

Ogden Valley Startup Candidate Briefing

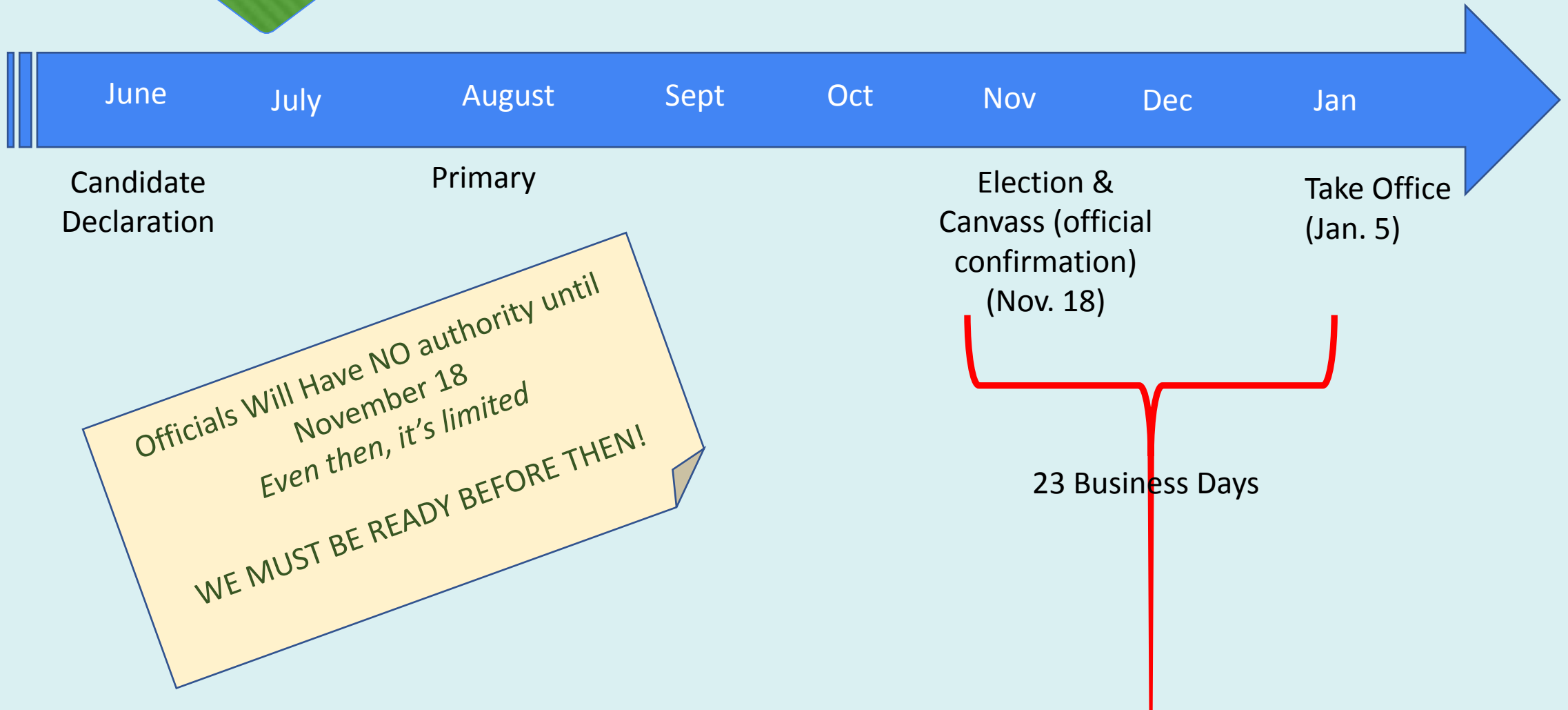
June 17, 2025



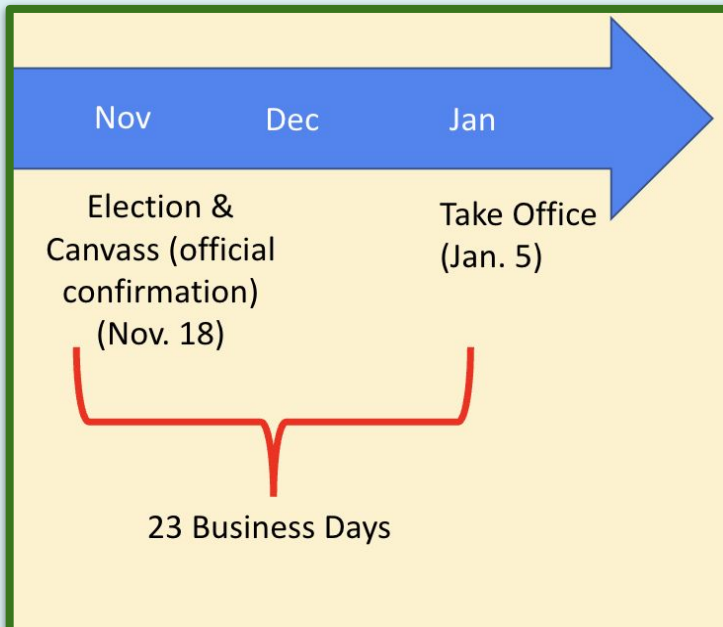
- ☐ Transition Work Updates
 - ☐ Team 1 – Finance and Administration
 - ☐ Team 2 – Public Works and IT
 - ☐ Team 3 – Planning and Land Use
 - ☐ Team 4 – Roundtables and City Culture
- ☐ Timeline
- ☐ Candidate Q/A

Why Prepare Now?

OFFICIALS WILL HAVE LITTLE TIME!



What Can Officers-Elect Do in This Window?



Utah Code 10-2a-218 Powers of officers-elect.

