,000,000.00	50%		
Over P30,000,000.00 To P50,000,000.00	60%	P 5,000.00	
Over P50,000,000.00 To P70,000,000.00	70%	P 7,500.00	
Over P70,000,000.00 80% And above		P 10,000.00	

b. New investments in other priority economic activities under Section 8 registered under this Code shall be eligible for fiscal incentives under the following schedule:

Capital Investment (In Peso Currency	Rate of Incentive	Registration Fee P 2,500.00	
Over P10,000,000.00 To P30,000,000.00	50%		
Over P30,000,000.00 To P50,000,000.00	60%`	P 5,000.00	
Over P50,000,000.00 To P70,000,000.00	70%	P 7,500.00	
Over P70,000,000.00 And Above	80% P 10,000.00		

Section 11. <u>Provision of Dollar-Denominated Investments.</u> For dollar-denominated investments, the total investments shall be computed to Philippine Peso Currency at a prevailing exchange rate on the date of submission of application and shall follow the same brackets as provided in the ordinance.

Section 12. <u>General Guidelines.</u> The City Government of Ilagan may, upon recommendation of the Board, grant additional exemptions and other incentives on investments registered under this Code. These additional exemptions and incentives shall apply to taxes, fees and charges the City Government is authorized by law to impose.

The grant of these Fiscal Incentives and additional exemptions and incentives shall be governed further by the following:

a. The Registration Certificate issued by the Board shall be non-transferrable and shall be valid only for the period covered thereat.

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- b. At least 80% of the workforce must be residents of the City of Ilagan.
- Business Permit and other similar permits necessary to operate the business must be secured.
- d. Incentives granted to existing enterprises shall apply only to additional capitalization and not to previous investments, provided further that such additional capitalization is over 10 million pesos.

Section 13. Application of Incentives.

- a. On enterprises engaged in two or more lines of business, the incentive shall be applie3d to investments in priority economic activities only.
- b. On enterprises engaged in two or more line of business all belonging to different priority economic activities, each will be applied and registered separately, incentives shall apply and reckoned from the start of commercial operations.

Section 14. <u>Fiscal Incentives for Expansion Projects.</u> Expansion projects of original enterprise registered under this Code shall be eligible for another incentive reckoned on the new investments capital infused by the original enterprise, and subject to the approval under this Code.

Section 15. Non-Fiscal Incentives. A registered enterprise shall be entitled to the following non-fiscal incentives:

- Assistance in securing local permits and licenses with Business Permits and Licensing Office (BPLO), City Engineering Office, City Planning and Zoning Office, Health Offices and the BVP.
- b. Assistance in identifying business location and factory sites.
- c. Joint ventures match-making.
- d. Facilitating service connections with local utilities.

Section 16. Qualifications of Enterprise. Any person, partnership, cooperative, corporation, or any other form of business organization intending to engage in an economic activity qualified for incentive under this Code may apply for registration.

Section 17. <u>Registration Requirement</u>. Enterprises applying for incentives under this Code shall submit their application together with the following documents to the CEIPO:

- a. Project Feasibility Study of the proposed investment.
- b. Certified True Copies of the Articles of Incorporation or Cooperation, By-Laws, and Certificate of Registration issued by the Securities and Exchange Commission, the Cooperative Development Authority, the Department of Trade and Industry and Board of Investment, whichever are applicable.
- c. Letter of application from the owner or proprietor of the enterprise or resolution of the applicant's Board of Director authorizing the filing of the application.

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- List of directors, principal officers, their respective nationalities and current addresses as certified by the Corporate Secretary.
- e. Information the applicant's technical, financial, marketing and management capability and competence to undertake the proposed project or business, including promotional, company brochure if any, and photograph of products.
- f. Environmental Clearance from the Department of Environment and Natural Resources for projects requiring such clearance and such other permits and clearance required and issued by other agencies of the national government.

Section 18. Registration Fee. An applicant shall pay the required registration fee prescribed under this Code.

