

Town of Leeds

Agenda Town of Leeds Town Council Wednesday, March 9, 2022

PUBLIC NOTICE is hereby given that the Town of Leeds Town Council will hold a **PUBLIC MEETING** on Wednesday, March 7, 2022, at 7:00 PM at Leeds Town Hall, 218 N. Main Street, Leeds, UT 84746. If you are interested in participating remotely via Zoom, please contact Town Hall at 879-2447 or email Clerk@LeedsTown.org for the Zoom details.

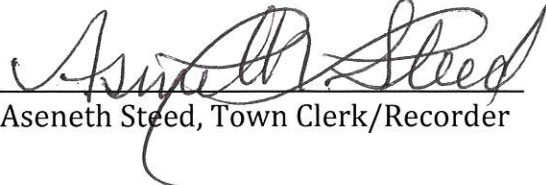
Regular Meeting 7:00pm.

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Declaration of Abstentions or Conflicts
4. Consent Agenda:
 - a. Tonight's Agenda
 - b. Joint Town Council and Planning Commission Work Meeting Minutes of 02/23/2022
 - c. Meeting Minutes of 02/23/2022
5. Citizen Comments: No action may be taken on a matter raised under this agenda item. (Three minutes per person).
6. Announcements:
7. Public Hearing: None
8. Action Items:
 - a. Discussion and Possible Action on Codification Bid.
 - b. Action on Liquor Licensing and fee for Casa Tequilana
9. Discussion Items:
 - a. Discussion from Eastward Management Group
 - b. Main Street Project Update from Karl Rasmussen
10. Citizen Comments: No action may be taken on a matter raised under this agenda item. (Three minutes per person).
11. Staff Reports
12. Closed Meeting: A Closed Meeting may be held for any item identified under Utah Code section 52-4-205.
13. Adjournment

The Town of Leeds will make reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call the Leeds Town Hall at 879-2447 at least 24 hours prior to the meeting.

The Town of Leeds is an equal opportunity provider and employer.

Certificate of Posting; The undersigned Clerk/Recorder does hereby certify that the above notice was posted March 7 2022, at these public places: **Leeds Town Hall, Leeds Post Office, the Utah Public Meeting Notice website <http://pmn.utah.gov>, and the Town of Leeds website www.leadstown.org.**


Aseneth Steed, Town Clerk/Recorder

Ordinance Codification Cost Proposal Leeds, Utah



Welcome to the Town of Leeds



American Legal Publishing Corporation
525 Vine Street, Ste 310 Cincinnati, Ohio 45202
[www. amlegal.com](http://www.amlegal.com)

Colleen T. Engle
Codification Consultant
cengle@amlegal.com
714.348.9529

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March 2, 2022

Mr. Bill Hoster
Mayor
218 N. Main Street
Leeds, UT 84746

Dear Mr. Hoster:

It was a pleasure speaking with you today. Based on the information you and your staff provided to me, I have drafted the following cost proposal for the codification of your Leeds Municipal Code. We have been providing codification services across the nation for over 50 years. We produce codes for over 60 municipalities across Utah, including Washington County, La Verkin, Ivins and many more not far from Leeds.

Our codification process includes incorporating all permanent nature ordinances, creating an index and tables as needed, formatting the pages into a new typestyle, including single column print, and printing complete copies of the entire code book. The codification process includes a legal review and written report by one of our staff attorneys. The review will uncover inconsistencies between sections in the code and inconsistencies with the code and state and federal statutes. A sample of a legal review report is provided for your review.

American Legal Publishing is a full service codification company that is perfectly aligned to provide codification services to the Town of Leeds. As the publisher for cities and counties nationwide, we have a thorough understanding of the work requirements for cities such as Leeds. We will be able to meet all your codification, supplementation, and electronic publishing needs and do it in a timely fashion and very cost effectively.

I would love the opportunity to provide you and your staff with a remote product demonstration so you may fully grasp the depth of our solution.

American Legal Publishing works with nearly 3,500 clients across the United States. Some of our clients across the country include Salt Lake City, Los Angeles, Chicago, Dallas, and Boston.

Should you have any questions about the proposal, please do not hesitate to call me.

Best Regards,

A handwritten signature in black ink that reads 'Colleen T. Engle'.

Colleen T. Engle
Codification Consultant
cengle@amlegal.com
714.348.9529

2. BUSINESS PROFILE

American Legal Publishing 525 Vine Street, Ste. 310 Cincinnati, OH 45202 PH: 800-445-5588 Fax: 513-763-3562 www.amlegal.com	Contract Manager: Ray Bollhauer, Esquire President Email: rbollhauer@amlegal.com
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American Legal Publishing began as the codification division of the Anderson Publishing Company of Cincinnati in 1934. We became a separate corporation in 1979. In 2006, American Legal Publishing became an independent employee owned corporation. We are extremely proud of our employee-owned status, unique in our industry. Our employees are self-motivated, knowing that the quality of each project enhances their future, as well as that of the government client.

- American Legal is the choice of the top cities in the country. We currently serve nearly 3,500 local government clients across the country, including more than 50 cities and counties across Utah. Our ability to service large clients (**Salt Lake City, New York, Los Angeles, Chicago, Philadelphia, Cleveland, etc.**), and yet provide excellent service and products to the smaller Villages, Towns, Cities and Counties across the nation, separates us from many other Codifiers.
- In 2019, Sterling Codifiers merged their services with American Legal Publishing. The expertise that Sterling brought to their clients combined with the American Legal traditions, has provided an even stronger product and support for our clients.
- We are the codification consultants to the International Municipal Lawyers Association and have produced publications for numerous state municipal leagues.
- American Legal employs a highly skilled and professional staff, including 16 staff members with law degrees - the largest in the industry. The legal reviews that these attorneys are able to execute is what allows us to provide a high-quality product. Our editorial support staff consists of experienced editors skilled in the multiple disciplines required in providing codification services: editing, computer operation, proofreading and indexing. Our typical editor has a college degree in English or Law.
- American Legal offers a full-range of codification services, including:
 - Editing and updating municipal codes
 - Legal research/review and analysis of codes
 - Subscriber sales of codes in print and on media
 - Hosting of municipal codes on the Internet
 - Roberts Rules of Order 11th Ed. on CD in a fully indexed search program
 - Meeting Minutes imaging and hosting online in a searchable format

- American Legal works quickly to put new codes online. We have the flexibility to update online and printed codes on any schedule our clients require, including as new ordinances are adopted.
- The hosted municipal codes located on our webserver are fully searchable and are easy for the general public to use, but also has advance features to assist legal professionals and town staff.
- The hosted municipal codes located on our webserver are available for use on **smartphones** and **tablets** such as **iPads**.
- American Legal is exclusively an ordinance codification company. It is our sole focus. We are dedicated to continual improvement of our expertise, procedures, product and staffing to ensure the premium level of service that has earned us the respect and business of America's premier cities and Municipal Associations. We are not distracted by other ventures. We do one thing, and we make every effort to do it as well as it can be done.