(1) After the county conducts the canvass of the final election of municipal officers under Section 10-2a-215, and until the future municipality becomes legally incorporated, the officers of the future municipality may:

- (a) prepare and adopt, under Chapter 6, Uniform Fiscal Procedures Act for Utah Cities, a proposed budget and compilation of ordinances;
- (b) negotiate and make personnel contracts and hirings;
- (c) negotiate and make service contracts;
- (d) negotiate and make contracts to purchase equipment, materials, and supplies;
- (e) borrow funds from the county in which the future municipality is located under Subsection 10-2a-219(3);
- (f) borrow funds for startup expenses of the future municipality;
- (g) issue tax anticipation notes in the name of the future municipality; and
- (h) make appointments to the municipality's planning commission.

Team 1 – Finance, Administration, Elections

Step 1:
Task List

Step 2:
Work Packets

Step 3:
Deliverables

Task active	Task Completion	Crossovers	Start up	Volunteer	Marriott-Sirvi	Huntville	Officers	Notes	Forms
Volunteer ID	Status	to Other	planning	A = Advise	A = Advise	A = Advise	E = Elect		
(from		Teams	(Original	E = Execute	E = Execute	E = Execute			
Task			List)	R = Review	R = Review	R = Review			
1									
2	Kay Hoogland		Identify City startup expenses (during transition period and funding source)	E	A	A	X		
3									
4	DIG		Determine how to fund gap (Weber County bridge financing, tax anticipation notes)	E	A		X		
5			Propose budget for transition period (Nov 25 - January 5)	E	A		X		
6	RODG		Propose budget for Jan 26 thru June 26 (see timeline)	E	A		X		
7	RODG		Propose budget for June 26 thru June 27 (17 or calendar year?)	E	A		X		
8	Carl Anderson		Obtain commitment for bonds for council and recorder; treasurer. File with city recorder and treasurer	E	A				
9	RODG		Timing schedule of property taxes, sales taxes, other revenues	E	A				
10	KH		Determine and prepare triggering docs for the revenue sources noted in #9	E	A				
11	KH Officers Elect		Obtain federal tax identification number	E	A				
12	CA		Establish Public Treasurer's Investment Fund account	E	A				
13	KH Officers Elect		Obtain list of sales tax outlets in CV and establish routine for comparing retail outlets in City with Utah State Tax Commission report?	E	A		X		
14	Officers Elect		Consider adopting a telecommunication license tax	E	A				
15	Officers Elect		Consider adopting a municipal	E	A				

Work Packet: Finance Version 1.0

Team Leader

Kay Hoogland
Valleyfolks2024@gmail.com
847-404-7770

Team Volunteers

Attachment A (to be added after 4/15/25 call)

Scope of Work

Prepare for financial operation of city commencing January 25

1. Project revenue and expenses
2. Prepare budgets
3. Schedule and draft notices to secure funding
4. Propose solutions for "gap" funding (Jan 26 to receipt of revenue) and 2025 transition funding, and prepare related documents
5. Secure institutional relationships (banks, auditors, financial advisors, insurance, bond commitment, treasurer's fund, etc.) and prepare related documents
6. Propose financial integrity measures (e.g., code of ethics, professional standards, transparency)
7. Prepare emergency preparedness plan

Deliverables

1. Revenue Sources

- o Project amounts and prepare to secure revenue from
 - Sources Included in Feasibility Study
 - Sources Excluded from Feasibility Study
 - Grants
- o Schedule and draft notices needed to secure each revenue source

2. Budget

- o Project city expenses (first 6 months; 12 months)
- o Prepare city budget for first 6 months (Jan-June '26) and first year ('26)
 - Utilize required budget format
 - Identify shortfalls, risks, and alternatives
 - Identify budget submission requirements and prepare submission documentation

Work Packet: Administration

Version 1.0
April 16, 2025

Team Leader

Kay Hoogland
Valleyfolks2024@gmail.com
847-404-7770

Volunteers: see task list

Team Volunteers

Attachment A

Scope of Work

Prepare for financial operation of city commencing January 5

1. Secure facilities, equipment, furniture, and office supplies
2. Design organizational structure for immediate launch and first year of city operations, including optimal mix of contract staff, employees, volunteers, and shared services with other municipalities
3. Prepare job descriptions, comp, and benefits as applicable (staff, contract workers, employees, elected officers, statutory employees, volunteers)
4. Design and implement recruiting and hiring process for startup and first year of operations
5. Determine and recruit required "statutory employees"
6. Prepare for recorder functions (records, recording, and related software and other tools) and treasurer functions (?)
7. Design and prepare Council Operations procedures and necessary materials for public meetings
8. Determine and establish judicial procedures (in coordination with Sherriff selections) (e.g., justice court, prosecutor, legal aid, others)
9. Prepare emergency preparedness plan

Deliverables

1. Facilities & Equipment

- o Source and secure the following for delivery and setup by November 1:
 - o Huntsville Office Arrangement
 - Prepare intergovernmental agreement with Huntsville
 - o Furniture
 - o Equipment

Team 1: Finance - Work Packet

Scope of Work

Prepare for financial operation of city commencing January 5

1. Project revenue and expenses
2. Prepare budgets
3. Schedule and draft notices to secure funding
4. Propose solutions for “gap” funding (Jan. 5, 2026 to receipt of revenue) and 2025 transition funding, and prepare related documents
5. Secure institutional relationships (banks, auditors, financial advisors, insurance, bond commitment, treasurer’s fund, etc.) and prepare related documents
6. Propose financial integrity measures (e.g., code of ethics, professional standards, transparency)
7. Prepare emergency preparedness plan



Team 1 - Finance: Things to Know

BUDGET

Scope of Work

Prepare for financial operation of city commencing January 5

1. Project revenue and expenses
2. Prepare budgets



Budget Basics

- City fiscal year: July to June
- New city budget: 6-month (1/1/26-6/30/26) and full-year budget (7/1/26-6/30/27)
- Ordinances needed for fee collection (e.g., impact fees)

Volunteer Work Progress

- Met with Huntsville Treasurer for budgeting insights
- Reviewed revenue areas from the LRB feasibility study
- Reviewed historical and current financial data from County and State
- Conducted other research and analysis to obtain up-to-date, accurate data