Section 19. Acceptance of Application. The application for registration shall be deemed accepted upon submission of the completed application for the registration and stamped as filed by the CEIPO. The application shall be recorded in the Book of Registration with the date of acceptance appearing in the Book and stamped on the application.

The accepted application shall be forwarded to the CIIB with the proper recommendation of the CEIPO.

Section 20. Board Action.

- a. Approval or disapproval of each application shall be by resolution, furnishing concerned applicant with the copy of such resolution. One resolution may be issued for all approved applications, but each rejected application shall be covered by one resolution explaining the reasons for its rejection.
- Application filed and accepted by the CIIB, if not acted by the CIIB within thirty (30) working days from its acceptance, shall be deemed approved.
- c. The Board shall adopt rules and regulations to facilitate action on applications filed with it and issue prescribed standard forms for use by the applicants.

Section 21. <u>Certificate of Registration.</u> Upon approval of the application, the Board shall issue a Certificate of Registration, which shall entitle the enterprise to the applicable incentives set forth in this Code.

Section 22. <u>Validity of Certificate</u>. The decision of the CIIB shall be final and valid for a period of one (1) year specifically provided in the Certificate.

Section 23. Board Decision. The Decision of the CIIB shall be final and executory upon its approval.

Section 24. <u>Confidentiality of Applications.</u> All applications and their supporting documents filed under this Code shall be treated as confidential and shall not be disclosed to any person, except with the consent of the applicant or on orders of a Court of competent jurisdiction.

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CHAPTER VI THE CITY INVESTMENTS AND INCENTIVES BOARD

Section 25. <u>Creation.</u> The City Investments and Incentives Board (CIIB), hereinafter referred to as the Board, is hereby created for the purpose of administering and supervising the implementation of this Code.

Section 26. Functions. The Board shall have the following functions:

- The Board shall act on applications for registration and eligibility for incentives under the City Investments and Incentives Code (CIIC).
- b. It shall recommend measures that will strengthen the functions of the Board, and other policies that tend to enhance our efforts to lure or request the entry of investment into the City of Ilagan.
- c. It shall ensure the compliance of registered enterprises to the provisions of the City Investments and Incentives Code (CIIC), with emphasis on the provision of the Code on employment of local residents, adherence to labor laws, rules and regulations, sourcing of raw materials from local farmers, manufacturers and producers and the protection of the environment.
- d. It shall coordinate with the Office of the City Treasurer and the Business Permits and Licensing Office and other related agencies of the national government for the periodic inspection of the Books of Accounts of the registered enterprises, inventory of personnel and other activities in compliance with the provision of the City Investments and Incentives Code (CIIC), and with the terms and conditions of its registration.
- e. After due notice, it may cancel the registration or suspend the enjoyment of incentives of any registered enterprise and/or require refund of incentives enjoyed by such enterprise including interests and monetary penalties, for failure to maintain the standards as required by this City Investments and Incentives Code (CIIC). For this purpose, an enterprise whose project fails to commence its business activities for one year from the date of issuance of Certificate of Registration, shall be deemed automatically cancelled and shall only be reinstated upon appeal from the board and renewal of its application.
- f. It shall approve application for Certificate for Registration for Expansion and Extension Projects upon satisfactorily compliance of all the requirements needed and imposed.
- g. Review and adopt the Investment Promotions Program submitted by the City of Ilagan Economic and Investments Promotion Office (CEIPO).
- h. Within three months from the close of the calendar year, it shall submit an annual report to the Local Chief Executive; copy furnished the Sangguniang Panlungsod, on its activities and accomplishments, including its recommendation for improvement of investment promotion.
- It shall periodically review the list of priority investment areas and activities and, after due deliberations, shall recommend for the removal or inclusion of priority investment areas.
- It shall exercise the powers ascribed to it by this Code and the City of Investments and Incentives Code, and those necessary or incidental to attain the purpose of these Codes.