Municipal and County Leagues Affiliations

American Legal's commitment to quality has led to affiliations with Municipal and County leagues across the country. Municipal Associations across the nation seek our expertise in municipal law and government, our advanced technology programs, and our unsurpassed customer service. We are extremely proud, that by allowing us to serve their members in their name, they show the greatest confidence in our services, reputation and integrity. We work hard every day to continue to earn that respect.

We serve as the Information Management Consultant to the following Leagues:

League of Wisconsin Municipalities
Ohio Municipal League

We serve as the Codification Consultant for the following:

League of Arizona Cities & Towns	Association of Arizona Counties
League of Oregon Cities	North Carolina League of Municipalities
League of Minnesota Cities	League of Nebraska Municipalities
Indiana Association of Cities & Towns	League of Kansas Municipalities

We work with the following Leagues to publish model or basic codes:

League of Nebraska Municipalities
South Dakota Municipal League
Virginia Municipal League
League of Minnesota Cities

We have produced publications for the following Leagues:

League of Wisconsin Municipalities
League of California Cities
Virginia Municipal League

3. EXPERIENCE/QUALIFICATIONS

- (1) **Years in Business:** American Legal Publishing has been in the ordinance codification business since 1934 as part of the Anderson Publishing Company. We became a separate corporation in 1979. We became an independent employee-owned corporation in 2006.
- (2) **Size and Experience:** American Legal is the choice of the top cities in the country. We currently serve nearly 3,500 local government clients across the country. Our clients include the Cities of Salt Lake City, New York, Los Angeles, Chicago, Philadelphia, Cleveland, Boston, Honolulu, San Francisco, and more than 60 clients across Utah. We are the codification consultants to the International Municipal Lawyers Association and numerous state municipal leagues.
- (3) **Project Attorneys:** American Legal employs 16 attorneys, including the company CEO, President, Executive Vice President (Editor in Chief), and the Vice President of Major Client Services.

STEPHEN G. WOLF - CEO

- Qualifications:*
- J.D., University of Cincinnati College of Law
 - B.B.A., Management, University of Cincinnati
 - Former City Law Director of an Ohio city, former Mayor and council person; with 35 years' experience as an elected city official
 - Member, International Municipal Lawyers Association (IMLA)

RAY G. BOLLHAUER - PRESIDENT

- Qualifications:*
- J.D., University of Cincinnati College of Law
 - B.A., Economics, University of Cincinnati
 - Past President and Trustee of local community Council
 - Twenty years with American Legal
 - Federal Bar member
 - Presenter throughout the country regarding codification (Institute for Local Government Drafting Seminar at Tulane Law School; Milwaukee Bar Association, Ohio Municipal Clerks Association; Kent State Clerks Certification Program; League of Wisconsin Municipal Attorneys Association; North Carolina City and County Clerks Association at UNC; Arkansas County Clerks Association; Southwest Ohio Clerks Association; Ohio Municipal League; International Municipal Lawyers Association (New Orleans and Portland, OR); Queen City Chapter of the National Parliamentarians Association; and the International Institute of Municipal Clerks Association conferences)

CYNTHIA POWELEIT - EXECUTIVE VICE PRESIDENT, EDITING

- Qualifications:*
- Editor-in-Chief, oversees all aspects of code editing
 - J.D., Salmon P. Chase College of Law, Northern Kentucky University
 - B.A., English, Denison University.
 - Twenty-three years with American Legal Publishing.

Role: Oversees editing of new code and legal review

AMY OAKS - SUPPLEMENT EDITING DIRECTOR

- Qualifications:*
- Experience in editing and overseeing production of thousands of supplements
 - B.A., English, Northern Kentucky University
 - Fourteen years with American Legal

Role: Oversee supplement editing

SARAH CRABTREE BAUER – DIRECTOR OF ELECTRONIC PUBLISHING

- Qualifications:*
- Manages American Legal's CD-ROM and Internet publishing Department
 - Project manager for high level clients
 - B.A., English, Northern Kentucky University
 - M.A., English, University of Cincinnati
 - Eleven years with American Legal

Role: Responsible for production of Code on CD and online; primary technical contact for the town

Project Support Staff: American Legal employs 36 staff members. Our editorial support staff consists of experienced editors skilled in the multiple disciplines required in providing codification services: editing, computer operation, proofreading and indexing. Our typical editor has a college degree in English or Law.

4. DESCRIPTION OF SERVICES:

American Legal Publishing will:

- (1) Examine all ordinances or resolutions provided by the town and determine which materials are to be codified.
- (2) *Legal Review.* Utilize its staff of attorneys to review all materials to be codified and prepare a written report for the municipal attorney.
 - (a) The report may include notice of and suggestions for resolving the following:
 - Apparent conflicts with referenced state and federal statutes and administrative regulations;
 - Repealed, renumbered, or obsolete state and federal statutory citations;
 - Apparent conflicts with prominent federal case law; and
 - Internal discrepancies such as duplications, ambiguities, and obsolete terminology.
 - (b) Suggest new provisions which the town should consider including in the code, and suggest deleting old provisions which are no longer necessary.
 - (c) At the option of the town, hold a conference with municipal representatives to review the report. The town will not be billed for time of the American Legal staff attorney if it chooses this option, but will be billed for travel expenses.
- (3) Classify all ordinances and resolutions which are of a general and permanent nature into titles, chapters, and sections, according to subject matter.
- (4) Make changes to effect uniformity of style and to correct typographical and spelling errors, grammar, and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in the ordinances will be submitted to the Municipal Attorney.
- (5) Prepare:
 - (a) Title, chapter, and section headings.
 - (b) A table of contents and sectional analysis for each chapter.
 - (c) A legislative history for each section, citing the ordinance number and date of passage, as indicated on copies of ordinances supplied to the Publisher.
 - (d) Statutory cross-references to sections of the state statutes and to other pertinent parts of the Code where applicable. These references shall appear at the end of the section to which they apply.

- (e) Tables of Special Ordinances listing chronologically those ordinances in certain subject areas that the town finds to be pertinent.
- (f) Parallel Reference Tables showing:
 - 1. The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).
 - 2. A listing of code sections based on state statutes (Statute to Code).
 - 3. A listing of prior code sections incorporated into the new code if applicable (Old Code to New Code).
- (g) An index (which will be created after the first draft of the Code is submitted).
- (6) Provide the town with model or sample ordinances when available and upon request, at no additional charge.
- (7) Deliver to the town, within 6 months from receipt of the materials deemed necessary by the Publisher to begin the codification (prior code, ordinances and new code questionnaire), one copy of a draft of the Code for the Town's examination.
- (8) If necessary, hold a conference to make final corrections, additions, and deletions to the Code. The town will be billed for the travel expenses of the American Legal staff attorney. The town may present changes to pages of the draft at the conference. After the final conference, any further changes, additions, or deletions shall be made in the future supplements to the Code. When the draft, and any changes thereto made by the town, is returned to the Publisher, such return of the draft shall be deemed final authorization by the town to publish the Code as returned. If additional conferences are requested by the town which require the travel of a member of the staff of the Publisher, then the town shall be advised what the additional cost, if any, for such conference will be.
- (9) Deliver to the town, within 3 months of receipt of the corrected draft, up to 10 printed copies of the Code meeting the following specifications:
 - (a) Type to be single column
 - (b) Page size to be 8½" x 11", 12pt
 - (c) Printed on high quality paper
 - (d) All copies to be in hard-covered, 3-ring, loose leaf binders. All binders shall have the town's name stamped in gold and shall contain divider tabs.
- (10) Provide a sample adopting ordinance to the town.