Next Steps

- Refine revenue projections for budget purposes
- Meet with LRB on feasibility study and projected budget
- Consult Utah State Tax Commission for accurate monthly sales tax data
- Continue monitoring 2025 County financial data

Team 1 - Finance: Things to Know

INSURANCE

Scope of Work

Determine and Secure Insurance

- o Identify necessary insurance
- o Obtain info and prepare documentation to apply

[Summary](#)

[Report](#)

Basics

- Required Insurance: Property, Liability, Worker's Comp, Employee Benefits, Motor Vehicle, Other (renters, flood, cyber, etc.)
- Two main types of insurers: Pooled (e.g., Utah Local Government Trust) and Private (e.g., Olympus)
- Municipal officials have varying opinions - New startups with no history might favor Utah Local Government Trust due to simplicity and affordability
- Obtaining private firm quotes can backfire - First app may block other carriers from covering the same city

Volunteer Work Progress

- Researched Utah Code
- Interviewed other municipal officers and broker (?)
- Summarized findings

Next steps

- Discuss options and status with broker
- Prepare timeline
- Assemble Info required
- Obtain quotes

Team 1 – Finance: Things to Know

INSTITUTIONAL RELATIONSHIPS

Scope of Work

Institutional Relationships

Propose and prepare documentation for

- Banks (2-3)
- Auditors
- CPA
- Municipal Financial Advisor

ID source for bond commitment required for council & mayor, recorder, and treasurer and prepare application

ID source for an account in Public Treasurers' Investment Fund and prepare application [done]

Basics

- Required relationships researched and list compiled
- Needs identified through research & discussions with other municipalities

Volunteer Work Progress

- Article published in OV News
- Sought referrals & evaluators
- Prepared evaluation rubric


Next steps

- Finalize list of possible providers
- Request proposals
- Review and score proposals using rubric

[OV News Article](#)

Team 1: Finance

Other Critical Tasks

- 
- ★ How to “COMPLETE” incorporation
 - “Final Local Entity Platt” prepared
 - Mayor-elect submits to LT Governor with request for boundary change,
 - LT Governor issues “Certificate of Incorporation” within 10 days (or directions to fix platt)
 - ★ Steps to trigger revenue receipt (e.g., sales tax, property tax, road funds)
 - ★ Step-by-step sequence of events for all notices and official actions
 - ★ Emergency Plan

Team 1: Administration - Work Packet

Scope of Work

1. Secure facilities & equipment
2. Design organizational structure for immediate launch including optimal mix of contract staff, employees, volunteers, and shared services with other municipalities
3. Prepare job descriptions, comp, and benefits as applicable
4. Design and implement recruiting and hiring process for startup and first year of operations
5. Determine and recruit required “statutory employees”
6. Prepare for recorder functions (records, recording, and related software and other tools) and treasurer functions
7. Design and prepare Council Operations procedures and necessary materials for public meetings
8. Determine and establish judicial procedures (in coordination with Sheriff selections) (e.g., justice court, prosecutor, legal aid, others)

Team 1 - Administration: Things to Know

Organization Design

Scope of Work

1. Design organizational structure for immediate launch including optimal mix of contract staff, employees, volunteers, and shared services with other municipalities
2. Prepare job descriptions, comp, and benefits as applicable
3. Design and implement recruiting and hiring process for startup and first year of operations
4. Determine and recruit required “statutory employees”
5. Prepare for recorder functions (records, recording, and related software and other tools) and treasurer functions

Org Design Basics

- Three Primary Options:
 - i. Traditional primarily employee mix
 - ii. Hybrid of employees/contractors
 - iii. Total outsourced, with council member supervision of outsourced services

Volunteer Work Progress

- Researched code on “6 council/weak mayor” form of government organizations
- Brainstormed options
- Produced three primary models
- Discussion with Salt Lake Municipal Services & County Staff on outsourcing options
- Created vision of “connected community” complimenting OV General Plan

Next Steps

- Freeze models and hold back staffing planning until feedback from candidates
- Volunteer to do salary review for officials and staff
- Focus on critical function resources (recorder, finance, legal)

