

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

CERTIFICATE OF PUBLICATION IN PAMPHLET FORM

I, the undersigned, do hereby certify that I am the duly qualified and acting Legal Director and ex officio Keeper of the Records and Seal of the City of Rockford, Winnebago and Ogle Counties, Illinois (the "City"), and as such official I am the keeper of the official journal of proceedings, books, records, minutes and files of the City and of the City Council (the "City Council") thereof.

I do further certify that on the 6th day of January 2021 there was published in pamphlet form, by authority of the City Council, a true, correct and complete copy of Ordinance No. **2021-15-O** and said resolution was so published on said date readily available for public inspection and distribution, in sufficient number, at my office as Legal Director and ex officio Keeper of the Records and Seal located in the City.

IN WITNESS WHEREOF I have affixed hereto my official signature and the seal of the City, this 6th day of January 2021.

[SEAL]


LEGAL DIRECTOR AND *EX OFFICIO*
KEEPER OF THE RECORDS AND SEAL

NOM/cb

Committee report passed: 1/4/21

ORDINANCE NO. 2021-15-0

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCKFORD, WINNEBAGO AND OGLE COUNTIES, ILLINOIS, THAT:

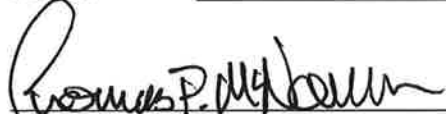
By passage and approval of this Ordinance, the Mayor and Legal Director are hereby authorized to approve the attached Amendments to Sec. 2-407 of the City of Rockford Code of Ordinances regarding Rules Governing Purchasing.

The provisions and sections of this Ordinance shall be deemed severable, and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

All orders, resolutions, or ordinances in conflict herewith are hereby repealed insofar as such conflict exists, and this Ordinance shall take effect immediately upon its passage, approval, and publication, as required by law.

A full, true and complete copy of this Ordinance shall be published within ten (10) days after passage in pamphlet form by and under authority of the Corporate Authorities.

APPROVED: January 6 2021


MAYOR

AYES: DURKEE, LOGEMANN, TUNEBERG, FROST, HERVEY, THOMPSON-KELLY,
HOFFMAN, ROSE, BEACH, QUINONEZ, HANLEY

NAYS: MCNEELY

ABSENT: ERVINS

ABSTAIN: _____

ATTESTED:




LEGAL DIRECTOR

PASSED: 1/4/21

APPROVED: 1/6/21

PUBLISHED: 1/6/21

FILED in my office this 6th day of January, 2021, and published in pamphlet form this 6th day of January, 2021 by order of the City Council of the City of Rockford, Illinois.



Legal Director and ex officio
Keeper of the Records and Seal

RECOMMEND AND
APPROVED BY:



NICHOLAS O. MEYER, Legal Director

Sec. 2-407. - Rules Governing Purchasing.

In accordance with the provisions of this article, the following rules and regulations shall govern purchasing:

- (1) General Powers and Duties of the Central Services Manager.** In addition to and in concurrence with the purchasing authority conferred in this division, the central services manager shall:
- a. Procure for the city the necessary quality in supplies, materials, equipment, and contractual services at the least expense. He shall keep informed of current developments in the field of purchasing, prices, market conditions and new products, and secure for the city the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations having national recognition, and by private businesses and organizations;
 - b. Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases and sales;
 - c. Exploit the possibilities of bulk and seasonal buying, and the purchase of items made from recycled materials;
 - d. Adopt as standards the minimum number of quantities, sizes, and varieties of supplies consistent with the successful operation of the city government. Such standards shall be developed in cooperation with the heads of using agencies;
 - e. Prepare and adopt written specifications for supplies, materials, equipment, services, and establish and maintain current files of specifications as may be required. Specifications shall be developed with information available through governmental and private sources and in cooperation with the using departments;
 - f. Prescribe and maintain such forms as may be reasonably necessary to the operation of this division;
 - g. Prepare, adopt, and maintain a purchasing history, a bidders file, and other files as may be necessary to the operation of this division. Have the authority to declare vendors who default on their quotations irresponsible bidders and to disqualify them from receiving any business from the municipality for a stated period of time;
 - h. Obtain all federal and state tax exemptions to which the city is entitled; and
 - i. Implement the city's minority and women business enterprise procurement policy.

