



Special City Council Meeting
Tuesday, June 30, 2020
City Hall Council Chambers
5249 South 400 East, Washington Terrace City
801-393-8681
www.washingtonterracecity.com

*** Note: Due to COVID19 restrictions, the meeting will be available for viewing and citizen comments through the City's Facebook live stream.**

1. **ROLL CALL** **6:00 P.M.**
2. **PLEDGE OF ALLEGIANCE**
3. **WELCOME**
4. **CONSENT ITEMS**
 - 4.1 APPROVAL OF AGENDA
 - 4.2 APPROVAL OF MINTUES FROM THE JUNE 16, 2020 MEETING
5. **NEW BUSINESS**
 - 5.1 **MOTION/RESOLUTION 20-10: INTERLOCAL FOR THE DISTRIBUTION OF CARES ACT FUNDING**
An interlocal agreement with Weber County approving the distribution of the Coronavirus Relief Funds.
 - 5.2 **DISCUSSION/ACTION: DISCUSSION AND RECOMMENDATION REGARDING A MANDATORY WEBER COUNTY MASK REGULATION**
Weber County is requesting cities to weigh in on the possibility of a mandatory county wide directive for COVID-19 mask wearing.
6. **COUNCIL COMMUNICATION WITH STAFF**
This is a discussion item only. No final action will be taken.
7. **ADMINISTRATION REPORTS**
This is an opportunity for staff to address the Council pertaining to administrative items.
8. **UPCOMING EVENTS**
July 3rd : City Offices closed for Independence Day

For more information on these agenda items, please visit our website at www.washingtonterracecity.com

In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283.

CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in three public places within the City of Washington Terrace City limits and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

July 7th: City Council Meeting 6:00 p.m. (Cancelled)
July 21st: City Council Work Session 5:00 p.m.
July 21st City Council Meeting 6:00 p.m.
July 24th: City offices closed: Pioneer Day

9. ADJOURN THE MEETING: MAYOR ALLEN

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City of Washington Terrace

Minutes of a Regular City Council meeting
Held on June 16, 2020
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

10 * **Note: Due to COVID19 restrictions, the meeting will be available for viewing and citizen**
11 **comments through the City’s Facebook live stream.**

12
13 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

- 14 Mayor Mark C. Allen
15 Council Member F. Carey Seal
16 Council Member Blair Brown
17 Council Member Larry Weir
18 Council Member Scott Barker
19 Council Member Jeff West
20 Finance Director Shari Garret
21 Public Works Director Jake Meibos
22 Lt. Brett Butler
23 City Recorder Amy Rodriguez
24 City Manager Tom Hanson

25
26 **Others Present**

27 * **Note: Due to COVID19 restrictions, the meeting will be available for viewing and citizen**
28 **comments through the City’s Facebook live stream.**

- 29
30 1. **ROLL CALL** 6:00 P.M.
31
32 2. **PLEDGE OF ALLEGIANCE**
33
34 3. **WELCOME**
35
36 4. **CONSENT ITEMS**

- 37
38 4.1 **APPROVAL OF AGENDA**
39 4.2 **APPROVAL OF JUNE 2, 2020 MEETING MINUTES**

40 **Items 4.1 and 4.2 were approved by general consent.**

41
42 5. **CITIZEN COMMENTS**

43 Nicole Steve wrote in and stated that she did not receive an email back. Council asked her for more
44 information and asked her to resend the email. She wrote that no one was notified of the overnight
45 parking restriction at the Senior Center. Hanson stated that it is in Ordinance and has been recently
46 enforced, as there has been issues with people parking in the Senior Center Parking lot and blocking
47 emergency vehicles.
48

49 Amy Miller wrote that the Community Methodist Church has a farmers market every Saturday at the
50 Church from 9:00-11:00 A.M. She wrote that the proceeds go to the Hansen food Bank. Mayor Allen
51 stated that he appreciates what the Church has been doing for the community.