Web Hosting:

Post the Code online in a fully indexed searchable database. American Legal Publishing's technical team will convert the electronic version of the code documents into a fully indexed and searchable format. All of our codes contain an electronic table of contents and extensive hypertext linking (for the table of contents, cross-references, chapter analyses and title analyses). The fully indexed code will allow users to perform fast searches of the entire code at once. Typically PDF posted documents only allow chapter/title searches one by one and do not allow for synonym searches, which is a critical element to our searchable codes.

Users can search for words, phrases, section numbers – anything they want. Our codes also offer an electronic table of contents that allows users to navigate and browse the code, as well as a hypertext linking feature that allows users to connect or “jump to” related pieces of information (such as cross-references).

To assist town staff and private citizens in reaping the full benefits of the extensive search capabilities, American Legal has developed a convenient, online tutorial providing clear, simple instructions on making full use of our online database. This Web Demonstration video is conveniently located on our website at <http://www.amlegal.com/codification-services/electronic-publishing> Scroll to the bottom of the page and click PLAY.

American Legal's website with over 1000 codes for municipalities nationwide, allows users the ability to print, save and email material (such as one section, one chapter or an entire code) from our website with just a few clicks of the mouse. Users are also able to set links to specific chapters or sections of the code for faster, repeat lookups.

Future Supplements:

Online supplements. American Legal's editors can update the online Code as often as the town desires – including weekly or whenever new legislation is adopted and provided to American Legal. The online code will state on the front page what the most recent legislation is that has been included in the Code. Each section amended will include a history with the legislation number and adoption date.

Paper supplements. The printed version of the Code in loose-leaf format can be updated weekly as well, or on any other schedule chosen by the Town, such as monthly, quarterly, every six months or annually. Supplements will include Instruction Pages with information on which pages in the Code are to be replaced.

New Legislation Online:

American Legal can post new ordinances on the internet with a link to the full text of the ordinance until they are incorporated into the Code. Ordinances can be linked in an Ordinance List or at the code sections they amend. Once the online code is updated, the list can be updated to remove ordinances from the list that have been incorporated into the code, or the ordinances can remain permanently.

Model Ordinance Service:

You can simultaneously search nearly 1500 municipal and county codes on our website for model language **at no cost**. You may search one code at a time, all codes in a state, or all online codes at once. And, it's all for free! Most codifiers do not provide this service to their clients.

Please note, that many other publishers permit a free search of only one code at a time, requiring a paid subscription to search multiple cities simultaneously. While they may offer to waive the subscription fee for Town staff, your citizens (including law firms, developers, realtors, etc.) will be restricted to single code searches or forced to pay a subscription fee.

Subscriber Services:

American Legal can provide the town and its citizens with a subscriber service for the purpose of providing copies of the code to requesting entities. Subscriber services include the sale of codes in print and on CD.

Our Web hosting service offers:

An on-line **Internet query template** that allows our clients to search ALL the Codes in our Internet collection.

ADA features are built into our standard online system.

A **Quick Search** feature, as well as an **Advanced Search** feature (with **Boolean** searching, exact phrase searching and other features) in a single screen so that users can choose the type of search they want to perform with less clicking and moving around.

A **specially-designed interface** that allows you to see the text of your document, the table of contents, the query dialog box, and a ranked hit list at the same time. Our specially-designed interface allows you to quickly and easily access the portion of the document you need to utilize (whether it's the table of contents, the search feature or the document itself). *We can also customize the look and feel of the site in case you want to develop a unique appearance for your document.*

Easy-to-use navigation options that allow you to move from search hit to search hit, and from document to document (both forward and backward) **without having to return to a results list to move to the next search find.** This feature is available in both the desktop and mobile view versions.

The ability to **print individual chapters or sections** of the document and the ability to **download** the document into numerous formats such as RTF (Word), PDF, HTML, EPUB and MOBI.

American Legal applies **Google Translate** features to the online Code.

Internal **hypertext links** to other sections of the code that are cross-referenced

5. INTERNET FEATURES

The American Legal Publishing Difference

Online Features:	Many features are included in current annual hosting fee at no additional cost	Price:
PC, Tablet, Smart Phone versions	Frames version for PC; ADA Compliant View and Mobile View available for mobile devices.	Included
Multiple Search formats	1. Quick Search Box 2. Advanced Search Template 3. Boolean Search Field	Included
Automatic Stem Searches (finds plurals of words)	<i>Dog finds dog and dogs Fence finds fence, fences, fencing and fenced</i>	Included
Synonym Searches	<i>Grass finds grass, turf, lawn Garbage finds garbage, litter, trash, rubbish</i>	Included
Continuous Next Hit feature	You can go through all hits without having to go back to the Results List for each chapter	Included
Search Results List	Advance searches lists results in order of relevancy; Quick searches lists results in order as found in the document	Included
Table of Contents expands and links to sections	View and navigate the TOC while also viewing code text and option to view TOC, Document and Search Results at same time	Included
Download text in multiple file choices from the web	Can download into RTF (for MS Word), HTML, TXT, PDF, MOBI and EPUB (can also use copy/paste feature)	Included
Email text in multiple file choices from the web	Can email text RTF (for MS Word), HTML and TXT (actually attaches text, not just a link to the code)	Included
Cross-references hyperlinked	Cross-references to other sections, including Penalty references are hyperlinked	Included
Color Graphics	Yes - if provided in color by the Town	Included
Static Links to specific sections can be set	Ability to links to titles, chapter or individual sections in the code	Included

Scrolling tables - static header	The titles of table columns remain visible as you scroll through tables	Included
Limit searches to specific sections	Use TOC feature to limit search to chapters or sections (or expand search to other municipal codes)	Included
Electronic format	Online document flows uninterrupted; no page breaks or page numbers to interrupt the text	Included
Search over 1500 municipal codes	Free access to all codes we publish online; no need to subscribe to any service	Included
Translation into other languages	Apply Google Translate to the Code	Included
Online help features	Use online help features or contact our technical service reps via email or toll-free phone number	Included
OPTIONAL ONLINE SERVICES:		
Archive of prior versions of code online	Prior versions of the code may be hosted online for research purposes.	
New Ordinance List Service (Advance Legislation Notice)	Ordinances not yet codified listed with link to full text of ordinances(ordinances removed from list once they are codified)	
New Ordinance Notification	Notice posted at beginning of code section with link to ordinance that will amend that section (ordinances removed from code once they are codified)	
Comprehensive Ordinance List	New ordinances added to list of all ordinances codified and remain even after code is updated	
Ordinances History Links within code section histories	As new ordinances are added to the code section history list, links to the original ordinance can be set	
Definition Links	Defined terms in the code can be hyperlinked directly to their definition (See Cary, NC Land Development Ordinance)	
Searchable CD-ROM/USB version provided	Searchable CD/USB version of the code can be provided	

6. PRICING

American Legal Publishing proposes to codify the ordinances for the Town of Leeds, UT at the following price:

I. Base Cost* \$11,695.

**The actual page count may vary from the estimate or you might add new ordinances during the codification process. If the page estimate is low, the cost will be higher than the initial base cost..*

Includes

1. Number of Copies of Leeds Municipal Code (includes binders and divider tabs) up to 10
2. Legal Analysis
 1. Research Internal Consistency
 2. Research State Law Consistency
 3. Legal and Editorial Research and Report
3. Special Features
 1. Tables of Special Ordinances
 2. Parallel References
 3. Comprehensive Index
 4. Tabular Matter (Tables, Charts, Graphs)
 5. Code on CD-ROM (MS Word compatible)
4. Estimated Number Of Pages
8 ½" x 11" Format
Single column (12 point type) 600 pages
5. Town of Leeds Code Hosted on American Legal Publishing Website \$450./yr
6. Phone and email support with American Legal Publishing Included
7. Remote user training session (recorded and USB provided with a copy) Included

II. Variable Cost

- | | |
|--|-------|
| 1. Per Page Increase Rate (pages over 600 page estimate)
8 ½" x 11" Format
Single Column | \$19. |
| 2. Freight/Shipping
UPS Ground | TBD |

III. Time to Completion

- | | |
|---|------------|
| Number of Months until Draft | 3-6 months |
| Number of Months until Completed Code (after return of draft) | 1-3 months |

IV. Ongoing Services:

- | | |
|---|--------------|
| 1. Supplement Services – printed pages
a. 8 ½" x 11" Format
b. Single-column code | \$18.50/page |
| 2. Online Code updates | \$1.50/page |

V. Online Code Hosting

- | | |
|---|-------------|
| 1. Code hosted on American Legal Publishing | \$450./year |
|---|-------------|

VI. Terms (can be budgeted over two fiscal years)

- i. Forty Percent (40%) due upon acceptance of this agreement.
- ii. Forty Percent (40%) within 30 days of receiving the draft manuscript.
- iii. Balance 30 days after receiving delivery of the completed code.

American Legal Publishing Corporation
525 Vine Street, Ste. 310
Cincinnati, Ohio 45202

Town of Leeds
218 N. Main Street
Leeds, UT 84746

CODIFICATION AGREEMENT

March 2, 2022

The Town of Leeds, a municipal corporation in the State of Utah (“Municipality”) and American Legal Publishing Corporation, (“Publisher”), an Ohio corporation, agree as follows:

I. THE PUBLISHER SHALL:

- (1) Examine the Municipality's Charter (if any), and prior code of ordinances (if any), and all ordinances or resolutions provided by the Municipality and determine which materials are to be codified.
- (2) Utilize its staff of attorneys to review all materials to be codified and prepare a written report for the municipal attorney.
 - (a) The report may include notice of and suggestions for resolving the following:
 - Apparent conflicts with referenced state and federal statutes and administrative regulations;
 - Repealed, renumbered, or obsolete state and federal statutes and administrative regulations;
 - Apparent conflicts with prominent federal case law; and Internal discrepancies such as duplications, ambiguities, and obsolete terminology.
 - (b) Suggest new provisions which the Municipality should consider including in the new code, and delete old provisions which are no longer necessary or which might be improper or unlawful.
 - (c) The review will not involve re-drafting of entire chapters by the Publisher. However, the Publisher will provide model ordinances to the Municipality upon request if available.
 - (d) At the option of the municipality, hold a manuscript conference with municipal representatives to review the report. The Municipality will not be billed for time of the American Legal staff attorney if it chooses this option, but will be billed for travel expenses.

Note: The review performed by the Publisher should not be considered as a substitute for the competent advice of your Municipal Attorney, especially based on his/her in-depth knowledge of the municipal practices and procedures, and American Legal Publishing is in no way assuming the role of attorney for the municipality. Land Use sections of the code are especially specific to the locality and are thus only subject to cursory review and comparison with the rest of the code.

- (3) Classify all ordinances and resolutions which are of a general and permanent nature into titles, chapters, and sections, according to subject matter.
- (4) Make changes to effect uniformity of style and to correct typographical and spelling errors, grammar, and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in the ordinances will be submitted to the Municipal Attorney.
- (5) Prepare:
 - (a) Title, chapter, and section headings.
 - (b) A table of contents and sectional analysis for each chapter.
 - (c) A legislative history for each section, citing the ordinance number and date of passage, as indicated on copies of ordinances supplied to the Publisher.
 - (d) Statutory cross-references to sections of the state statutes and to other pertinent parts of the Code where applicable. These references shall appear at the end of the section to which they apply.
 - (e) Tables of Special Ordinances listing chronologically those ordinances in certain subject areas that the Municipality finds to be pertinent.
 - (f) Parallel Reference Tables showing:
 1. The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).
 2. A listing of code sections based on state statutes (Statute to Code).
 3. A listing of prior code sections incorporated into the new code if applicable (Old Code to New Code).
 - (g) An index (which will be created after the first draft of the Code is submitted).
- (6) Provide the Municipality with model or sample ordinances when available and upon request, at no additional charge.
- (7) Deliver to the Municipality, within 3-6 months from receipt of the materials deemed necessary by the Publisher to begin the codification (prior code, ordinances and new code questionnaire), one copy of a draft of the Code for the Municipality's examination.
- (8) If necessary, hold a conference to make final corrections, additions, and deletions to the Code. The Municipality will be billed for the travel expenses of the American Legal staff attorney. The Municipality may present changes to pages of the draft at the conference. After the final conference, no additional changes are to be made. Any further changes, additions, or deletions shall be made in the future supplements to the Code in accordance with III(3) of this

Agreement. When the draft, and any changes thereto made by the Municipality, is returned to the Publisher, such return of the draft shall be deemed final authorization by the Municipality to publish the Code as returned. If additional conferences are requested by the Municipality which require the travel of a member of the staff of the Publisher, then the Municipality shall be advised what the additional cost, if any, for such conference will be.

- (9) Deliver to the Municipality, within 3 months of receipt of the corrected draft, up to 10 printed copies of the Code meeting the following specifications:
 - (a) Type to be single column
 - (b) Page size to be 8½" x 11"
 - (c) Printed on high quality paper
 - (d) All copies to be in hard-covered, 3-ring, loose leaf binders. All binders shall have the Municipality's name stamped in gold and shall contain divider tabs.
- (10) Provide a sample adopting ordinance to the Municipality.

II. THE MUNICIPALITY SHALL:

- (1) The Municipality will provide clear copies of all materials necessary to perform the codification, including an up to date copy of any previously published code of ordinances, copies of ordinances and pertinent resolutions not previously codified, and a completed New Code Questionnaire (provided by the Publisher). (If the Municipality provides meeting minutes to the Publisher to review for legislation contained therein rather than actual ordinances or resolutions, there will be an additional charge of \$45.00 an hour to extract ordinances or resolutions from the minutes for use in the new code.)
- (2) After receipt of the draft of the code and legal report described in paragraph I (2), the Municipality shall have 60 days to review the draft and report and to return to the Publisher its comments about the draft and its answers to the legal report. In the alternative, if the Municipality opts for the legal conference described in paragraph I (9), it must contact the Publisher within 60 days to set up a meeting date. The meeting, itself, need not occur within the same 60 day period. If the Municipality fails to either return its comments and answers to the legal report within 60 days or, if applicable, to set up a meeting date, the Municipality may request that the Publisher extend the deadline in writing. The Publisher may adjust the contract price to cover any increased costs due to the Municipality's delay.
- (3) The Publisher agrees to include in the final version of the Code all ordinances adopted by the Municipality up to the time the manuscript is originally due back to the Publisher under the provisions of (2) above. The Municipality agrees that any ordinances adopted after this date shall be included at the Publishers' supplement rates (as set out in paragraph III(3)(b)) at the time of the inclusion of these ordinances into the code.