(2) Purchasing procedures.

- a. **Single-source goods and services.** Advertised competition bidding is not required where the goods or services, such as contracts for telephone service, public utility services, books, pamphlets and periodicals, to be procured are economically procurable from

only one source as determined by the requesting department head and the central services manager.

- b. Competitive bidding.** All materials, supplies, equipment, contractual services and leases of tangible items other than real estate, when the estimated costs thereof shall exceed \$25,000.00, shall be based on advertised competitive bidding, as set forth in the statutes and purchasing rules and regulations, except as provided elsewhere herein.
- c. Requisition and estimates.** All using agencies shall file with the purchasing agent detailed requisitions for estimates for their requirements for supplies, contractual services, materials, and equipment. Requisitions must have written authorization of the department head or their designee.

 - 1. A using agency shall not be prevented from filing with the purchasing agency at any time a requisition or estimate for any supplies and contractual services, the need for which was not foreseen when the detailed estimates were filed.
 - 2. The central services manager shall examine each requisition and shall have the authority to revise as to quantity, quality, or estimated cost. The central services manager shall consult with a head of the requisitioning agency prior to making revisions.
- d. Bidding Procedures.** All materials, supplies, and contractual services, when the estimated cost thereof shall exceed \$25,000.00 shall be based on advertised competitive bidding as set forth in the statutes and purchasing rules and regulations. Purchases of and contracts for materials, supplies, equipment or services shall be awarded to the lowest qualified bidder. "Qualified Bidder" for purposes of public works contracts is further defined in subsection (d)(5) below. All other purchases or sales for less than \$25,000.00 shall be based on competitive quotations or letter inquiry and approved by the central services manager. Quotations shall be recorded as purchasing history and shall be purchased from the lowest qualified bidder, and after due notice inviting proposals.

 - 1. Notices, at the discretion of the central services manager, shall be published once in at least one official newspaper in the city at least ten business days preceding the last day for the receipt of proposals. The newspaper notice, when it is used, shall include a general description of the articles to be purchased or sold, shall state where bid specifications may be secured, and the time and place for opening bids. In all cases, a notice inviting bids will be posted in an appropriate place in the city hall at least ten business days preceding the last day for the receipt of proposals.
 - 2. The central services manager also shall solicit bids from all prospective vendors and contractors by distributing copies of invitations to bid.
 - 3. When deemed necessary by the central services manager, bid deposits shall be prescribed in the public notices inviting bids. The amounts of such deposits shall be

five percent of the bids and shall be in a form of a bond or certified check. Bonds and certified checks shall be returned to unsuccessful bidders within five days after the awarding of the contracts. The successful bidder shall forfeit any deposit required upon failure on his part to enter into a contract within 15 days after the award.

4. Bids shall be sealed, shall be identified on the envelope, shall be submitted at the place and no later than the time stated in the public notice inviting bids and shall be opened in public by the central services manager or his designee at the time and place stated in the public notice. A tabulation of all bids received shall be made available for public inspection. The central services manager or his designee shall receive all bids and time/date stamp them upon receipt.
5. "Qualified Bidder" for purposes of a public works or construction contract shall mean: a bidder who meets all of the job specifications, complies with the applicable criteria set forth in this ordinance, and includes with their bid submission supporting documentation to demonstrate such compliance:
 - a. *Compliance with State, Local and Federal Law:* Bidder must be in compliance with all applicable laws and prerequisites for doing business in the State of Illinois, including but not limited to, and must:
 - i. Be currently authorized to do business in the State of Illinois, including evidence that the bidder is registered with and in compliance with the requirements of Illinois Secretary of State's Department of Business Services. If the bidder is an individual, sole proprietor, or partnership, this subsection shall not apply;
 - ii. Possess a valid Federal Tax Payer Identification Number (IRS Form W-9) or Social Security Number (for individuals);
 - iii. Certify that the bidder is in compliance with provisions of Section 2000(e) of Chapter 21, Title 42 of the United States Code (42 USC 2000e et seq.) and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions);
 - iv. Certificates of insurance indicating the following coverage: general liability, umbrella liability, worker's compensation, automobile and other coverage as deemed necessary by the central services manager;
 - v. Compliance with all provisions of the Prevailing Wage Act (820 ILCS 130/0.01 et seq), if applicable, including wages, medical and hospitalization insurance and retirement for those trades as covered in the Act, and related reporting requirements, when required by law.
 - vi. Registration with the Illinois Department of Revenue if bidder has employees (e.g. document with account number, Illinois Business Tax number).