52

53 **6. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
54 **COMMENTS**

55 Item 6 is unnecessary.

56

57 **7. NEW BUSINESS**

58

59 **7.1 MOTION/RESOLUTION 20-07: TO APPROVE THE BUDGET DOCUMENT FOR**
60 **FISCAL YEAR 2021 FINAL BUDGET, FEE SCHEDULE AND POLICY**
61 **GUIDELINES; AND ADOPT THE COUNTY AUDITOR'S CERTIFIED**
62 **PROPERTY TAX RATE**

63 Hanson stated that the budget has been reviewed for the last few months and proposes that it be approved
64 as presented.

65 Garrett stated that the resolution is adopting the tentative budget and proposing changes to the fee
66 schedule. She stated that we are asking that the fee schedule be adopted immediately.

67 She stated that the tax rate will also be adopted at this time.

68 Garrett stated that our general purpose rate has dropped because our values have gone up, and therefore
69 the taxes decrease. She stated that the tax rate is expected to go down, as opposed to last year when we
70 had a Truth in Taxation. Garrett stated that our tax revenue is expected to increase by \$13,000, and this is
71 due to new growth over the past year.

72 Garrett stated that our property tax value has increased over the last five years. Garrett stated that
73 valuations affect the certified tax rates. She stated that the rates have remained fairly flat. Mayor Allen
74 stated that he appreciates all her work on the budget.

75 Garrett stated that the final budget document will still need to be completed once the budget is approved.

76

77 **Motion by Council Member Brown**
78 **Seconded by Council Member Barker**
79 **To approve Resolution 20-07 to approve the**
80 **Budget for Fiscal Year 2021 final budget, fee schedule**
81 **And policy guidelines, and**
82 **adopt the county auditor's certified property Tax rate**
83 **Approved unanimously (5-0)**
84 **Roll Call Vote**

85

86 **7.2 PRESENTATION: FRAUD RISK ASSESSMENT**

87 Garrett stated that the State Auditor has new guidelines that we are expected to follow. She stated that the
88 Municipal Officers are required to do annual training on Fraud Risk Assessment. She provided a quick
89 training video that explains the process and the required training. Garrett explained the assessment
90 guidelines. She stated that we will be working on our procedures starting immediately. She stated that the
91 guidelines are to help entities recognize, and reduce, fraud within the organization. Garrett stated that the
92 guidelines do not give partial credit, noting that we have most of the policies in place, but they may not
93 meet all the requirements and therefore it is something that we will be working towards.

94 Council Member Brown stated that there was an incident years ago regarding a backhoe purchase in
95 which he felt that we did not use proper procurement procedures. He stated that it has happened only one
96 time, but these types of purchases concern him. Hanson stated that staff did go through the purchasing
97 policy at that time and can show the documentation to Council.

98 Garrett stated that we will address policies as they change with Council. Garrett stated that it may take up
99 to a year's time to get our policies in order, noting that our policies are not bad, but these changes will
100 take them to a new level. Garrett stated that any penalties have not been made clear at this time.
101 Council Member Barker stated that he appreciates that staff is taking this seriously. Mayor Allen stated
102 that it is a self-assessment and that the State would most likely be watching those cities that are in the red
103 area as far as fraud concerns. Mayor Allen stated that this assessment makes it clear that there must be
104 problems in some entities and that this assessment helps make us aware of our own policies and give us
105 guidelines to reduce risk.

106
107 Garrett reviewed the assessment checklist and where the City stands on each item. Garrett stated that she
108 believes that in a year's time, we can accomplish full credit and be in the low risk category.

109
110
111 **7.3 MOTION/RESOLUTION20-09: APPROVAL OF THE EASEMENT AGREEMENT**
112 **BETWEEN THE CITY AND THE WEBER COUNTY LIBRARY**
113 **DEVELOPMENT FUND**
114

115 Hanson stated that we are trying to prepare the City property on the south side of the Library for sale.
116 Hanson stated that the easement clarifies some of the assumptions that were made between the Library
117 and the City when the Library was built.

118 Hanson stated that the agreement makes a more firm foundation between both parties moving forward.
119 He explained that the City will allow the Library to maintain the landscaping area east of the Library.
120 Another assumption is that the Library would also be able to use the shared parking lot. Hanson stated that
121 the future owner of the property will be able to use the landscaping and parking lot as it is written.