(4) (a) Pay to the Publisher:

Pay to the Publisher for shipping of the final code order as a base price, the sum of \$11,695.00 for its services set out in Section I, payable as follows:

Forty percent (40%) due upon acceptance of this agreement;
Forty percent (40%) within 30 days after submission of the manuscript and invoice;
The balance 30 days after receiving final delivery of the printed Code books plus invoice.

(b) The price above is based upon a code of the following number of pages according to the format option chosen by the Municipality. Should the final page count of the code include more pages than this estimate, the base price will increase accordingly at the time of the final invoice:

FORMAT	NUMBER OF PAGES	INCREASE
8½" x 11" Single-column page	600 pages	\$19. per page

(4) Pay any invoices within 30 days of the invoice date. Invoices outstanding beyond the 30 day period shall be subject to a late payment equal to 1.5% of the unpaid balance per month, or part thereof.

III. SERVICES REQUESTED:

The Municipality, by the initials of the person executing the agreement on its behalf, exercises the following options:

INITIAL

(1) **Code Format:**

(a) Single-column format

(2) **Five year supplemental service plan:**

For a period of five years after delivery of the code:

(a) The Publisher shall:

1. Incorporate into the code new pertinent ordinances submitted by the Municipality.
2. Revise or make additional entries to the table of contents, parallel reference tables, and index as necessary to reflect the incorporation of additional, changed or deleted material.

3. Deliver to the Municipality, up to 10 printed copies of supplemental pages with an instruction sheet for directing the placement of the new pages in the code.

(b) The Municipality shall:

1. Provide a copy of ordinances or resolutions passed subsequent to publication of the previous code supplement;
2. Pay to the Publisher the sum of \$18.50 per reprinted single column page.

The prices above are for a five-year period and cannot be changed except for adjustments in the second, third, fourth, and fifth years of this agreement to reflect any decrease or increase in the United States Consumer Price Index calculable from the month of delivery of the Code.

If the code page contains an image (diagram, photograph, graph, etc.) or table, there is an additional \$10.00 per page charge.

3. Pay to the Publisher the sum of \$1.50 per online updated page, if option to host on American Legal publishing website option selected below.

(c) Upon completion of the five-year period, this agreement shall automatically renew itself from year to year except that either party may alter or cancel the terms of this agreement at any time upon ninety days written notice

(d) Code hosted on American Legal publishing website \$450. per year _____

(4) **Printed copies of the recodified code (up to 10 included):** # _____

IV. TRANSMITTAL AS OFFER.

The transmittal of this Agreement to the Municipality is an offer by the Publisher to perform the stated services at the prices and terms referenced within the Agreement. This offer will expire if not executed by the Municipality by July 31, 2022, unless such date is extended in writing by the Publisher.

IN WITNESS WHEREOF the parties to this contract have hereunto set their hands on the date(s) indicated:

TOWN OF LEEDS, UTAH

AMERICAN LEGAL PUBLISHING CORPORATION

By _____

By _____

Title _____

Title _____

Date _____

Date _____



REPUBLICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES

Leeds, Utah

February 14, 2022 - Valid for 90 days



Joshua "J.R." Riley

Legal Account Executive

Office: 800-262-2633

Direct: 850-696-7012

Email: jriley@municode.com

PO Box 2235 Tallahassee, FL 32316

LETTER OF INTEREST

February 14, 2022

Mr. Wayne Peterson
Mayor
Town of Leeds
218 North Main Street
Leeds, Utah 84746

via email: mayor@leedstown.org

Mr. Peterson:

Thank you for your interest in Municode's codification services powered by CivicPlus! This proposal will provide you with the scope of services and costs for converting your Code of Ordinances to Municode's database for republication in print and online, followed by ongoing supplementation and online Code hosting services.

With over 70 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,100 municipalities throughout the United States and host over 3,800 municipal codes online via our code hosting platform, MunicodeNEXT. Whether it's through the legal codification or recodification process, full-service or self-service supplementation options, online legislative search tools, meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our local government clients with innovative products, superior technology and excellent customer service.

Our Supplement team includes 14 teams of Legal Editors and Proofreaders who are dedicated to providing the most accurate and timely supplement service possible. Our code hosting platform, MunicodeNEXT, is the nation's most advanced, accessible and intuitive website for government codes – allowing your staff and citizens to have access to your current code and all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

We are excited to offer a flat annual rate for supplementation services. This fixed annual rate will simplify your budget process, empower you to update your code regularly, provide reassurance that there are no hidden fees and allow for a simplified way to explain the entire supplementation process to staff. If you elect the flat annual supplementation rate, then we have also included additional discounted offerings for additional services.

JR Riley will be the official contact person for this proposal and is available to attend meetings and interviews. Her contact information is provided below:

JR Riley - Legal Account Executive

Office: 800-262-2633 ext. 7012

Direct: 850-696-7012

Email jriley@civicplus.com

PO Box 2235 Tallahassee, FL 32316

Thank you for the opportunity to submit this proposal!

Sincerely,



James Bonneville
National Legal Sales Director
Phone: 651-262-6262
jbonneville@civicplus.com

REPUBLICATION QUOTATION SHEET

*Logic: Give your municipality a fresh start. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Transition your Code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT.***

Conversion and Republication (Land Use Code) \$1,000¹

- ★ Conversion of Code through 2018 to Municode database
- ★ Removal of supplement numbers
- ★ Updating of preliminary pages (title page, officials' page, and preface)
- ★ New page numbers
- ★ Standardizing text style for consistency from provided options²
- ★ Incorporation of Graphics & tabular matter
- ★ 3 printed copies³ of the new Code with divider tabs
- ★ Inclusion of additional legislation, per page added or amended \$20⁴
- ★ Current Code can be posted online as a PDF during conversion & republication project

Binder Options:

- 3-post expandable binder, \$70 each⁵, with stamping qty _____ \$ _____
- 3-ring vinyl binders, \$20 each, stamping not available qty _____ \$ _____
- Additional Tabs, \$35 per set qty _____ \$ _____

Binder Color: Semi-Bright Black Dark Blue Green Burgundy

INK STAMPING COLOR:

- Gold
- Silver

We will provide you with a Style Checklist and work with you to determine the desired font and format of the republished Code

¹ Provided Municode can rely upon the version of the Code furnished and it is in an editable, electronic format. Conversion will take approximately 3 to 4 months. The project timeline will not commence until receipt of all necessary materials and the style checklist have been received by Municode.

² Requested style changes made after approval of the sample will be assessed an editorial fee.

