

**OGDEN VALLEY CITY**

**RESOLUTION NO. 2026-02**

**A RESOLUTION ESTABLISHING TEMPORARY OFFICE HOURS FOR OGDEN VALLEY CITY**

**WHEREAS:**

Ogden Valley City (the “City”) is a newly incorporated municipality organized and existing under the laws of the State of Utah;

The City is in the process of establishing permanent administrative offices, staffing, and operational procedures;

Temporary office hours are necessary to provide stability, ensure accessibility to the public, and support the essential administrative needs of the City during its organizational period;

The City Council desires to formally adopt temporary office hours until permanent schedules and staffing can be implemented.

**NOW, THEREFORE BE IT RESOLVED by the City Council of Ogden Valley City as follows:**

**Section 1. Temporary Office Hours Established.**

Until further action of the City Council, the temporary office hours of Ogden Valley City shall be:

Mondays and Wednesday from 9:00 am 1:00 pm.

Thursdays from 1:00 pm to 5:00 pm.

This will remain in place until otherwise changed by the City Council.

These hours shall be used for all public-facing administrative functions, document submissions, inquiries, and related municipal business unless otherwise noticed.

**Section 2. Authorization to Adjust.**

The Mayor or designee, in coordination with the City Recorder, is authorized to make minor adjustments to temporary office hours as needed to address staffing limitations, legal deadlines, or essential administrative functions, provided that:

A. Public notice of any adjustment is posted at City Hall and on the Utah Public Notice Website; and

B. Any substantial or ongoing changes shall be brought back to the City Council for ratification.

**Section 3. Public Notice.**

The City Recorder is directed to provide public notice of the temporary office hours established by this Resolution, including posting:

1. At the Ogden Valley City office location,
2. On the Utah Public Notice Website,
3. On the City's official website or other customary posting locations, if available.

**Section 4. Duration.**

These temporary office hours shall remain in effect until such time as the City Council adopts a permanent administrative schedule or takes further action modifying or rescinding these hours.

**Section 5. Effective Date.**

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of Ogden Valley City, Utah, this \_\_\_ day of January, 2026.

  
\_\_\_\_\_  
Janet Wampler  
Mayor, Ogden Valley City

ATTEST:

  
\_\_\_\_\_  
Sharon Robbins  
City Recorder



APPROVED AS TO FORM:

  
\_\_\_\_\_  
Carl  
City Attorney