122 Hanson stated that the intent is to set the parameters for the use of the green space and the parking lot.
123 Council Member Barker asked if the mix-use property is clear in the document. He stated that he thinks
124 there may be conflict between the new owner and the Library over the green space. Hanson stated that
125 the Library will need to maintain the parking lot.

126 Hanson stated that the large parking lot agreement is not part of this agreement and will be a separate
127 agreement. Mayor Allen stated that it would be advantageous for a new business to come and be able to
128 use the parking lot and green space. Council Member Barker asked if there is enough room to build a
129 10,000 sq foot building and still be able to put in new parking. Hanson stated that it would depend on the
130 footprint of the building. Council Member Barker asked if the library would have access to any expanded
131 parking put in by a new owner. Hanson stated that they would not and that the plat would be recorded as
132 such.

133 Hanson stated that there are a few items that will be edited.

134 Hanson stated that Seaman has been involved in the RFP to some degree.

135
136 **Motion by Council Member West**
137 **Seconded by Council Member Barker**
138 **To table the item until a later date in July**
139 **when the edits can be completed**
140 **Approved unanimously (5-0)**
141 **Roll Call Vote**
142

143
144
145 **7.4 MOTION: CONSIDERATION TO CANCEL THE JULY 7, 2020 MEETING**
146 **Motion by Council Member Barker**

147 **Seconded by Council Member West**
148 **To cancel the July 7, 2020 Meeting**
149 **Approved unanimously (5-0)**
150

151 **8. COUNCIL COMMUNICATION WITH STAFF**

152 Council Member Seal stated that a resident asked him why we charge a rental fee for the bowery. Hanson
153 stated that it takes care of the extra paperwork and work to maintain the bowery (restrooms, electricity,
154 stage, lighting, etc.)
155

156 Council Member Barker stated that he would like to thank whomever was able to have the weeds cut
157 down on the new 5700 South Road. Meibos stated that he is still working with Rocky Mountain Power
158 on the lighting situation. Council Member Barker asked if there could be a light installed close to the
159 condo (cottages) because it is very dark in that area. Mayor Allen stated that we are waiting to see how
160 bright the new lights will shine on that area once the lights are in working operation. Hanson stated that
161 Meibos has been working on the issue for quite a bit of time and has been running into issues.
162

163 Mayor Allen expressed his appreciation to our police officers.
164

165 **9. ADMINISTRATION REPORTS**

166 Hanson stated that we will be having a live Council Meeting on July 21st, noting that it would be set up
167 with social distancing and everyone will be required to wear face masks.
168
169

170 **10. UPCOMING EVENTS**

171 June 25th: Planning Commission Meeting 6:00 p.m. (TENTATIVE)
172 July 7th: City Council Meeting 6:00 p.m. (TENTATIVE)
173 July 21st City Council Meeting 6:00 p.m.
174 July 24th: City offices closed: Pioneer Day
175

176 **11. ADJOURN THE MEETING: MAYOR ALLEN**

177 **Motion by Council Member Barker**
178 **Seconded by Council Member Seal**
179 **To adjourn the meeting**
180 **Approved unanimously (5-0)**
181 **Time: 7:35 p.m.**
182

183 **12. REDEVELOPMENT AGENCY MEETING (The RDA meeting will begin**
184 **Immediately following the regular meeting)**
185
186
187
188

189 _____
Date Approved

_____ **City Recorder**

City of Washington Terrace
County of Weber, State of Utah

RESOLUTION NO. 20-10

**A RESOLUTION AUTHORIZING AN INTERLOCAL COOPERATIVE AGREEMENT
BETWEEN THE CITY OF WASHINGTON TERRACE (“CITY”) AND WEBER
COUNTY RELATING**

WHEREAS, the Utah Interlocal Cooperation Act, Title 11, Chapter 13, of the Utah Code Annotated 1953 as amended, permits local governmental units to enter into agreements with one another for the purpose of exercising on a joint and cooperative basis powers and privileges that will benefit their citizens and make the most efficient use of their resources; and

WHEREAS, the State of Utah is distributing a portion of its Coronavirus Relief Fund (“CRF”) provided by the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) to Utah’s counties and municipalities through a population-based formula; and