³ Shipping costs (actual) to be invoiced upon completion of project.

⁴ Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs not returned within 45 days may be subject to a proof update fee, if applicable.

⁵ Price does not include shipping costs. Invoices for optional services or binders will be submitted upon completion of project.

SUPPLEMENTATION QUOTATION SHEET

Supplement Service⁶ (select the desired schedule).

- Full Service:** \$600 annually
Schedule limited to Annual, Semi-Annual, Tri-Annual or Quarterly supplements.
 - Electronic supplements not available under the standard model
 - If the client elects to upgrade to the Plus model during the annual term, the annual rate will be pro-rated
- UPGRADE to Full Service Schedule Plus:** increase annual fee by \$1,100
Schedule can be increased to Monthly, on demand or monthly electronic supplementation.

Annual rate above includes:

- ★ Annual fee includes the supplementation of legislation permanent and general in nature. Omitted legislation is not included in annual fee.
- ★ Acknowledgement of material
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index
- ★ Updating online code upon completion of each supplement
- ★ Printing⁷ up to 3 copies per “print” schedule elected
- ★ Freight for supplements
- ★ Images, Graphics & tabular matter.

Annual rate above excludes:

- Additional copies, reprints, binders and tab orders
- Legal work, creation of fee schedules, gender neutral review/implementation, external linking
- Codifying complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent). This work is subject to a one-time editorial conversion fee and an increase in the annual supplement rate and online hosting fee(s). Quote provided upon receipt of material.
- Codifying a newly adopted full Chapter/Title/Appendix. This may be subject to a one-time additional editorial fee and an increase in the annual supplement rate and online hosting fee(s). Material to be reviewed upon receipt.
- Codifying a newly adopted term change legislation. This may be subject to a one-time additional editorial fee. Material to be reviewed upon receipt.
- The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent). Quotation upon request.
- Online Code hosting and online features, see the following page.

Additional elections will be added to the annual Supplement Service fee:

- | | |
|---|----------------|
| <input type="checkbox"/> Code in WORD (DOCX) (sent via email download) | \$200 annually |
| <input type="checkbox"/> Adobe PDF of the complete code (sent via email download) | \$200 annually |
| <input type="checkbox"/> Adobe PDF of each supplement (sent via email download) | \$200 annually |

Invoices for Supplements will be submitted annually.

Additional services added throughout the term will be pro-rated then added to the annual fee.

The annual billing month will be established upon signing of the contract or will be invoiced upon shipment of the initial conversion project.

⁶ All services under this contract can be increased annually by 5% starting year 3 of service. Sales tax will be applied where applicable.

⁷ Color printing and an increase in the desired number of supplement hard copies will result in an increase in the annual fee.

ONLINE CODE HOSTING QUOTATION SHEET (MunicodeNEXT)

Online features can be purchased on an a la carte basis, or through our MyMunicode bundle for the best value. Please visit our online library of over 3,800 codes on MunicodeNEXT [here](#). **Please check the appropriate box(es) to indicate your selection:**

ONLINE CODE HOSTING

- Online Code = [MunicodeNEXT](#)**, annually **\$395**
Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Next Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc. Post public notes, external links or documents within the contents of your online Code to keep your citizens informed of current issues pertinent to specific sections of your Code.

OPTIONAL SERVICES

- CodeBank** annually **\$150**
Permanent online collection of previous versions of the code.
- CodeBank Compare + eNotify⁸** annually **\$250**
Compare any two versions of your online code (starting with the first Municode supplement). eNotify provides readers email updates each time the code is updated.
- OrdBank** annually **\$315**
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. This service applies to amendatory (included) ordinances only.
- OrdBank + OrdLink** annually **\$465**
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.
- Archival OrdBank⁹** per ordinance. For legislation already codified **\$10**
- MuniPRO** Service annually (*sample Ordinance Service*) **\$295**
Search nearly 3,800 codes/ordinances in our online library. Attach notes to codes and drafts of new legislation.
- Custom Banner** one-time fee **\$250**
Customize MunicodeNEXT to match the look of your website.
- MuniDocs¹⁰** annually, upgraded self-uploading capabilities **\$350¹¹**
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-uploading to the MuniDocs platform!

My Municode - Value Pricing!

- MyMunicode** annually. **\$995¹²**
Includes [MunicodeNEXT](#) (Online Code), [OrdBank](#), [CodeBank](#), [CodeBank Compare + eNotify](#), [MuniPRO](#), and [Custom Banner](#)
- Add [OrdLink](#) to the MyMunicode bundle for only \$150 annually!**

⁸ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

⁹ Post historical ordinances to your online OrdBank repository, filed in annual folders and linked in the Code's history notes.

¹⁰ Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

¹¹ Includes up to 25GB data storage. Quote for additional document storage is available upon request.

¹² Total value if each item were to be purchased a la carte would be approximately \$1,405 per year with participation in our OrdBank service.

RECOMMENDED ADDITIONAL SERVICES *(See Additional Services)*

As a new Municode customer, we would like to thank you for adopting the Annual Supplementation billing model.

20% Welcome Discount:

- If you purchase either of our two meeting and agenda management solutions before 31 December 2022, we will discount¹³ your first year of hosting and support by 20%.

MunicodeMEETINGS, annually **(Year 1 = 20% Discount)**

Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

CivicClerk, annually Click [Here](#) to Learn More **(Year 1 = 20% Discount)**

Comprehensive, cloud-based Agenda and Meeting Management. Automated agenda preparation, online approvals, robust permissions, optional integrated Live Meeting Manager and Media. Time-saving automations and powerful integrations to streamline processes, increase collaboration, and ensure transparency—without sacrificing control.

- We believe that our meeting and agenda management solutions are the perfect complement to our supplementation service.
- Supplementation service customers with the OrdBank feature and our meetings and agenda management solutions can enjoy **Enhanced History Notes**:
 - Click [Here](#) to see a short demonstration.
- Customers who utilize either of our meeting and agenda managements solutions enjoy the integration with our MunicodeNEXT code hosting platform.
- This integration enables you to send legislation directly to Municode from your meeting and agenda management solution, saving you time and ensuring that your code is up-to-date as quickly as possible.
- In addition, this powerful integration, automatically posts the legislation that you send to Municode to your online code of ordinances in less than a minute, ensuring a level of transparency that is not available anywhere else in the nation.

¹³ This discount only applies to the first-year hosting and support costs. It does not apply to one-time implementation costs.

SCOPE OF SERVICES

Conversion and Republication

We will work with you to confirm the desired formatting and style of the Code. We will update the preliminary pages, create an Index (if elected) and Table of Contents; add any uncodified newly adopted legislation at the per page supplement rate quoted; update history notes; provide a comparative table of ordinances and integrate all applicable photographs, maps, diagrams, charts and tables into the Code. Proofs can then be provided for your review. Following the approval of the proofs, the Code will be shipped and posted online in fully robust HTML format.

We will handle 100% of the publishing of your Code. The republication process includes editing, page composition, proofreading, indexing (if elected), and delivering the information as printed and/or electronic copy. When we republish your Code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the recomposition, the Code is reprinted, and supplement number designations start over with Supplement No. 1.

