



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor

FROM: Elizabeth H. Tyler, FAICP, Director, Community Development Services

DATE: October 24, 2013

SUBJECT: **Request for an Amendment to Chapter 3, Section 3-41(j) of the Urbana City Code regarding: Temporary Sale of Alcoholic Beverages**

Introduction and Background

With more than 100 wineries, over 450 vineyards, 1100 grape producing acres, and at least 100 miles of wine trails – Illinois offers award winning vintages and an impressive range of grape varieties. According to the Illinois Grape Growers and Vintners Association, over the past five years the economic impact of Illinois wine and vineyards has increased 120%. East Central Illinois boasts many of the state’s vineyards, with eight vineyards within roughly 80 miles of Urbana.

Market at the Square and the Urbana Business Association (UBA) are requesting a modification of the City’s liquor regulations to allow wine sales at farmers markets and special events in Urbana. These venues includes Urbana’s Market at the Square, Holiday Market, Middle Market, the Urbana Sweetcorn Festival and a proposed Wine Festival proposed to take place in 2014 which will incorporate local wine, food and art. The proposed event will be run and managed by the Urbana Business Association with technical assistance provided by the Illinois Grape Growers and Vintners Association. The proposed event location will be downtown Urbana and the event will incorporate local food as well as artists and galleries from the Urbana area. The concept for a Wine Festival was inspired by other communities in Illinois, like Springfield, that host similar events. UBA staff attended the Springfield event in 2013 and found it to be very successful.

Market at the Square and the UBA would like to work with Illinois wineries to allow specifically for the sale of Illinois wine at farmers’ markets as well as at special events in Urbana. Urbana has a strong community interest in local food and it is a natural progression to allow local wine as part of the current items allowed for sale at farmers markets and special events.

The mission of Urbana's Market at the Square reads: "Urbana's farmers' market is a vibrant market that connects the community with local food growers and producers, strengthens our local food economy, provides access to local artisans, and serves as a community gathering place." Allowing Illinois wineries to participate in farmers markets and special events will strengthen our local food economy and meet a demand by consumers. It also will help support the growth of local wineries and potentially provide a boost to the number of producer vendors that participate in Market at the Square.

Discussion

Section 3-4(j) of the Urbana City Code currently provides for the temporary sale of alcoholic beverages in the form of three different types of "T" licenses: for special events held by a person who has an otherwise current license; for civic or charitable organizations; and for private promoters of outdoor festivals. However, these licenses do not address sales at farmers markets by Illinois wineries as vendors, nor does it address allowing Illinois wineries to participate in special events. As the language currently reads, each winery would be responsible for obtaining a T-3 license which would be cost prohibitive to these type of events and limit the number of dates per year that the wineries could participate in a market or special event in Urbana. Between Urbana's Market at the Square, the Holiday Market, and the Middle Market, there are farmers' market opportunities happening year-round in Urbana.

The proposed addition to the temporary liquor license language states that a holder of a State of Illinois liquor license may apply with the Mayor's office for the proposed T-4 license. If issued, the T-4 license will permit the holder to conduct winetasting and/or sell package wine at a farmers' market or wine festival/event conducted in Urbana.

The proposed language will allow for wine sales at Market at the Square, Holiday Market and Middle Market as well as a wine festival in Urbana. There are, however, limitations and restrictions set forth in the proposed language which we deem necessary in order to carry out this proposed license in a responsible manner. For example, there are limitations as to who can serve wine tastings and who can accept wine tastings and purchase package wine. Consumption of wine and disposal of the tasting container must be limited to a designated area adjacent to where the winetasting is being offered. The permit holder also will be responsible for a \$50 application fee plus a daily participation fee in the amount of \$15. These fees are in addition to the fees required by the farmers' markets and the wine festival sponsor.

Fiscal Impact

The proposed addition to the temporary liquor license language states that a holder of a State of Illinois liquor license may apply with the Mayor's office for the proposed T-4 license. There will be a \$50 fee to apply, in addition to a \$15 fee per day to participate at the farmers' market or wine festival. This application fee and daily participation fee is in addition to whatever fees are charged by the farmers' market and/or wine festival. The application and daily participation fees for the proposed T-4 license are comparable to other Illinois municipalities. Any revenue

received through the proposed T-4 license is above and beyond what is currently incurred as part of the “T” class of liquor license.