- vii.** Registration with the Illinois Department of Employment Security if bidder has employees (e.g. document with UI account number).
- viii.** Follow all provisions of the Employee Classification Act, 820 ILCS 185/1 *et seq.*;
- ix.** Provide certificates of insurance indicating coverages as set forth in a bid specification including general liability, umbrella liability, workers' compensation, completed operations, automobile, hazardous occupations, products liability, or any other coverage as deemed necessary by the Central Services Manager;
- x.** Certify that all employees expected to perform work on the project have completed an appropriate OSHA safety program. The bidder must have copies of employee OSHA cards on file, and shall provide copies of such cards to the City upon request.
- xi.** Possession of any professional or trade license required by law or local ordinance for any trade or specialty area in which the contractor is seeking a contract award, and provide documentation of the same. Additionally, the contractor shall disclose any suspension or revocation of such license held by the company, or of any director, officer or manager of the company.
- xii.** Certify that the Bidder has reviewed and agrees to pay the prevailing wage rates as identified in the bid specifications, if applicable, and will strictly comply with all provisions and requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1 *et seq.*) and related reporting requirements when required by law.
- xiii.** Provide a copy of the written program for the prevention of substance abuse to be filed with a public body pursuant to the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 *et seq.*).
- xiv.** Provide evidence demonstrating Bidder's good faith effort toward providing employment opportunities for residents to work as crafts persons, consistent with the racial, ethnic and gender demographics of the labor force available in the Winnebago County;
- xv.** Provide written certification by the bidder and each subcontractor of compliance with the applicable provisions of Chapter 11 (Human Rights) of the City of Rockford Code of Ordinances, the Illinois Human Rights Act, and the rules of the Illinois Human Rights Commission, including adoption of a written sexual harassment policy and express averment of application of same to all of its workers involved with the project for which the bid is submitted;
- xvi.** Submission by the bidder and each subcontractor of all information required by Sec. 11-104 (Article VI – Equal Opportunity Employment; duties of contractors and subcontractors) of the City of Rockford Code of Ordinances, including but not limited to all information required under

Sec. 11-104 (b) identifying the number of employees who are members of each affected class on forms prescribed by the equal opportunity compliance officer.

b. *Additional Requirements for Public Works or Construction Contracts over \$50,000.* A qualified bidder for purposes of public works or construction contracts over \$50,000 shall require submission of proof of compliance with the following criteria:

i. Participation in apprenticeship and training programs applicable to the work to be performed on the project which are approved and registered with the United States Department of Labor's Office of Apprenticeship and Training, or its successor organization, for all trades that will be in the contractor's (or his subcontractor's) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. The required evidence shall include, but is not limited to, a copy of all applicable apprenticeship standards or Apprenticeship Agreement(s) for any apprentice(s) who will perform work on the public works or construction project.

c. *Subcontractors.*

i. The requirements and qualification criteria set forth in this Ordinance applicable to bidders shall also apply to all subcontractors selected by the bidder to work on a public works project awarded by the City, and each such subcontractor shall be required to adhere to the requirements set forth herein as though it were bidding directly to the City. Subcontractors not meeting the minimum requirements for bidders set forth herein, shall be cause to disqualify an otherwise successful bidder/contractor from being awarded a contract, or otherwise performing work on the project.

ii. All bidders shall include as part of their bid submission, the names and addresses of each subcontractor from whom the contractor has accepted a bid and/or intends to hire on any part of this project. Prior to the subcontractor commencing work on the project, each contractor shall also submit to the City all subcontractor information and supporting documentation needed to establish full compliance with all provisions set forth herein. Bidder and subcontractor shall also submit with the bid all information required under Sec. 11-104 (b) identifying the number of employees who are members of each affected class on forms prescribed by the equal opportunity compliance officer.

iii. It shall be the responsibility of the Bidder/Contractor to ensure its subcontractors comply with all of the requirements of this Code, including the timely and complete submittals of all required documentation, and the full compliance with all obligations set forth in this Ordinance and the project specifications. Failure of a successful Bidder to submit the

required subcontractor information or documentation may constitute a contractual default and/or breach by the bidder and may disqualify a Bidder/Contractor from performing work on future projects.