WHEREAS, each eligible local government will initially be paid one-third of its CRF allocation from the State with the remaining two-thirds to be disbursed at a future date, subject to the availability of funding; and

WHEREAS, the CRF can only be used to cover necessary expenditures and losses incurred due to the public health emergency with respect to COVID-19; and

WHEREAS, necessary expenditures include direct emergency response activities, such as addressing public health needs, but also expenses required to respond to second-order effects of COVID-19, such as providing economic support to businesses and individuals that have been financially impacted by the pandemic; and

WHEREAS, each City has received its initial one-third installment and desires to contract with the County to distribute these funds pursuant to the terms of this agreement;

NOW THEREFORE, the City Council of Washington Terrace hereby resolves to enter into the *attached Interlocal Cooperative Agreement* with Weber County relating to the Coronavirus Relief Fund for the purposes authorized therein; the Interlocal Agreement is hereby approved and incorporated by this reference. The City Council authorizes and directs the Mayor to execute in Interlocal Agreement for and on behalf of the City of Washington Terrace

PASSED AND ADOPTED by the City Council of Washington Terrace this ____ day of _____ 2020.

DATED this ____ day of _____ 2020.

CITY OF WASHINGTON TERRACE

Mark C. Allen, Mayor

ATTEST:

Amy Rodriguez , City Recorder

Roll Call Vote

- Council Member Blair Brown** ___
- Council Member Larry Weir** ___
- Council Member Scott Barker** ___
- Council Member Carey Seal** ___
- Council Member Jeff West** ___

**INTERLOCAL COOPERATION AGREEMENT
FOR THE DISTRIBUTION OF CARES ACT FUNDING**

This agreement is made by and between Weber County, a body politic of the State of Utah (“County”), and the following undersigned municipalities: Farr West, Hooper, Hunstville, Marriott-Slaterville, North Ogden, Plain City, Pleasant View, Riverdale, Roy, South Ogden, Washington Terrace, and West Haven (“Cities”), individually referred to as “Party” and jointly referred to as “Parties,” pursuant to the provisions of the Interlocal Cooperation Act, §§ 11-13-101 et seq., Utah Code Annotated, 1953, as amended.

RECITALS

WHEREAS, the State of Utah is distributing a portion of its Coronavirus Relief Fund (“CRF”) provided by the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) to Utah’s counties and municipalities through a population-based formula; and

WHEREAS, each eligible local government will initially be paid one-third of its CRF allocation from the State with the remaining two-thirds to be disbursed at a future date, subject to the availability of funding; and

WHEREAS, the CRF can only be used to cover necessary expenditures and losses incurred due to the public health emergency with respect to COVID-19; and

WHEREAS, necessary expenditures include direct emergency response activities, such as addressing public health needs, but also expenses required to respond to second-order effects of COVID-19, such as providing economic support to businesses and individuals that have been financially impacted by the pandemic; and

WHEREAS, each City has received its initial one-third installment and desires to contract with the County to distribute these funds pursuant to the terms of this agreement;

NOW THEREFORE, in consideration of the mutual covenants and promises contained hereafter, the Parties hereto agree as follows:

**SECTION ONE
TERM OF AGREEMENT**

1. This agreement shall commence on the 1st day of July 2020, and continue through and including the 30th day of June 2021, unless terminated earlier. The agreement may be extended on a year-to-year basis as needed through a written amendment.
2. Notwithstanding the provisions of this agreement, individual Cities may terminate their participation in this agreement at any time by giving ninety (90) days written notice to the County.

SECTION TWO SCOPE OF SERVICES

3. Each City shall provide to County at least 90% of the initial distribution of its CRF funds. Distribution percentages of future installments shall be determined through a written amendment to this agreement. Cities' CRF funds shall only be used as specified in this or other future agreements between the Parties.

4. Each City may retain 10% of the initial distribution to reimburse the City for expenditures that are authorized by section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

5. County shall distribute CRF funds to businesses and non-profit organizations located within the County and Cities that have been financially impacted by COVID-19 ("Businesses").

6. Businesses desiring to receive CRF funds shall complete a grant application made available by County. County shall accept grant applications on a rolling basis until all CRF funds are exhausted.