Options

1. Approve the attached ordinance.
2. Approve the ordinance with changes.
3. Deny the ordinance.

Recommendation

Staff recommends that the City Council approve the attached ordinance amending Urbana City Code Chapter 3, Section 3-42, creating a Class T-4 License allowing for winetasting and package wine sales at market, special and festival events.

Prepared by:

Natalie Kenny Marquez, Marketing Coordinator/Director, Urbana’s Market at the Square

Attachments: Exhibit A: An Ordinance Amending Urbana City Code Chapter Three, Section 3-42 (Creating a Class T-4 License – Winetasting and Package Wine Sales at Market, Special and Festival Events)

ORDINANCE NO. 2013-10-101

AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER THREE, SECTION 3-42
(Creating a Class T-4 License – Winetasting and Package Wine Sales at Market, Special and
Festival Events)

WHEREAS, the City of Urbana, Illinois is a home-rule unit of local government pursuant to the Illinois Constitution of 1970, Article VII, Section 6; and

WHEREAS, the Urbana City Code has been periodically recodified, and republished by the City of Urbana to incorporate amendments thereto duly adopted by the City of Urbana; and

WHEREAS, the City Council have adopted and the Mayor, acting as local Liquor Control Commissioner, has enforced one or more duly adopted ordinances concerning the manufacture, distribution, sale, and service of alcoholic liquors within the boundaries of the City of Urbana; and

WHEREAS, the City of Urbana seeks to allow for winetasting and package wine sales at market-type events and sponsored and hosted winetasting festivals; and

WHEREAS, the Mayor, acting as local Liquor Control Commissioner, and the City Council believe that the adoption of amendments to said Chapter 3 of the Urbana City Code concerning the offering, hosting and sponsoring of winetasting and package wine sales at market-type and festival events will improve the quality of life and safety within the City of Urbana; and

WHEREAS, after due and proper consideration, the Urbana City Council has deemed it to be in the best interest of the City of Urbana to amend the text of Chapter 3 (Alcoholic Liquor) of the Urbana City Code as described hereinafter.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF AND FOR THE CITY OF URBANA, CHAMPAIGN COUNTY, ILLINOIS, follows:

Section 1. Chapter 3, “Alcoholic Liquors”, Section 3-42, “Class T Licenses”, of the Urbana City Code shall be and hereby is amended to:

- a. increase the types of Class T licenses from three (3) to four (4) types of such licenses; and
- b. create a Class T-4 license for winetasting and package wine sales at market-type and winetasting festival events.

Section 2. Chapter 3, “Alcoholic Liquors”, Section 3-42, “Class T Licenses”, of the Urbana City Code shall be and hereby is amended to include the following:

(d) T-4 license (winetasting and package wine sales at market, special and festival events).

(1) For purposes of this T-4 license –

(i) “Winetasting” shall mean a supervised presentation of alcoholic products to the public at an off-premise licensed retailer for the purpose of disseminating product information and education, with consumption of alcoholic products being an incidental part of the presentation. Only products registered with the Commission may be tasted.

(ii) “Package Wine” shall mean wine offered for sale in original containers which bear the wine manufacture’s label and which are corked, capped, or otherwise securely sealed at the place of manufacture.

(iii) “Market Event” shall mean but shall not necessarily be limited to the Urbana’s Market at the Square, Holiday Market, and Middle Market held in the city.

(iv) “Wine Festival” shall mean any special event other than a Market Event held in the city at which Winetasting is offered and/or at which Package Wine is offered for sale.

(v) “Wine Festival Sponsor” means any person who presents a single special event at which Winetasting and/or the sale of Package Wine will be offered by wine manufacturers. A “Wine Festival Sponsor” may include a person who does not hold a liquor license issued by the State of Illinois so long as that person does not directly offer Winetasting and/or sell Package Wine at the Wine Festival.

(vi) “Winetasting Representative” means any person who holds a valid tasting representative license which has been issued by the Illinois Liquor

Control Commission and who works under the direction of, is supervised by, or is employed by a person who holds a valid liquor license issued by the Illinois Liquor Control Commission.