6. Incomplete Submissions by Bidders.

- a. It is the sole responsibility of the bidder to comply with all submission requirements at the time it submits its bid to the City. Bidder submissions deemed inadequate or incomplete may result in a determination that the bidder is not a qualified bidder.
- b. The submission requirements also applies to the documentation required to be submitted for all subcontractors selected by a Bidder. However, a bidder may submit subcontractor documentation to the City up to - but prior to - the subcontractor commencing work on the project, provided that such documentation is provided in such a timely manner that the City is able to review such documentation prior to the start of work by a subcontractor.

e. Award of contract. Upon city council approval, the central services manager shall have the authority to award contracts within the limits of this article, and rules and regulations.

- 1. The City may also consider the following factors in its discretion in determining whether a bidder is qualified or in awarding the contract, and bidder shall provide documentation of such information upon request of the City:
 - a. Past performance of the bidder;
 - i. Documentation as to past performance may include a statement of past performance which shall give an accurate and complete record of all public works or construction projects completed in the past three (3) years by the bidder. Such statements shall include the name of the public body and the project, original contract price, final contract price, and the names of all subcontractors used, if applicable, and a statement as to compliance with completion deadlines;
 - b. Any determination by a court or governmental agency for violations of federal, state, or local laws including but not limited to violations of contracting or antitrust laws or licensing laws, environmental laws, the Occupational Safety and Health Act (OSHA), the National Labor Relations Act (NLRA), or federal Davis-Bacon Act;
 - c. The ability, capacity, and skill of the bidder to perform the contract promptly and efficiently, or within the time specified without delay or interference;
 - d. The character, integrity, reputation, and experience of the bidder based upon and including among other relevant factors or evidence:

- i. The quality of the bidder's past performance, including performance of the previous contracts, whether or not such contract was within the City;
 - ii. The previous and existing compliance by the bidder with the laws and ordinances relating to contracting;
 - iii. The financial ability of the bidder to perform the contract;
 - iv. any findings of non-responsibility by federal, state, or local agencies;
 - v. any additional factors the City determines relevant for the contract.
- 2. When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the contract elsewhere shall be placed in the minutes of the council meeting and approved by the city council.
- 3. *Multiple Low Bids.* If two or more bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to the local bidder as defined by subsection (e)(4) below. When the decision can be made in no other way, the contract shall be awarded to one of the tie bidders by drawing lots in public.
- 4. *Local Business Adjustment to Bid Award.*
 - a. The Central Services Division may authorize on certain public works or construction contracts the use of a local business adjustment (up to a maximum 5 percent of the contract price, but not more than \$20,000 whichever is less). In such instances, the bid documents shall specify that a local business adjustment shall apply, and shall identify the percentage and maximum dollar amount of the adjustment.
 - b. When a local business adjustment has been authorized, and its application is requested by a local bidder, the following process shall be used to determine the lowest qualified bidder, and for calculating the contract price:
 - i. The City shall apply an automatic downward adjustment of up to 5% of the contract price (or a maximum of \$20,000, whichever is less) toward a local bidder's bid if doing so will cause the local bidder's bid to match the bid of a non-local bidder who would otherwise be the lowest qualified bidder.
 - ii. This downward adjustment shall be applied automatically to the local bidder's bid as a reduction in their overall bid, and any bidder requesting the application of the local bidder adjustment shall acknowledge and agree to the potential of the reduction in their overall bid at the time of its bid submission.
 - iii. Should a bidder requesting the local business adjustment as part of their bid submittal be declared the lowest qualified bidder on the basis of a local business adjustment, and thereafter decline to be awarded the project, that

bidder shall be prohibited from requesting the application of a local business adjustment when bidding on contracts let by the City for a period of one year.