Team 1 - Administration: Things to Know

Three Organization Models

Model 1: Traditional
Mostly Employee

Model 2: Hybrid
Mixed Employee/Outsource

Model 3:
Total Outsource

More Employees
Takes Time to Evolve

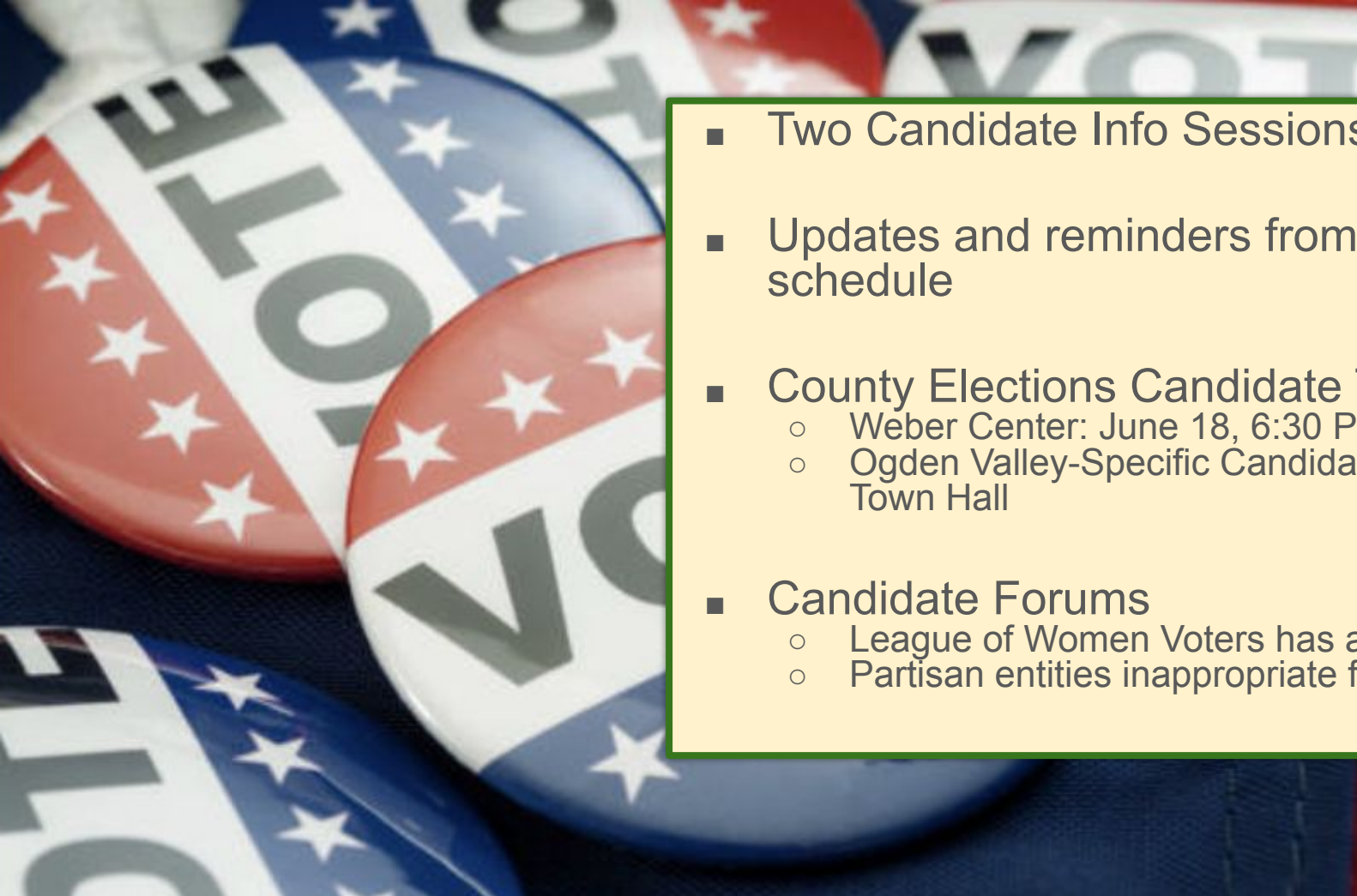
More Outsourced
Suited for Day 1 Start

Team 1: Administration - Other Critical Tasks



- Facilities/Supplies/Equipment
- Design and prepare Council Operations procedures and necessary materials for public meetings
- Determine and establish court procedures in coordination with law enforcement selections (e.g., justice court, prosecutor, legal aid, others)
- Intergovernmental Agreements and other county contracts
- Law enforcement contracts (sheriff, animal control, code enforcement)
- Ethics and conflict-of-interest code

Team 1: Elections

- 
- Two Candidate Info Sessions held covering all 5 districts
 - Updates and reminders from Weber County Elections schedule
 - County Elections Candidate Training Sessions
 - Weber Center: June 18, 6:30 PM, Weber Center Basement Atrium
 - Ogden Valley-Specific Candidate Training: June 23, 6:30 PM, Huntsville Town Hall
 - Candidate Forums
 - League of Women Voters has agreed and is scheduling dates
 - Partisan entities inappropriate for non-partisan election

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Team 1 Questions?

Team 2 - Public Works and IT

Madison Aviles, WFRC + 37 volunteers

IT/Digital Infrastructure Research:

- Recording/transcription software recommendations
- Business permitting and licensing software recommendations
- Financial accounting software recommendations
- Website recommendations
- Building inspections software recommendations
- Contracts management software recommendations
- Other municipal software recommendations that may be required by the city

Roads and Snow Research

- B&C Road Fund, total road mileage, process for tax allocation
- Maintenance schedule
- Snow removal (private vs public via in-house or interlocal agreement)
- Trails/active transportation
- Bridge inspections
- Requirements for any public works departments (OSHA training)

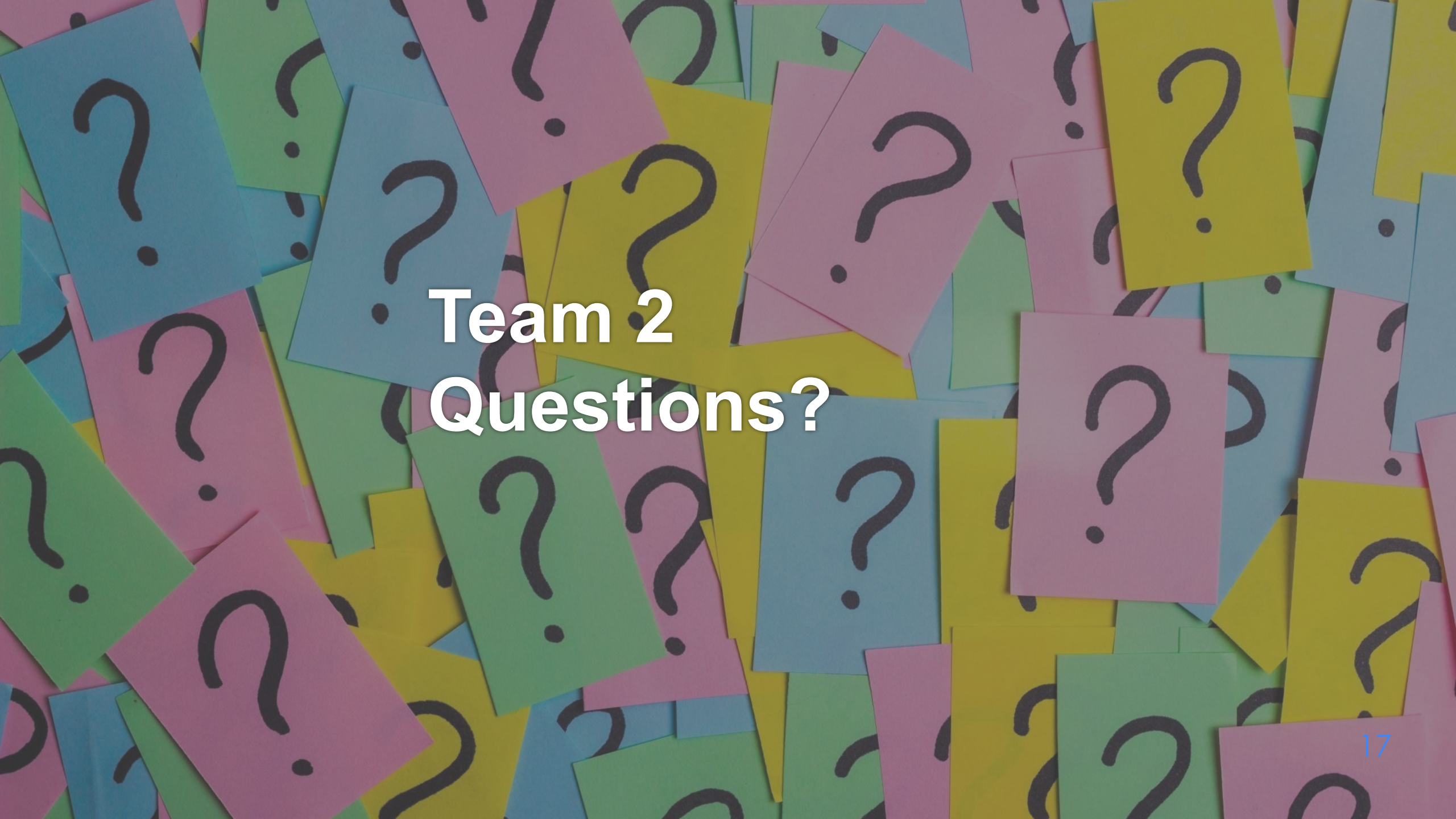
Garbage/Recycling/Sustainability Research:

- Utilities & Infrastructure
- Weeds/Nuisances, Code Enforcement
- Garbage collections
- Recycling collections
- Municipal sustainability efforts/policies & procedures

Desired Outcome/Deliverable:

Recommendations on municipal SaaS/IT options, garbage, recycling, and sustainability, roads and snow removal, and interlocal agreements that the future city council may choose to adopt.



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Team 2 Questions?

Team 3 – Planning and Land Use

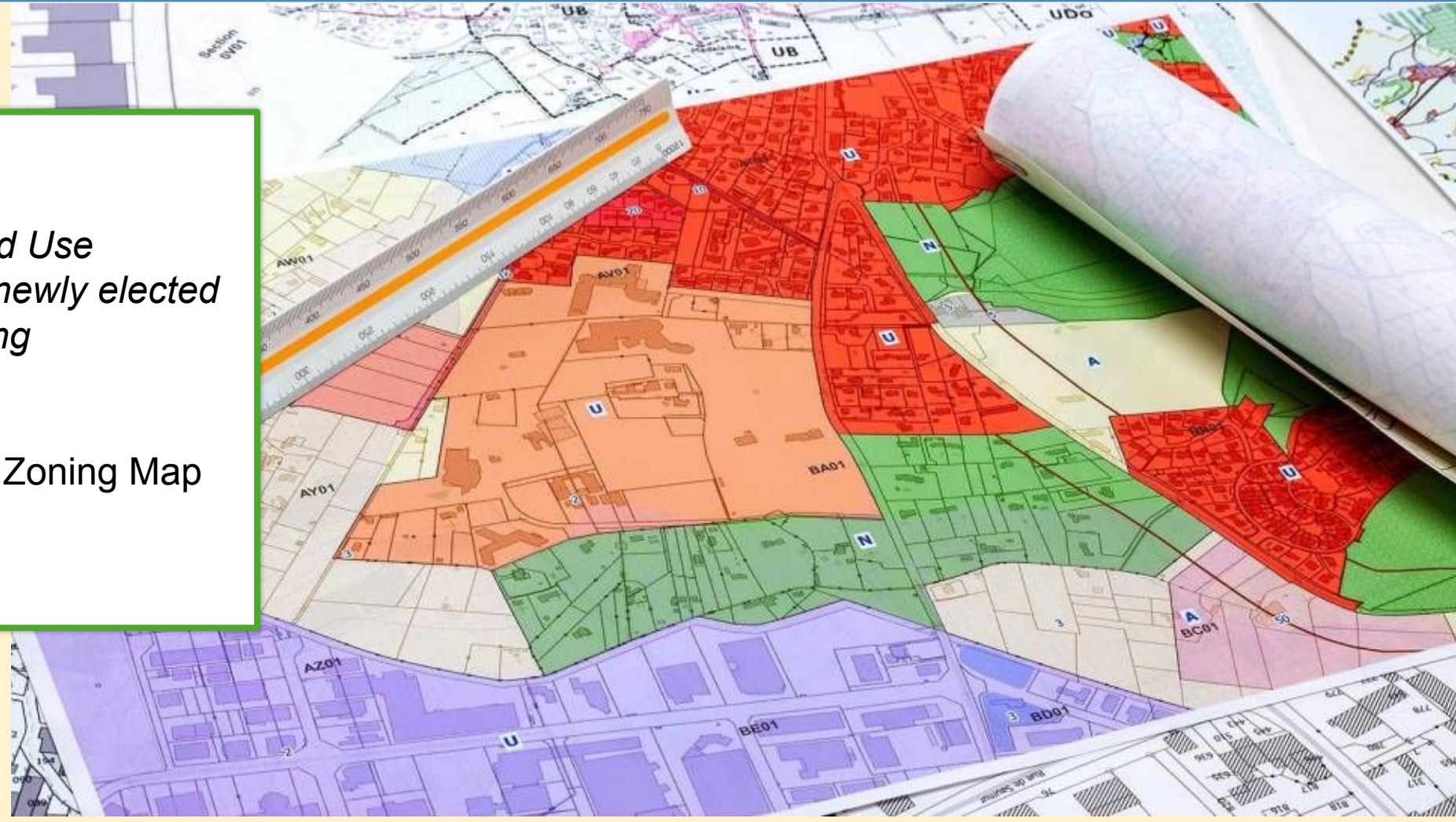
Janet Wampler

janet.wampler@gmail.com

Scope of Work

Provide Planning and Land Use recommendations for the newly elected council to consider adopting