(2) Any holder of a State of Illinois issued liquor license may apply for a T-4 license which, if issued, shall permit and allow such license holder to conduct Winetasting and/or sell Package Wine at any Market Event or Wine Festival conducted in the City subject to the restrictions hereinafter provided.

A Wine Festival Sponsor shall not be required to obtain a T-4 license to conduct or host a Wine Festival so long as –

(i) the Wine Festival Sponsor does not directly offer Winetasting or sell Package Wine at the Wine Festival; and

(ii) a holder of a T-4 license or a Tasting Representative is present at each location, station, or both where Winetasting is offered.

In the event that the Wine Festival Sponsor directly offers or directly intends to offer Winetasting and/or Package Wines for sale then the Wine Festival Sponsor must obtain a T-4 license in addition to a Wine Festival Sponsor license.

(3) A Class T-4 license and/or Wine Festival Sponsor license shall be valid only during the date or dates and during the time or times when such Market Event or Wine Festival for which application is made and received is open for operation. A license holder must submit a separate Class T-4 license application for each Market Event or Wine Festival at which the applicant seeks to offer Winetasting and/or sell Package Wine. A Wine Festival Sponsor must submit a separate Wine Sponsor Festival license application for each Wine Festival to be sponsored.

(4) Winetasting : A holder of a T-4 license or a Winetasting Representative who wishes to offer Winetasting at a Market Event or a Wine Festival shall –

(i) offer wine for tasting in glasses, cups or other containers which are capable of holding no more than one (1) fluid ounce of wine each;

(ii) require that the consumption of any wine offered for tasting occur within a designated area immediately adjacent to where the Winetasting is being offered;

(iii) collect for disposal all glasses, cups or other containers following consumption of the wine offered for tasting;

(iv) not charge anything or receive any monetary consideration for the wine offered for tasting; and

(vi) offer wine for tasting only on those dates which are identified on the application for the T-4 license and on no other dates when the Market Event or Wine Festival may be or is open for operation.

Notwithstanding anything to the contrary contained in this Section 3-42(d), a Wine Festival Sponsor may require a cover charge to enter the Wine Festival. Further, the Wine Festival Sponsor may sell tickets in addition to a cover charge which tickets may be redeemed with a holder of a T-4 license or a Winetasting Representative in order to taste wine offered by the T-4 or Winetasting Representative license holder.

(5) Package Wine sales: Only a holder of a T-4 license shall be permitted, whether or not the license holder conducts winetasting, to offer for sale Package Wine at such Market Event or Wine Festival for consumption off the Market Event and/or Wine Festival premises, as the case may be, on the date or dates and at the time or times the Market Event and/or Festival is operating and only on the date or dates requested in the application for the T-4 license.

(6) Class T-4 application: An application for a T-4 license shall solicit and the applicant shall provide the following information:

(i) The full name, address, and main telephone number of the applicant. If the applicant is a business entity, the applicant shall state the organizational structure (i.e., corporation, limited liability company, partnership, or sole proprietorship) of the applicant and its date of formation. If the applicant is a business entity and is operating under a name different than its organizational name (i.e., an assumed name “d/b/a”), then the applicant shall provide the full name under which the business holds itself out to the public.

(ii) If the applicant is a business entity, the full name, address, main telephone number, and relationship to the entity of the individual who will serve as the business entity’s primary contact for purposes of obtaining and holding the T-4 license;

(iii) The name of the Market Event or Wine Festival for which the application is requested and the specific dates and times of that Market Event’s or Wine Festival’s operation for which the T-4 license is being requested.

(iv) The address or other descriptive location of where the Market Event or Wine Festival is scheduled to operate.

(v) A statement whether the applicant will be conducting Winetasting and/or selling Package Wine.

(vi) The name, address, and telephone number of each Winetasting Representative who will be responsible for handling the Winetasting.

(vii) A copy of the applicant's current valid liquor license and each Winetasting Representative's license issued by the Illinois Liquor Control Commission.

(viii) Evidence of in-force dram-shop or liquor liability insurance with minimum coverage of at least \$1,000,000 per occurrence and \$1,000,000 in the aggregate along with proof that the City is named on either the policy or in the form of a policy endorsement or rider.