- c. A local bidder is an individual or business entity that (1) established it has a place of business located in Winnebago, Ogle, Boone, or Stephenson County for at least 1 year prior to the deadline for submitting bids, as registered with the Secretary of State, and (2) can demonstrate for one year prior to the deadline for submitting bids that the person or entity has paid a minimum of \$5,000 in sales tax in Winnebago County, Illinois, and (3) can demonstrate that at least 50% of their workers reside within Winnebago, Ogle, Boone, or Stephenson County, Illinois.
- d. It shall be the responsibility of the Bidder to request that the local business adjustment be applied to their bid, and to provide sufficient documentation for the City to make a determination as to their local bidder status. Failure of a local bidder to include such a request in its submittal, or failure of the local bidder to provide sufficient documentation for the City to verify eligibility for the adjustment at the time of the submittal, will cause the local bidder to forfeit the application of the adjustment to the bid amount, even if the local bidder would have otherwise been eligible
- e. Report to City Council. The Finance Department shall report utilization of the local business adjustment to City Council at the time of the contract award.
- f. Sunset Provision. This subsection (E)(4) shall be automatically repealed three (3) years after its enactment date unless reauthorized by an Ordinance passed by the City Council.
- f. *Performance bonds.* To protect the interest of the city, and when deemed necessary by the central services manager, a performance bond in the amount of 100 percent of the proposed contract, or a performance bond in an amount deemed adequate by the city council shall be required from the successful bidder before entering into the contract. If such bond is not provided within 15 days of the award of such bid, the award shall be void. The contractor shall furnish such other amount or insurance as may be required by law, the city or specifications. The amounts and types of these bonds and insurance shall be set forth in the bid specifications.
- g. *Prohibition against subdivision.* No contract or purchase shall be subdivided to avoid requirements of these rules.
- h. *Open market procedure.* All purchases of supplies, materials, equipment and contractual services and all sales of personal property which have become obsolete and unusable under the amounts specified in this division shall be made in the open market, without

advertisement, and without observing the procedures prescribed in the formal contract procedure.

1. All open market purchases shall, wherever possible, be based on more than one, preferably three competitive quotes, and shall be awarded to the lowest and best qualified vendor in accordance with the standards set forth in this division and these rules and regulations.
 2. The central services manager shall keep the record of all open market orders and the quotes submitted in competition thereon, and such records shall be open to public inspection.
- i. *Emergency purchases.* In case of actual emergencies, with the approval of the central services manager, the head of any using department may purchase directly any supplies, materials, and equipment, in amounts not greater than \$25,000.00, whose immediate procurement is essential to prevent delays of the using agency. In instances which may vitally affect the life, health, or welfare of citizens, the central services manager may authorize a department head to purchase necessary services and supplies and notify the mayor and the city council of such purchase. The heads of such using departments shall submit to the central services manager a record of the emergency purchasing together with a report of the circumstances of the emergency.
 - j. *Inspection and testing.* The central services manager or his authorized representative shall inspect or supervise the inspection of all deliveries of supplies, materials, equipment or contractual services to determine their performance with the specifications set forth in the order or contract. The central services manager shall have the authority to require chemical and physical tests of materials submitted with bids and delivery samples to determine their quality in conformance with the specifications. In the performance of such tests, the central services manager shall have the authority to make use of laboratory facilities of any outside laboratory. Vendor certification of goods or services may be accepted from qualified vendors.
 - k. *Price agreements.* A special type of contract, price agreement, can be used whereby the city does not obligate itself to purchase or to accept a commodity but furnishes the vendor with an estimate of its probable needs as a guide to the amount that may be purchased. The price may be established for the period of the agreement or it may be made variable, such as fixed discount from an ascertainable amount. The central services manager must use the formal bid and contract procedure for price agreements when the expected annual spend is above the current bid threshold.
 - l. *Professional personal service contracts.* Purchases of professional services, and contracts for the services of individuals possessing a high degree of professional skill, where the ability and fitness of the individual or organization play an important part, are not adapted to award by competitive bidding and shall not be subject to the competitive bidding requirements of this division. Such services include, but are not limited to, the

services of consultants, doctors, engineers, attorneys, testing services, auditors, certified public accountants, bond consultants, insurance, real estate appraisers, and architects. When the purchase of professional services, and contracts for the services of individuals possessing a high degree of professional skill amount in the aggregate to a sum of \$25,000.00 or more, based upon the initial good faith estimate of the central services manager, proposals for said professional contracts and services shall be solicited and received by the central services manager.