1. General Plan
2. Zoning Ordinances & Zoning Map
3. Land Use Codes
4. Municipal Codes



Team 3 Volunteers Meet Weekly

Group #	W1	W2	W3	W4	W5	W6	W7	W8
1	Ag	RE/S1	FR	FV/OS	CV	CVR1/ SLO	DRR-1	OVGP
2	RE/S1	Ag	FV/OS	FR	CVR1/ SLO	CV	DRR-1	OVGP
3	FR	FV/OS	Ag	RE/S1	CV	CVR1/ SLO	DRR-1	OVGP
4	FV/OS	FR	Ag	DRR-1	RE/S1	CV	CVR1/ SLO	OVGP
5	DRR-1	Ag	CVR1/ SLO	CV	FR	RE/S1	FV/OS	OVGP
6	CV	CVR1/ SLO	RE/S1	Ag	FR	FV/OS	DRR-1	OVGP
7	CVR1/ SLO	CV	DRR-1	Ag	FV/OS	FR	RE/S1	OVGP
8	Ag	DRR-1	CV	CVR1/ SLO	RE/S1	FR	FV/OS	OVGP
Due Date:	4/10	4/17	4/24	5/1	5/8	5/15	5/22	5/29

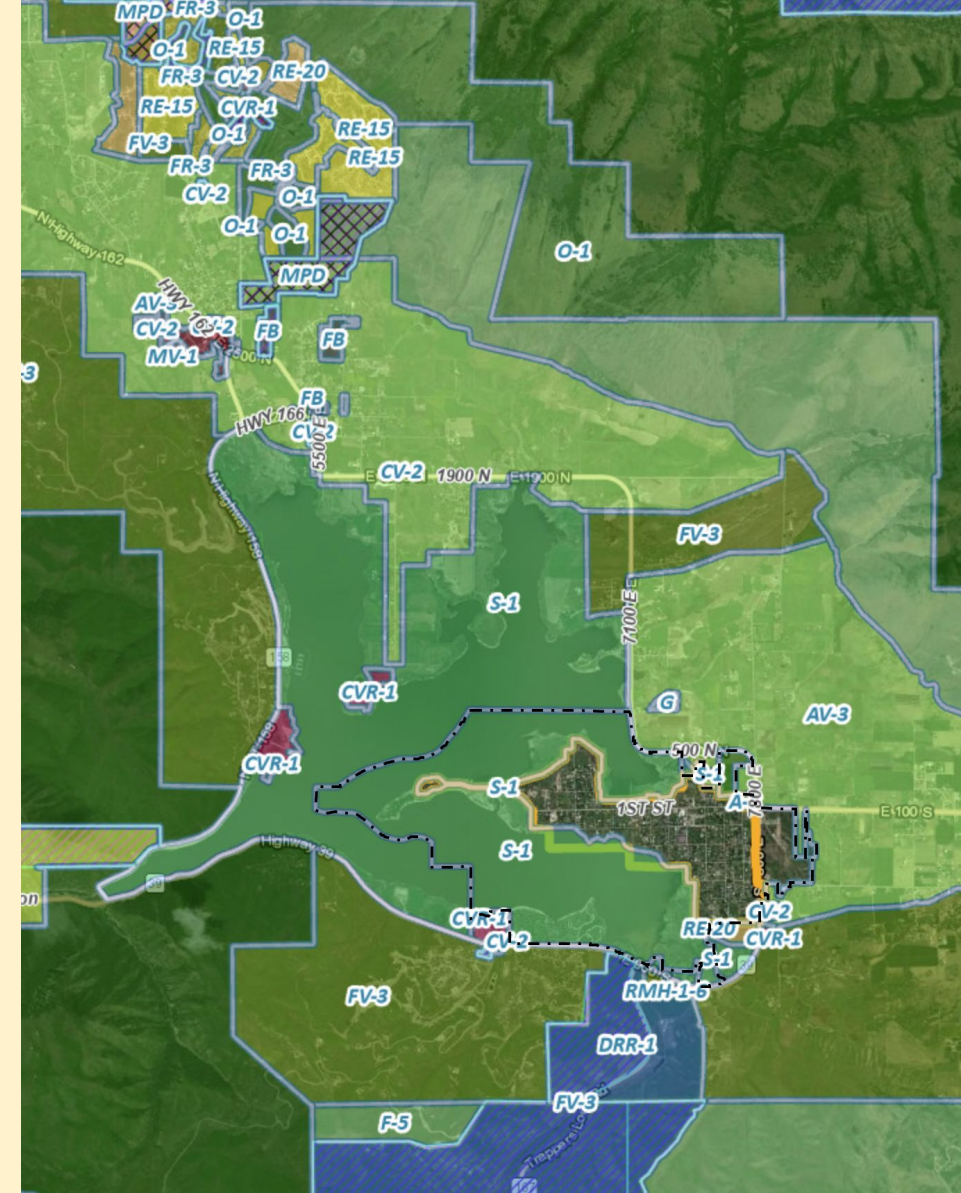
Group #	W9	W10	W11
Team 3	OVGP	OVGP	AgTour
Due Date:	6/5	6/12	6/19



Work Completed To Date:

As of 6/17/25

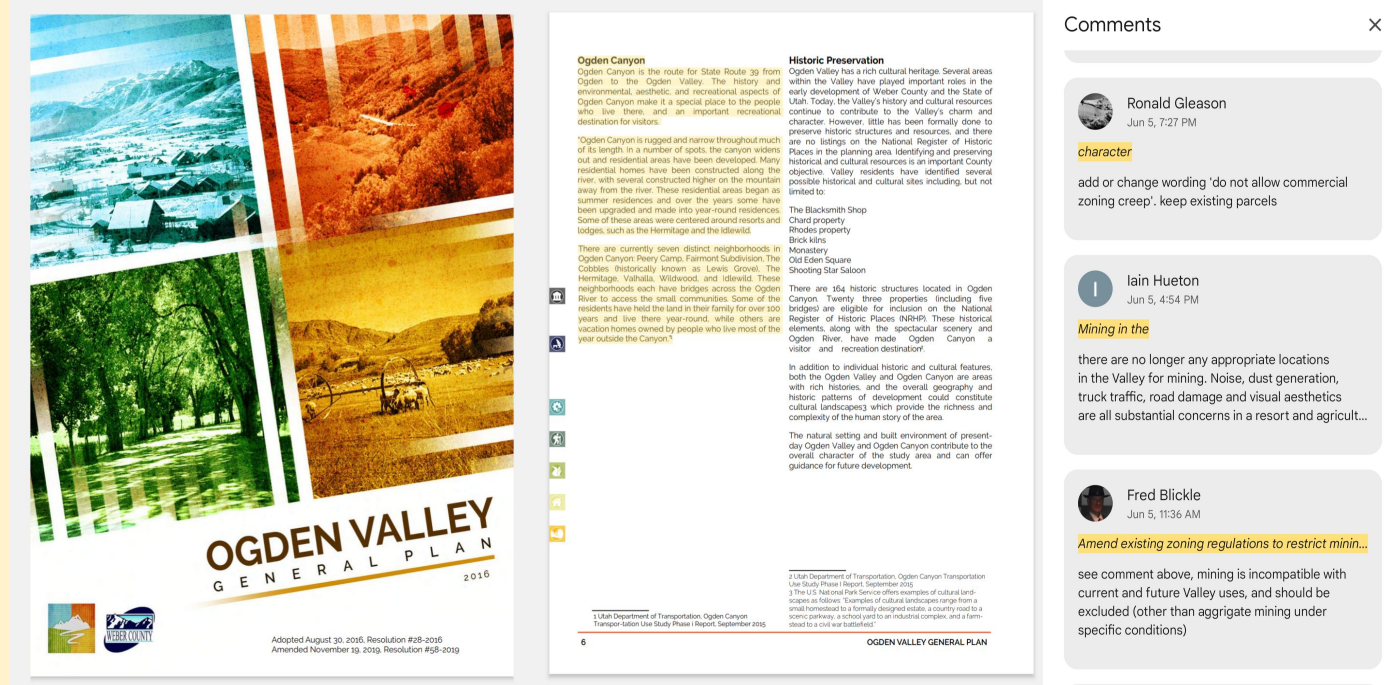
1. General Plan
 - a. Removing all portions of the Upper Valley that are outside the city's boundaries
 - b. Writing language reflective of the three completed water studies
 - c. Inputting state required element on Moderate Income Housing
 - d. Various recommendations throughout
2. Zoning Ordinances
 - a. Agricultural Zone (AV-3)
 - b. Forest Zones (FV-3, FR-3, F-5)
 - c. Shoreline Zone (S-1)
 - d. Residential Estate Zones (RE-15, RE-20)
 - e. Commercial Zones (CV-2)
 - f. Open Space Zone (O-1)
 - g. Sensitive Lands Overlay Zone (SLOZ)
 - h. Commercial Valley Resort Recreation Zone (CVR-1)
 - i. Destination and Recreation Resort Zones (DRR-1)
3. Zoning Map



Work Completed To Date:

As of 6/17/25

1. General Plan
 - a. Removing all portions of the Upper Valley that are outside the city's boundaries
 - b. Writing language reflective of the three completed water studies
 - c. Inputting state required element on Moderate Income Housing
 - d. Various recommendations throughout



Work to be Completed: Zones

1. Exists in OVC - feedback requested
 - a. Master Planned Development Overlay Zone (MPDOZ)
 - b. Form Based Zone (FB)
 - c. Manufacturing Zone (MV-1)
 - d. Gravel Zone (G)
 - e. Mobile/Manufacturing Home Park (RMHP)
2. Zoning Map
 - a. Additional layers needed
 - b. City to purchase software
 - c. City Council needs to adopt Zones first

Work to be Completed: Land Use Codes

1. Administration
 - 1.1. Planning Commission
 - 1.2. Board of Adjustments
 - 1.3. Permits Required & Enforcement
 - 1.4. Rezoning Procedures
 - 1.5. Developer Agreements
2. Zones - (slide 23)
3. Subdivisions
 - 3.1. Subdivision Standards
 - 3.2. Condominium Projects
 - 3.3. Subdivision Improvement Required
 - 3.4. Enforcement & Permits
 - 3.5. Penalty, Validity, & Repealer
 - 3.6. Owner's Dedication
 - 3.7. Signature Blocks
4. Signs
 - 4.1. Master Signage Plan
 - 4.2. Nonconforming Signs
 - 4.3. Allowable Signs by Zoning District
 - 4.4. Optimal & Alternative Signs
 - 4.5. Window Signs
 - 4.6. Etc
 - 4.7. Temporary Sign Usage
 - 4.8. Sign Materials & Display Standards
 - 4.9. Construction Standards
5. Standards
 - 5.1 Design Review
 - 5.2 Architectural, Landscape, & Screening Design Standards
 - 5.3 Cluster Subdivisions
 - 5.4 Conditional Uses
 - 5.5 Timeshares
 - 5.6 Supplementary & Qualifying Regulations
 - 5.7 Parking & Loading Space, Vehicle Traffic & Access Regulations
 - 5.8 Motor Vehicle Access
 - 5.9 Public Buildings & Public Utility Substations
 - 5.10 Short Term Rentals
 - 5.11 Noncomplying structures, Nonconforming Uses, & Nonconforming Lots
 - 5.12 Home Occupation, Short-term Vendors, Temporary Outdoor Sales, Farmers Markets
 - 5.13 Hillside Development Review Procedures & Standards
 - 5.14 Standards for Single Family Dwellings
 - 5.15 Outdoor Lighting
 - 5.16 Pathways
 - 5.17 Drinking Water Source Protection
 - 5.18 Accessory Dwelling Units
 - 5.19 Forest Campgrounds
 - 5.20 Agritourism
 - 5.21 Natural Hazard Areas