7. County will develop a governing policy outlining the process for receiving and objectively evaluating grant applications. Businesses must meet certain criteria to be eligible to receive CRF funds including, but not limited to the following:

- a) Businesses must have a location within County boundaries;
- b) Businesses must have experienced a significant impact from the COVID-19 pandemic;
- c) Businesses must be open, or plan to reopen as of the date an application for CRF funds is submitted;
- d) Businesses must be current on property taxes and have no legal actions against or from any of the Cities or County;
- e) Business owners must be 18 years or older and have a valid employer identification number (EIN), or a valid social security number for sole proprietors; and
- f) Businesses must have the ability to document and report on funds received.

8. Businesses may use CRF funds to reimburse the costs of business interruptions incurred as a result of COVID-19, such as changes to buildings to encourage social distancing, purchases of personal protective equipment or cleaning and sanitation supplies. Businesses may also receive a grant of economic support if their business was affected by decreased customer demand as a result of the public health emergency. These grants will be based on the loss of net income from March 1 through May 31, 2020.

9. County shall require Businesses that receive CRF funds to adhere to the CARES Act and any current or future guidance related to the CRF funds. County shall also require Businesses to retain documentation related to any uses of the funds, including but not limited to invoices, sales receipts, and payroll expenditures.

10. County may also use funds to assist individuals who have been laid off, furloughed, or otherwise significantly financially impacted by the COVID-19 pandemic. Such assistance may involve helping individuals enroll in government benefit programs, helping to prevent eviction and to assist in preventing homelessness, providing employment and training programs, and to ease other COVID-19 related financial hardships.

11. Time is of the essence in distributing CRF funds, and County shall work toward distributing all CRF funds from the initial distribution by the end of August 2020.

SECTION THREE REIMBURSEMENT FOR SERVICES PROVIDED

12. Each City agrees that County will not receive any compensation from the City for services provided under this agreement. However, County may be reimbursed out of CRF funds for any costs incurred by County in distributing, monitoring, and accounting for the use of any CRF funds as authorized by section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

SECTION FOUR RECORDS

13. All records created or received by County in accordance with this agreement (“CRF Records”) shall be County records. County agrees to keep all records in a manner approved by the County Auditor and agrees that said records shall be open for examination by any of the Cities at any reasonable time.

14. Cities shall coordinate with each other and designate two representatives (“Representatives”) to assist the County in evaluating grant applications in accordance with the terms of this agreement, provisions in the CARES Act, and any relevant regulations.

SECTION FIVE EMPLOYEES

15. It is the intent of this agreement that County employees shall be deemed to be employees of County for all purposes, including, but not limited to, workers compensation, social security, employment insurance, and other benefits provided to County employees. City employees shall be deemed to be employees of each respective City for all purposes, including, but not limited to, workers compensation, social security, employment insurance, and other benefits provided to their employees.

SECTION SIX INDEMNIFICATION

16. County agrees to indemnify and hold each City and its agents, officials, and employees

harmless from and against any and all suits, claims, and proceedings for any and all loss, damages, injury, or liability arising out of the actions, omissions, or other alleged wrongdoing of County in its provision of services pursuant to the terms of this agreement. The provisions of this paragraph shall survive termination of this agreement.

17. Each City agrees to indemnify and hold the County and its agents, officials, and employees harmless from and against any and all suits, claims, and proceedings for any and all loss, damages, injury, or liability arising out of the actions, omissions, or other alleged wrongdoing of the City in its provision of services pursuant to the terms of this agreement. The provisions of this paragraph shall survive termination of this agreement.

18. Notwithstanding the foregoing, County and Cities are governmental entities under the Governmental Immunity Act of Utah (Utah Code § 63G-7-101, *et seq.*) (“Governmental Immunity Act”). Neither County nor any City waives any defenses or limitations of liability otherwise available under the Governmental Immunity Act, and they all maintain all privileges, immunities, and other rights granted by the Governmental Immunity Act.

SECTION SEVEN ADMINISTRATION

19. This agreement does not contemplate any separate legal entity to provide for its administration and none shall be required. The agreement shall be administered by the governing bodies of all participating Parties hereto.