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Section 27. Composition. The City Investments and Incentives Board shall be composed of the following:

Chairman - City Mayor

Co-Chairman - City Vice Mayor

Vice Chairman - President or its authorized representative of the Ilagan Filipino-

Chinese Chamber of Commerce, and/or presidents or authorized

Representative of any other similar organizations

Coordinator - City of Ilagan Local Economic and Investment Promotions Officer

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Members - Chairpersons of the Sangguniang Panlungsod Committee on

Trade and Industry

Provincial Director, Department of Trade and Industry or

His authorized representative

Ex-Officio Members City Planning and Development Coordinator

City Agriculturist

City Environment and Natural Resources Officer

City Cooperatives Officer

City Treasurer

City Tourism Council Representative

City General Services Officer

City Budget Officer

City Business Permits and Licensing Officer

Section 28. <u>Terms of Office.</u> The term of office of the members of the Board shall be co-terminus with the term of office of local officials without prejudice to their re-appointment.

CHAPTER VII CITY ECONOMIC AND INVESTMETN PROMOTION OFFICE

Section 29. <u>Creation.</u> The City Economic and Investment Promotion Office, herein referred to as CEIPO, is hereby created for the purpose of implementing the economic and investment promotion activities of the City pursuant to this Code.

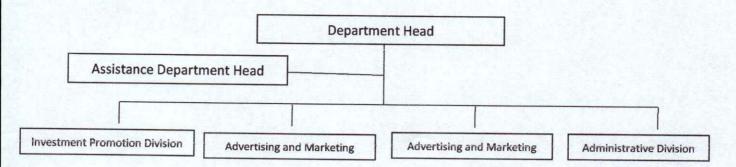
Section 30. <u>Organizational Structure and Composition.</u> The CEIPO shall have the following organizational structure and personnel complement:

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B. The CEIPO shall be headed by a Local Economic and Investments Promotion Officer. The CEIPO shall consists of divisions performing functions such as Investment Promotion, Advertising and Marketing, Research and Project Management and Administration. It shall be comprised of the following plantilla positions:

Position	Salary Grade	No. of Position	Effectivity
Local Economic and Investment Promotions Officer	SG 24	1	2018
Senior Investment Development Officer	SG 18	1	2018
Investment Development Officer	SG 15	1	2018
Investment Development Researcher	SG 10	1	2018
Clerk	SG 4	2	2018
TOTAL		6	

Section 31. <u>Duties and Functions.</u> The CEIPO shall have the following functions and responsibilities:

- a. Prepare and implement the annual investments promotion program.
- b. Recommend measures and policies for appropriate legislation.
- c. Carry-out investment promotion activities.
- Prepare and disseminate investment promotion collaterals.
- e. Conduct briefing to potential investors.
- f. Represent the City in trade and investment meetings, missions, conferences, conventions and other similar undertakings as may be authorized by the City Mayor.
- g. Receive, process and evaluate applications for registration for the availment of local incentives.
- Assist in (1) securing licenses and permits; (2) identifying business or joint venture partners, raw materials, suppliers and possible business sites; (3) sourcing skilled manpower and service

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providers; and (4) facilitating the resolution of issues and concerns encountered by business enterprises, among others.

- i. Render after-care services to registered enterprises, as well as to investors in general.
- Collate and analyze pertinent data and studies concerning areas that have been or may be declared as investment Priority Areas.
- k. Establish and operate an Investment Promotion Center in strategic locations across the City.
- Perform such other functions as may be necessary to implement the intent of this Code.

Section 32. <u>Positions and Job Descriptions.</u> Position and job descriptions for personnel complement shall be in accordance with the position classification and job description prescribed by the Department of Budget and Management and the Civil Service Commission. Hiring and placement of personnel shall conform to the rules, regulations and procedures prescribed by the CSC and the provisions of RA 7160, otherwise known as the Local Government Code.

Section 33. <u>Appropriations.</u> The amount required for the creation of positions and for the operation of the CEIPO shall be provided for in the budget appropriations.