1. A request for proposals shall be prepared by the department head for whom the services will be performed and shall be submitted to the central services manager for review.
 2. Notice shall be published by the central services manager at least once in a newspaper in the city at least ten business days preceding the last day for the receipt of proposals. The newspaper notice shall include a general description of the services to be performed and shall state where information may be secured. In all cases, a notice inviting proposals will be posted in an appropriate place in the city hall at least ten business days preceding the last day for the receipt of proposals.
 3. Proposals shall also be solicited from potential contractors who request notice of such proposals by distributing copies of the request for proposals.
 4. Proposals shall be submitted at the place and no later than the time stated in the notice inviting proposals.
 5. The central services manager and the department head for whom the services are to be performed, along with the appropriate city council committee chairman, or a representative whom he may designate, shall evaluate the proposals based on the contractor's experience, qualifications, time required for completing the work, and the fees to be charged, along with other criteria deemed appropriate. If they deem it necessary, in their discretion, they may conduct oral interviews with some, or all, of the potential contractors.
 6. The department head and the central services manager shall submit, in writing, the name of the recommended contractor to the finance and personnel committee for approval. They shall also submit the names of those who submitted proposals.
 7. Upon city council approval, the central services manager shall have the authority to award the contract within the limits of this division, rules, and regulations.
- m. *Change Orders.* No officer or employee of the city shall knowingly authorize a change in any contract which would provide for an increase or decrease in either the cost of a contract by more than \$25,000.00 or more without a determination by the mayor, or such person he may designate, that the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, were not within the contemplation of the contract as signed or are in the best interest

of the city. Such written determination shall be preserved in a permanent contract file that is open to public. Reports of change orders made pursuant to this subsection (2)m. shall be reported to the finance and personnel committee by the central services manager on a regular basis.

n. *Recycled Materials.* In all instances described in subsection (2)m of this section, the central services manager shall award a preference to products made either in whole or in part from recycled materials, when such products are comparable in quality with goods made from nonrecycled materials in the opinion of the central services manager, and when the cost of such recycled goods is equal to or below the cost of nonrecycled materials. Such preference shall be awarded based on the percentage of recycled material used, when comparing products which contain recycled materials.

(3) Surplus Supplies, Materials and Equipment. The central services manager or a designee may transfer surplus supplies, materials and equipment to other departments, exchange such personal property for new supplies, materials and equipment, or sell personal property which has become unsuitable for use by the city. Surplus, unusable or obsolete supplies, materials and equipment shall be sold for cash. The central services manager may, at his discretion, sell such supplies, materials and equipment at public auction to the highest qualified bidder.

(4) Cooperative Purchasing. The central services manager shall have the authority to join with other units of government in cooperative purchasing plans so that the best interests of the city shall be served thereby.

(5) Precedence of policy. Where this division is in conflict with the city's minority and women business enterprise procurement policy, said policy shall be controlling and take precedence over this division in those areas in which conflict exists. This section shall otherwise be interpreted to effectuate the objectives of said policy where no conflict exists.

(6) Severability. If any portion of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other portions or applications of this Ordinance which can be given effect without the invalid portions or applications and, to this end, the portions of this Ordinance are severable.

(Code 1970, § 2-284; Ord. No. 1983-157-O, 12-27-1983; Ord. No. 1984-105-O, 7-23-1984; Ord. No. 1985-122-O, 6-17-1985; Ord. No. 1989-184-O, 8-7-1989; Ord. No. 1989-286-O, §§ 1, 2, 10-30-1989; Ord. No. 1993-200-O, 8-9-1993; Ord. No. 2001-215-O, 8-27-2001; Ord. No. 2004-53-O, 3-29-2004; Ord. No. 2006-178-O, 10-23-2006; Ord. No. 2013-110-O, 7-23-2013; Ord. No. 2017-161-O, Att. 9-18-2017)