SECTION EIGHT MISCELLANEOUS

20. **Amendment.** This agreement shall not be modified or amended except in writing, which shall be signed by duly authorized representatives of the County and participating Cities.

21. **Interlocal Cooperation Act.** In satisfaction of the requirements of the Interlocal Cooperation Act, the Parties hereby agree as follows:

- a. This agreement shall not be effective until approved by resolutions of the governing bodies of the County and the participating Cities.
- b. This agreement shall be submitted to an authorized attorney for each Party who shall approve the agreement as being in proper form and compatible with the laws of the State of Utah.
- c. The Parties agree that a signed copy of this agreement will be filed with the keeper of the public records of each entity.
- d. The Parties agree that they are not creating an interlocal entity by this agreement.
- e. No real or personal property will be acquired, held, or disposed of or used in conjunction with a joint or cooperative undertaking.

22. **No Third Party Beneficiary.** Nothing in this agreement shall create or be interpreted to create any rights in or obligations in favor of any person or entity not a party to this agreement. Except for the Parties to this agreement, no person or entity is an intended third party beneficiary under this agreement.

23. **Further Assurance.** Each of the Parties agrees to cooperate in good faith with the other to execute and deliver such further documents, to adopt any resolutions, to take any other official action and to perform such other acts as may be reasonably necessary or appropriate to consummate and carry into effect the transactions contemplated under this agreement.

24. **Severability.** If any provision of this agreement shall be held invalid or unenforceable by any court or as a result of future legislative action, the remaining provisions of this agreement shall remain in full force and effect and shall not be affected by the invalid or unenforceable provision or by its severance from this agreement. In lieu of such illegal, invalid or unenforceable provision, the Parties shall use commercially reasonable efforts to negotiate in good faith to insert a substitute, legal, valid, and enforceable provision that most nearly reflects the Parties' intent in entering into this agreement.

25. **Governing Law.** This agreement is made and entered into subject to the provisions of the laws of the State of Utah, which laws shall control the enforcement of this agreement. The Parties also recognize that certain federal laws may be applicable. In the event of any conflict between the terms of this agreement and any applicable state or federal law, the state or federal law shall control.

26. **Headings.** The section headings of this agreement are for the purposes of reference only and shall not limit or define the meaning thereof.

27. **Counterparts.** This agreement may be executed in any number of counterparts, all of which together shall serve as one agreement.

28. **Entire Agreement.** This document contains the entire agreement and understanding between the Parties and constitutes the entire agreement with respect to the specific issues contained herein and supersedes any and all prior written or oral representations and agreements.

[signatures on the following pages]

**BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY**

By _____
Gage Froerer, Chair

Date _____

ATTEST:

Approved as to form and for
compliance with state law:

Weber County Clerk/Auditor

Weber County Attorney's Office

FARR WEST CITY

By _____
 , Mayor

Date _____

ATTEST:

Approved as to form and for
compliance with state law:

City Recorder

City Attorney

HOOPER CITY

By _____
 , Mayor

Date _____

ATTEST:

Approved as to form and for
compliance with state law:

City Recorder

City Attorney

NORTH OGDEN CITY

By _____
 , Mayor

Date _____

ATTEST:

Approved as to form and for
compliance with state law:

City Recorder

City Attorney

PLAIN CITY

By _____
 , Mayor

Date _____

ATTEST:

Approved as to form and for
compliance with state law:

City Recorder

City Attorney

PLEASANT VIEW CITY

By _____
 , Mayor

Date _____

ATTEST:

Approved as to form and for
compliance with state law:

City Recorder

City Attorney

RIVERDALE CITY

By _____
 , Mayor

Date _____

ATTEST:

Approved as to form and for
compliance with state law:

City Recorder

City Attorney

ROY CITY

By _____
 , Mayor

Date _____

ATTEST:

Approved as to form and for
compliance with state law:

City Recorder

City Attorney

UINTAH CITY

By _____
 , Mayor

Date _____

ATTEST:

Approved as to form and for
compliance with state law:

City Recorder

City Attorney

WEST HAVEN CITY

By _____
 , Mayor

Date _____

ATTEST:

Approved as to form and for
compliance with state law:

City Recorder

City Attorney