(ix) The application fee and per diem fee in such amounts as set forth elsewhere in the schedule of fees set forth in the Urbana City Code. [Application fee: \$50 per Market Event or Wine Festival; \$15 for each day when Winetasting and/or Package Wine will be offered at the Market Event or Wine Festival.]

(x) A signed and notarized affidavit which states that –

a. the applicant shall not permit a consumer to take any cup, glass, or other container containing wine for tasting beyond the immediate adjacent area where the applicant will be offering the Winetasting;

b. no person under the age of twenty-one (21) years shall be permitted to offer wine for wasting or offer Package Wine for sale;

c. no person under the age of twenty-one (21) shall be offered wine for tasting or Package Wine for sale;

d. only a holder of a liquor license or a Winetasting Representative shall be permitted to serve wine for tasting;

e. the applicant is not disqualified from receiving a liquor license by reason of any matter or thing stated in the Urbana City Code or the laws of the State of Illinois;

f. the applicant has not been convicted of any felony in any state or federal jurisdiction which otherwise would disqualify the applicant from receiving a T-4 license;

g. the applicant shall abide by the Urbana City Code and the laws of the State of Illinois in offering Winetasting and/or the sale of Package Wine;

h. affirms that all statements made in the application for the Class T-4 license are true and correct;

i. understands that by submitting the application and the information requested herein and thereby, along with the fees

required, the City in its exercise of reasonable discretion may deny the application for the Class T-4 license and, if denied, refund any fees tendered to the City for the T-4 license.

(xi) Such other information as the Mayor deems appropriate.

(7) A Festival Sponsor license application: An application for a Festival Sponsor license shall solicit the following information from the applicant:

(i) The full name, address, and main telephone number of the applicant. If the applicant is a business entity, the applicant shall state the organizational structure (i.e., corporation, limited liability company, partnership, or sole proprietorship) and its date of formation. If the applicant is a business entity and is operating under a name different than its organizational name (i.e., a d/b/a), then the applicant shall provide the full name under which the business holds itself out to the public (i.e., its d/b/a).

(ii) If the applicant is a business entity, the full name, address, main telephone number, and relationship to the entity of the individual who will serve as the business entity's primary contact for purposes of obtaining and holding the Wine Festival Sponsor license;

(iii) The name of the Wine Festival for which the application is requested and the specific dates and times when the Wine Festival will be operated.

(iv) The address or other descriptive location of where the Wine Festival is scheduled to operate.

(v) A statement whether Winetasting and/or Package Wine sales will be conducted at the Wine Festival.

(vi) A statement whether the Wine Festival Sponsor will directly offer Winetasting and/or selling Package Wine in which case the Wine Festival Sponsor must apply for and obtain a separate T-4 license.

(vii) The names, addresses and telephone numbers of the individuals who will be responsible for handling the Winetasting and/or the sale of Package Wine.

(viii) Evidence of in-force dram-shop or liquor liability insurance with minimum coverage of at least \$1,000,000 per occurrence and \$1,000,000 in the aggregate along with proof that the City is named on either the policy or in the form of a policy endorsement or rider.

(ix) The application fee and per diem fee in such amounts as set forth elsewhere in the schedule of fees set forth in the Urbana City Code [Wine Festival Sponsor application fee: \$50 per Wine Festival; \$15 for each day

when Winetasting and/or Package Wine will be offered at the Wine Festival.]

(x) A signed and notarized affidavit which states that –

a. the applicant shall not permit a consumer to take any cup, glass, or other container containing wine for tasting beyond the boundary of the Wine Festival premises;

b. no person under the age of twenty-one (21) years shall be permitted to offer wine for tasting or offer Package Wine for sale;

c. no person under the age of twenty-one (21) shall be served wine for tasting or offered Package Wine for sale;

d. only a holder of a liquor license or a Winetasting Representative shall be permitted to serve wine for tasting;

d. the applicant would not be disqualified from receiving a liquor license, if sought, by reason of any matter or thing stated in the Urbana City Code or the laws of the State of Illinois;

e. the applicant has not been convicted of any felony in any state or federal jurisdiction which would otherwise deny the applicant a liquor license;

f. the applicant shall abide by the Urbana City Code and the laws of the State of Illinois in conducting the Wine Festival;

g. affirms that all statements made in the application for the Wine Festival Sponsor license are true and correct;

h. understands that by submitting the application and the information requested herein and thereby, along with the fees required, the City in its exercise of reasonable discretion may deny the application for the Wine Festival Sponsor license and if such application is denied the City will refund any fee or fees tendered.