CHAPTER VIII INDUSTRIAL HARMONY

Section 34. Minimum Benefits. Workers, employees and other personnel employed by registered enterprises shall receive wages and benefits pursuant to the provisions of the Labor Code and other relevant laws, issuances, rules and regulations of the Department of Labor and Employment and Regional Wage Board.

Section 35. <u>Basic Rights.</u> All workers shall be assured of their rights under the constitution and the Labor Code, and other related laws, rules and regulations, including the right to security of tenure and humane conditions of work and the right to self-organization.

Section 36. <u>Priority in Hiring.</u> Enterprises registered under this Code shall adhere to the employment retention policy of the City Government of Ilagan, providing no less than eighty percent (80%) of their labor force to residents of Ilagan.

CHAPTER IX PROTECTION OF THE ENVIRONMENT

Section 37. Environmental Impact Assessment. Environment-critical projects or enterprises locating their activities or expansion projects in environmentally critical areas shall comply with the requirements of Presidential Decree No. 1586 (Philippine Environmental Impact Statement System) and related issuance of the Department of Environmental and Natural Resources.

Section 38. <u>Hazardous Substance.</u> Projects involving the handling, transport, processing and storage of toxic, hazardous substance and/or industrial waste shall conform to the provisions of Section 37 of this Chapter.

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Section 39. Specific Prohibitions:

- No industrial or manufacturing facility shall be operated without proper solid and wastewater disposal facilities.
- b. No industrial or manufacturing plant shall be operated at levels beyond the operating capacity of their respective waste treatment facilities in order to maintain the effluent quality within the standards required by law.
- c. All industrial and manufacturing establishments shall subject their operations and premises, facilities and system to periodic environmental assessments which shall be conducted by the City Government in coordination with the Department of Environment and Natural Resources. Refusal to be subjected to such inspection shall be sufficient ground for the forfeiture of any incentive and the revocation of its business permit.

CHAPTER X FINAL PROVISIONS

Section 40. <u>Eco-Zone Investments.</u> Republic Act No. 7916, otherwise known as the Special Economic Zone Act of 1995 shall govern the grant of incentives and administration of enterprises within the Ilagan Economic Zone upon proclamation by the President of the Philippines of the metes and bounds delineating the area of such eco-zone.

Section 41. Modification in the Systems and Procedures of City Government Offices. The City Government of Ilagan shall provide special lane for investment application under this Code, and shall implement a modified system of processing for this purpose. The City of Ilagan Local Economic Development and Investments Promotion Office shall coordinate with the various offices involved in the processing of Business Permits and Licenses for the processing of application of eligible enterprises enrolling in this Incentive Program.

ction 42. <u>Refund and Penalties.</u> In case of cancellation of the Registration Certificate due to violations of the existing laws, ordinances, rules and regulations, the Board shall require the refund of incentives availed of and impose corresponding fines and penalties.

Section 43. Penal Clause. Violation of any provisions of this Code, or of the terms and conditions of registration, or the act of abetting or aiding in any manner any such violation shall be punished by a fine not exceeding P5,000.00, and the cancellation of its Registration Certificate. If the offense is committed by a juridical entity, its President and/or officials responsible therefore shall be individually subject to the penalty prescribed above.

Section 44. <u>Separability Clause.</u> In the event of any provisions of this Code or parts thereof are declared unconstitutional, the other parts not affected therein shall remain in full force and effect.

Section 45. Repealing Clause. The provisions of Ordinances, Executive Orders, and other issuances or parts thereof inconsistent with this Code are hereby repealed or modified accordingly.

Section 46. Effectivity. This Code shall take effect fifteen days following its three (3) consecutive publications in a newspaper of general circulation in the locality.

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ENACTED: March 12, 2019.

I HEREBY CERTIFY to the correctness of the foregoing General Ordinance 193-2019.

ATTESTED:

MYRNA VERZOSA-ISIDRO

Secretary/Sangguniang Panlungsod

City Vice Mayor & Presiding Officer

APPROVED:

EVELYN C. DIAZ, RPT, RN

City Mayor