The anticipated time frame for the conversion and republication project is **3 to 4 months**, excepting any delays in our receipt of materials or your return of proofs. Within 2 weeks of shipping the new Code, it will be published online in fully robust HTML format via MunicodeNEXT.

The process includes:

- ★ Conversion to our codification database;
- ★ Inclusion of adopted legislation can be added at the rate quoted;
- ★ Removal and replacement of supplement numbers;
- ★ Updating of preliminary pages (title page, officials' page, and preface);
- ★ New page numbers;
- ★ Editing & proofreading;
- ★ 10-point Times New Roman font, single column format, unless otherwise instructed;
- ★ Incorporation of maps, diagrams, charts and tables;
- ★ Preparation of Table of Contents and updating or creation of an Index (if elected);
- ★ Proofs provided for your review;
- ★ Posting your newly republished Code on MunicodeNEXT;

The process does not include:

- ★ Renumbering and/or reorganizing the structure of your Code;
- ★ Legal Review by an attorney;
- ★ Substantive editing or changes to the text.

Supplementation Services¹⁴

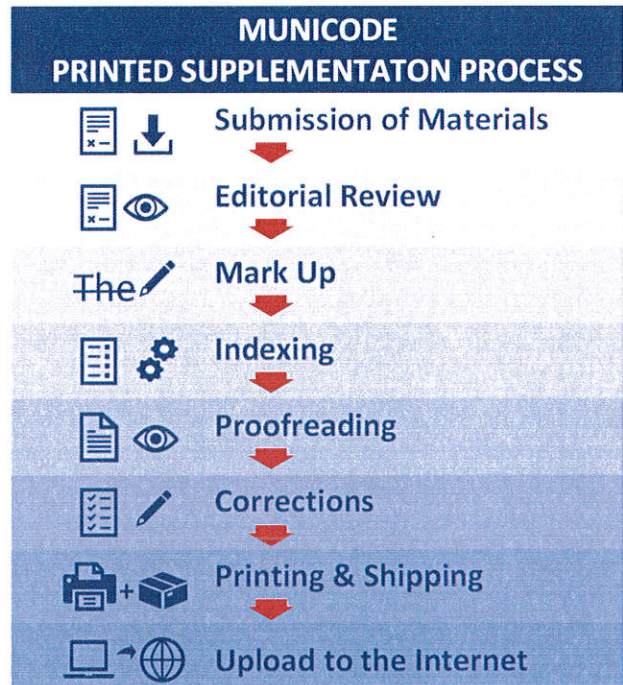
Municode's supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements will be provided on the schedule based on the annual supplement fee elected. If more frequent supplementation is desired, an increase in the annual fee will be applied.

We pride ourselves on a turnaround time of **40 to 45 days for printed supplements** and can provide "always up to date" **electronic update services within 15 days**. With printed supplementation, the online Code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service. A recent analysis of our printed supplement services indicated an editorial error rate of less than .1%, which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the Code will be corrected at no cost. The printed supplement process is outlined as follows:

¹⁴ Rush Supplement requests will be assessed an additional one-time fee.

Supplementation Process:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service is elected (advance legislation service), the legislation will be posted online within 48 hours as a PDF under "Adopted Legislation not yet codified" at this time.
2. Editorial Review – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your Code; where the ordinance should be placed; whether the ordinance conflicts with your existing Code format; what material should be removed from your existing Code; whether history notes will be added; what tables will be updated and whether the Table of Contents in the front of the Code and at the Chapter/Title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. No substantive changes to your legislation will be made by our editorial team, however minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal and/or proofreading team find discrepancies in your ordinances, we will communicate with you to ensure that the ordinances are correct and consistent with the existing Code.
3. Indexing – If an Index is elected, your supplement will now be sent to our indexing team, where all new legislation is indexed and cross-referenced in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, Code hierarchy and layout and to confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again line by line to ensure that the improvements made by the editorial team were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.
5. Posting the supplement online (MunicodeNEXT) – After your supplement has been completed, your online Code will be updated within 1 to 3 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. If CodeBank Compare + eNotify service is elected, citizens will be notified each time the online Code is updated. When your Code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. Printing and Shipping – We will print, cut, 3 hole-punch, insert divider tabs (if elected) and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.



Online Code Hosting Services (MunicodeNEXT)

Our code hosting platform, MunicodeNEXT (<https://library.municode.com>) was created and is continuously enhanced and improved by our in-house team of Internet Technology professionals. MunicodeNEXT includes Standard and Premium features, all of which are designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk's office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code.

MunicodeNEXT is extremely user-friendly and requires no special training or login information. A variety of video tutorials are offered, and we can host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new Code goes "live" online. Our MuniDocs feature enables you to upload related documents online alongside the Code in fully searchable format. Electronic viewing statistics are available upon request on the schedule of your choice. Our MuniPro feature provides the ability to search over 3,800 online Codes in our library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

Our powerful search engine allows users to enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

With MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. With delivery available in Word, PDF or Folio format, the Code can be viewed and researched offline.

The User Interface and all HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the MunicodeNEXT platform, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our MunicodeNEXT platform, it will remain compliant while stored in our system. For each PDF document that is uploaded to our platform, we OCR scanned PDFs; set document title, primary language, and other PDF metadata fields; and automatically create a base level of tags to be used by screen readers.

Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host MunicodeNEXT in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95% uptime. SSL encryption is used by default to secure access to the site and the entire platform is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

MunicodeNEXT Premium Feature Summary

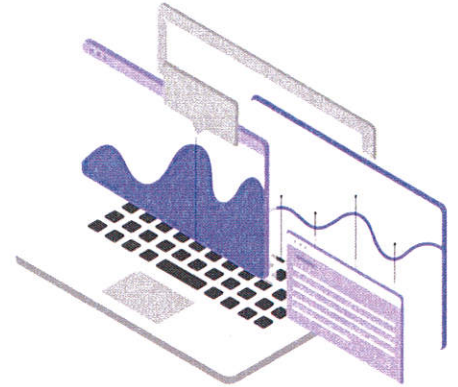
- ★ **OrdBank** will create one click access to every ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders.
- ★ **CodeBank** will enable you to have instant access to past versions of your Code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online Code and compare it to any other version of the Code each time the Code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material). **eNotify** allows users to enroll to receive an email notification each time your online Code is updated. A “modified,” “removed” or “added” badge is shown within the online table of contents to alert users of recently amended sections of your Code.
- ★ **OrdLink** will create highlights within your online Code to help users identify what ordinances have been recently adopted and what Code sections have been amended.
- ★ **MuniDocs** will enable you to self-upload your Minutes, Agendas, Policies, Procedures, etc. alongside your Code for quick and easy access.
- ★ **MuniPRO** allows you to search over 3,800 Codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinance.

ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

Municode and our parent company, CivicPlus, offer a wide variety of services, all of which have been designed to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

CivicClerk: Meeting and Agenda Management (Ideally suited for municipalities over 15,000 population)

CivicClerk[®] is a fast, intuitive way to streamline the entire agenda management process—from creating agenda items to managing live meetings and creating post-meeting follow-up tasks. It provides time-saving automation while allowing clerks to balance such convenience with manual controls and overrides. In addition, internal collaboration with CivicClerk is easy with customized workflows, version tracking, and built-in communication tools. CivicClerk was designed to offer configuration flexibility so the system can be scaled from the simplest agenda process to the most complex. In addition, built-in integrations and a full suite of APIs make integrating with other internal applications easy.