(xi) Such other information as the Mayor deems appropriate.

(8) A Wine Festival Sponsor shall also apply for and obtain a Special Events permit and shall comply with the City's rules, regulations and policies concerning the holding of Special Events including, but not necessarily limited to, the provision of a security plan pursuant to which the Wine Festival shall be conducted and which plan is approved by the Urbana Police Department. The fee which would normally be charged a Wine Festival Sponsor for holding a Special Event shall be waived in lieu of the application fee to be charged to the Wine Festival Sponsor

(9) The issuance of a Class T-4 license and/or a Wine Festival Sponsor license shall not in any manner be deemed, construed or interpreted as relieving the license holder from complying with any other requirement of the Urbana City Code or other applicable law. To the extent any provision in Chapter 3 of the Urbana City Code directly conflicts with any provision of this Section 3-42(d), the latter shall control.

(10) Nothing herein shall be deemed or construed as prohibiting liquor license holders from holding Winetasting events pursuant to Section 3-50 of the Urbana City Code so long as such Winetasting events are conducted on the license holder's premises in accordance with the Illinois Liquor Control Act of 1934 and the Rules and Regulations promulgated by the Illinois Liquor Control Commission.

Section 3. Chapter 3, "Alcoholic Liquors", Section 3-50, "Winetasting Event", of the Urbana City Code shall be and hereby is amended by adding (underlined) or deleting (strike-through) the following language:

A winetasting event for the purpose of this section is defined as an event conducted on the premises on which the license holder usually conducts its business and which encompassesing no more than eight (8) continuous hours at which wine is dispensed in glasses which have a capacity of not more than one (1) ounce, for which the license holder makes no charge and receives no monetary consideration. A current licensee may hold a winetasting event on the license holder's premises not more often than one (1) time in any calendar week. The license holder must comply with the then current policy of the Illinois Liquor Commission, and the mayor must be notified by the license holder, in writing, five (5) days in advance of ~~the~~ each such winetasting event, of the time, date and location of the event.

~~(d)~~ Special conditions applicable to all T Class licenses.

(1) In the application for a T Class license, the application must set forth information so that the boundary of the area in which alcoholic liquor is to be allowed, can be ascertained with reasonable certainty.

(2) If the applicant for any category of Class T license is not the owner of record of the property designated for the site of the event, the owner of record or agent must join in the application; provided, however, this requirement shall not be applicable to an application for a T-2 license involving public right-of-way.

(3) If any T Class license involves serving either alcoholic liquors or food out-of-doors other than at a Market Event, then the following shall be applicable:

a. The application shall designate the license applicant as the agent of the owner of record for service of a notice to remove all refuse, litter, debris,

garbage and the like for the notice of lien as set forth in subsection (e) below. Only paper or plastic products may be used to serve alcoholic liquor or food;

b. Provide fencing with at least two (2) means of ingress and egress around the area designated in the license. The egress shall have a ratio of at least forty-four (44) inches for every two hundred (200) occupants and at least one (1) alternate exit of at least forty-four (44) inches;

c. The Class T license holder shall, within twenty-four (24) hours after the ending time of the event, remove all refuse, litter, debris, garbage and the like from the property used for the event and the abutting public right-of-way.

(ef) In the event the Class T license holder does not remove all refuse, litter, debris, garbage and the like in the twenty-four-hour period as required by subsection (c) of this section, the city may, after twenty-four-hours' notice, remove all refuse, litter, debris, garbage and the like from the property used for the event. The notice requiring removal shall state that, if the license holder and the owner of record do not remove all refuse, litter, debris, garbage and the like from the designated property within twenty-four (24) hours, the city shall conduct the removal operation. The notice shall also state that the failure of the owner or licensee to remove all refuse, litter, debris, garbage and the like within the twenty-four-hour period as required by such notice, shall be deemed as implied consent for the city to conduct such removal. Such implied consent shall be deemed to form a contract between the city and the owner and the licensee for payment of the costs of the removal of the refuse, litter, debris, garbage and the like. Service of notice shall be made upon the license holder or an agent or employee of the license holder. Service shall be by personal service except that service can not be made by diligent inquiry. Service may be had by posting the notice on the property. The reasonable cost of removal shall be a lien upon the real property for which the license was issued.