Work to be Completed: Municipal Codes



1. Agricultural Protection Areas
2. Animal Control
3. Beer
4. Boating & Water
5. Building Regulations & Site Permits
6. Business Licensing
7. City Fee Schedule
8. Excavations
9. Fire Regulations
10. Flood Damage Prevention
11. Historic Preservation



12. Parks
13. Public Health
14. Public Offenses
15. Roads
16. Sales & Use Tax
17. Sewers
18. Special Events
19. Storm Drainage
20. Traffic Code
21. Wildlife Resources
22. Surveying & Survey Monuments
23. Noxious Weed Control

Responsibilities of City Council:

Early Priorities

Land Use Development and Management Act (LUDMA): *In Utah, the first step is to appoint a Planning Commission and proceed to adopt a general plan.* Ground Rules: Your Handbook to Utah Land Use Regulation, pg 43

1. Planning Commission
 - a. Accept Applications for Planning Commissioners
 - b. Appoint a Planning Commission
 - c. Adopt an Ordinance for Planning Commission
2. General Plan; Land Use Codes, Zoning Ordinances & Zoning Map
 - a. Public Notice of Public Hearing/Meeting
 - i. Published as Class A Notice under Section 63G-30-102
 - ii. Public Hearing: Published 10+ calendar days prior & mailed to each affected entity
 - iii. Public Meeting: Published 24+ hours prior
 - b. Planning Commission to review & recommend
 - c. City Council to adopt

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Team 3 Questions?

Team 4: City Culture and Roundtables

City Culture

Team Lead: Mountain Arts & Music

[Statement of Work](#)

"The goal is to develop an Ogden Valley Community Culture set of symbols, icons, and community celebrations that represent the new city and celebrate its founding."

Local Business Roundtable

5/27/25 30+ participants

Recommendations focused on:

- Need for vision and plan to grow business while maintaining/leveraging rural character
- Manage short term rentals and other lodging to support visitor economy while respecting resident/neighborhood needs
- Review data on economic impact of visitor economy on residents
- Address capacity issues at outdoor recreation sites
- Infrastructure that supports interconnectivity around lake and is year-round and scalable for tourist seasons
- Transportation initiatives
- Legacy projects for Olympics that benefit local business and resident lifestyle
- Consider mentoring/advisory service for new businesses from retirees or existing businesses
- Create handbook/website with how to start a business in valley, including codes, permits, and other requirements
- Explore "pop-up" sites for business and restaurants to address seasonality
- Organize festivals to support agribusiness
- Attract bike tours, ski tours, modeled upon other regions (Napa, xxxx) and eco or active lifestyle tourism (e.g., Backroads, Road Scholar)
- Review signage and building codes to accommodate farm stands and other mom & pop businesses for more flexibility
- Explore more centralized and connected business district and "gathering" spaces

Next Steps:

Being developed by volunteer participants

Agriculture Roundtable

5/20/25 40+ participants

Recommendations focused on:

- Water Rights
 - Illegal diversions
 - Ditch damage / development
 - Water quality degradation
- Education
 - "normal" farming practices
 - Land conservation vs housing density
 - Fencing: pets vs livestock
- Policy & Regulation
 - Zoning
 - Right-to-Farm Laws
 - Food production & sales
 - Transportation / farm equipment

Next Steps:

- ❑ Survey of Roundtable participants
- ❑ Additional community outreach / engage appropriate stakeholders
- ❑ Research existing Ag. Advisory Committees
- ❑ Identify status within decision-making authority (i.e. review Planning Commission recommendations and Council legislation prior to final edit / release)
- ❑ Mission & Vision Statements
- ❑ Identify required resources (staff support, \$\$, meeting location)

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Team 4 Questions?

Today < > June 2025						
SUN Jun 1	MON 2 ● 3pm TT: Deliverable Clar	TUE 3	WED 4	THU 5 ● 3pm TT Weekly Mtg ● 7pm Team 3: Planning &	FRI 6 ● 4:45pm Filing period end	SAT 7
8	9	10 ● 5pm Ogden Valley Garb ● 5pm Ogden Valley Garb	11 ● 4pm Ogden Valley IT/GIS ● 5pm Ogden Valley Road	12 ● 3pm TT Weekly Mtg ● 7pm Team 3: Planning &	13	14 Flag Day
15 Father's Day	16	17 ● 6:30pm Transition Team:	18	19 Juneteenth ● 3pm TT Weekly Mtg	20	21
22	23 ● 6:30pm Candidate Traini	24	25	26 ● 3pm TT Weekly Mtg ● 7pm Team 3: Planning &	27	28
29	30	Jul 1	2	3 ● 3pm TT Weekly Mtg	4 Independence Day	5

Key Dates:

Primary Election

August 12

Startup Manual Candidate presentations

August 20-23 tentative

Election

November 4

City Launch!

January 5, 2026

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General Comments and Questions



Resources

Send additional questions to angelad.liberty@gmail.com

Sign up to volunteer www.ogdenvalleyinc.org/volunteer/

Online Resources:

Subscribe to newsletter and email list <https://www.ogdenvalleyinc.org/>

Incorporation Lecture Series <https://www.ogdenvalleyinc.org/archive/#ovinc-lecture-table>

League of Cities & Towns <https://www.ulct.org/>

Powers and Duties <https://www.ulct.utah.gov/ulct-directory/>

Feasibility Study:

<https://www.ogdenvalleyinc.org/wp-content/uploads/2024/05/Ogden-Valley-Mod.-Feas.-Study-FINAL-compressed.pdf>

Presentation Slides:

<https://www.ogdenvalleyinc.org/wp-content/uploads/2024/04/Ogden-Valley-Incorporation-Pu>



Thank you!