(fg) Whenever a bill for the reasonable costs of removal made pursuant to subsection (d) of this section remains unpaid for thirty (30) days after it has been sent to the license holder and the owner of record, the clerk shall file a notice of lien with the county recorder.

(1) The notice of lien shall be filed within ninety (90) days after the cost and expense of the removal has been incurred. The notice shall consist of a sworn statement setting out a description of the real estate sufficient for identification thereof, the amount of money representing the cost and expense incurred or payable for the removal and the date or dates when such cost and expense was incurred by the city. However, the city's lien shall not be valid as to any purchaser whose rights in and to such real estate have arisen subsequent to removal of the refuse, litter, debris, garbage and the like and prior to the filing of such notice, and the city's lien shall not be valid as to any mortgage, judgment creditor or other lienor whose rights in and to such real estate arise prior to the filing of such notice. Upon payment of the cost and expenses by the license holder or the owner of record or persons interested in the property after notice of lien has been filed, the

city shall release the lien and the release may be filed or recorded as in the case of filing a notice of lien.

(2) Costs and expenses under this section include, but are not limited to, the actual costs and expenses for the time of city employees, use of equipment and materials concerning the actions of removal pursuant to this section, and transportation to and from the property, title searches or certifications, preparation of lien documents, foreclosure and other related reasonable attorney's expenses.

(3) Whenever the costs and expenses for removal of all refuse, litter, debris, garbage and the like shall remain unpaid for a period of thirty (30) days after the lien is filed, the city may institute proceedings to foreclose the lien, and the real estate may be sold under the order of the court.

(4) Upon payment of the costs and expenses, plus interest at a rate of nine (9) percent annum from the date thirty (30) days after the bill was sent and after the notice of lien has been filed, the clerk shall file with the recorder a release of lien.

(gh) If the payment of the city's cost of removal or abatement of the nuisance is not paid to the city within thirty (30) days of the billing of such costs the city attorney is empowered to commence proceedings in the circuit court seeking a personal judgment from the owner or licensee interested in the premises as noticed in subsection (d) of this section. The action authorized by this subsection shall be in addition to and without waiver of any other remedy. Such action shall be based upon the implied consent for persons to form a contract for the removal or abatement of such nuisances.

(hi) Along with the application for any Class T license, the applicant shall submit a security plan for the mayor's approval which shall generally take into consideration the matters set forth in subsection 3-49(b) below.

Section 4. The Mayor, acting as Liquor Commissioner, or her designee shall prepare or cause to be prepared such form or forms as is or are necessary and which is or are consistent with this Ordinance to implement the new Class T-4 license provisions contained in this Ordinance.

Section 5. Chapter 14, "Licenses and Permits," Section 14-7, "Schedule of Fees," Subsection (A), "Liquor Licenses", of the Urbana City Code shall be and hereby is amended to include a Class T-4 (winetasting and package wine sales at market and festival events) and a fee of \$50 per event and, in the case of a market-type event, an additional \$15 for each day of the event for which such Class T-4 license is sought and when winetasting and/or package wine sales will be offered with such fees to take effect upon the effective date of this Ordinance.

Section 6. This Ordinance shall be in full force and effect from and after its passage and publication in accordance with the terms of Chapter 65, Section 1-2-4 of the Illinois Compiled Statutes (65 ILCS 5/1-2-4).

Section 7. The City Clerk is directed to publish this Ordinance and cause the appropriate sections of Chapter 3, Alcoholic Liquor, of the Urbana City Code to reflect the amendments as hereinabove stated and set forth.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the members of the City Council of the City of Urbana, at a regular meeting of said Council on the ___ of _____, 2013 at which a proper quorum was present.

PASSED by the City Council of and for the City of Urbana, Illinois this ____ Day of _____, 2013 with the “ayes” and “nays” being recorded as follows:

AYES: _____.

NAYS: _____.

ABSTENTIONS: _____.

Phyllis D. Clark, City Clerk.

APPROVED by the Mayor this _____ Day of _____, 2013.

Laurel Lunt Prussing, Mayor.