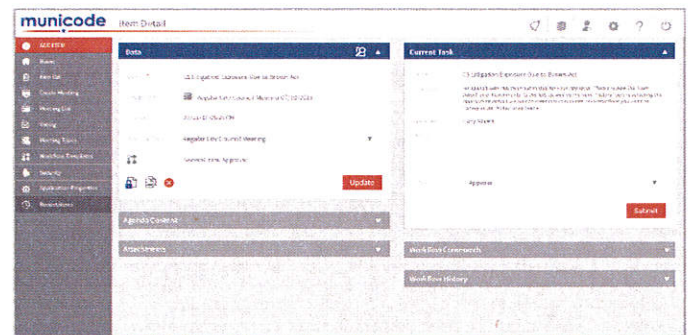


[Request CivicClerk Demo/Proposal](#)

MunicodeMeetings: Meeting and Agenda Management (Ideally suited for municipalities under 15,000 population)

Municode provides a cloud-based agenda meeting management system that enables our clients to save time and money by streamlining and automating the agenda process. With zero set-up requirements, minimal budget impact, built in automatic upgrades and internal and external IT support issues managed directly by Municode's expert team of web analysts and system developers, your staff will spend significantly less time on agenda management, while still maintaining total administrative control of your agenda packets.

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!



Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our “single click publishing” will provide you with automatic agenda and packet creations.

[Request MunicodeMEETINGS Demo/Proposal](#)

CivicEngage® Central is an easy-to-use suite of citizen engagement tools. Modules including Agenda Center, Alert Center, Calendar, News Flash, Forms Center, and others enable local governments to communicate with their citizens without the need of technical knowledge or programming skills through its drag-and-drop user interface. CivicEngage Central combines the best of responsive design, tools, accessibility, secure hosting, and reliable continuing services to provide you with a website environment to keep your citizens informed and engaged.



CivicEngage® Open uses the Drupal open source platform for easily configurable and manageable website design to provide an easy to maintain and responsive website. Ideal for Towns, Villages, Townships, Municipal Departments (Police/Fire/Library) and Special Districts, CivicEngage Open is both secure and easy for content editors to manage and update. In a matter of only a few months, you can present your citizens with an inviting and easy to navigate website that enables them to stay engaged and informed on whatever device they prefer.

CivicEngage® Evolve is a headless content management system developed specifically for local government with innovative functionality and extensive flexibility to streamline your processes. CivicEngage Evolve has a suite of built-in, robust, and customizable tools as well as permission-based access that will empower your staff to update and configure your website content easily and efficiently. It is easy for non-technical content creators to use, thanks to its live edit functionality, yet capable of limitless customizations and integrations for teams with technical resources. The flexible features, API integrations, and build-once display does not restrict content based on output structure or format.

Request WEB Demo/Proposal

CivicRec® provides parks and recreation software to centralize all your activity, facility, staffing, and point-of-sale needs. The cloud-based nature of CivicRec means staff can manage their operations from anywhere—and on any device. Our interface is both clean and easy-to-use so that you can present a modern face to the public. Use the built-in tools to create and manage programs and activities, set up and reserve facilities, issue tickets, sell concessions or merchandise, and collect payments. Integrated calendars prohibit double bookings and allow for easy view of your facilities and programs. And with advanced access, you can control and customize reports, you can optimize revenue potential.

Request Demo/Proposal

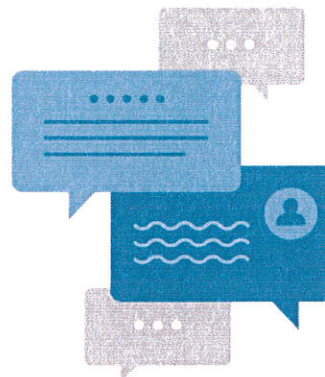
CivicReady® is a multi-channel communication solution that allows you to reach your citizens and visitors, no matter where they are in the community. CivicReady allows you to alert citizens within seconds with actionable information using a single interface, saving you time and amplifying your reach. Departments within your local government can also collaborate using CivicReady's real-time, two-way group messaging. CivicReady also integrates with the Federal Emergency Management Agency's (FEMA) Integrated Public Alert and Warning System (IPAWS), enabling you to reach as many people as possible, including citizens and visitors who have not opted-in to text, phone, or email communications.

Request Demo/Proposal

CivicHR® is our cloud-based software that automates job postings, improves talent selection, simplifies employee onboarding, and promotes employee engagement with continuous performance feedback. This easy-to-use, comprehensive, and integrated solution allows human resource managers to simplify and streamline the continuum of personnel needs as individuals move from job seeker to new hire to employee. CivicHR integrates and organizes data, automates job postings, collects applications, simplifies employee onboarding, and manages performance. Secure cloud-based storage with redundant backups and full encryption ensures security and proper access to your critical data.

[Request Demo/Proposal](#)

SeeClickFix powered by CivicPlus is a cloud-based, GIS-enabled, 311 and citizen relationship management solution designed with built-in citizen engagement functionality. SeeClickFix has the tools to manage the tasks and communications needed to get the job done for field workers and administrative staff. With our request management features, you can seamlessly collect, manage, and route requests through custom workflows tailored to your processes with easy-to-use web forms and mobile apps. Integrations and APIs make it easy to connect SeeClickFix to the systems you already use. Further, our Conversations module is a multi-channel communication tool to improve and simplify citizen and local government engagement.



[Request Demo/Proposal](#)

CivicOptimize® is a digital optimization platform that allows local governments to scale technology solutions and quickly digitize paper and in-person workflows. This scalable software is a suite of deployment-ready apps, forms, and integrated systems, the foundation of which is CivicOptimize Productivity, a low-code development solution. Productivity streamlines integrated municipal teams' ability to create custom digital solutions to meet their community's unique government service delivery needs. Low-code development environments allow for collaboration between nontechnical department leaders and programmers to develop solutions that meet business needs. With Productivity, teams can create efficiency-centric applications, including digital forms, hosted cloud infrastructure, IoT connectivity, and performance monitoring capabilities.

[Request Demo/Proposal](#)

SIGNATURE PAGE

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Town of Leeds, Utah. Municode shall not be responsible for the legal sufficiency or copyright infringement of any material initially or subsequently published.

The Town of Leeds, Utah understands that Municode is a wholly owned subsidiary of CivicPlus, LLC ("Parent Entity"). At any time during the Term of this Agreement, Municode may assign its rights and obligations under this Agreement to the Parent Entity, upon giving written notice to the Town. In the event of such assignment by Municode, the Parent Entity shall be the sole performing party under this Agreement to the same extent as Municode prior to making such assignment

Term of Agreement. This Agreement shall begin upon execution of this Agreement and continue for a period of three years. Thereafter, the supplement service shall be automatically renewed from year to year provided that either party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICODE, LLC

Municode Officer: _____

Title: Eric Grant

Date: February 14, 2022

Accepted by:

TOWN OF LEEDS, UTAH

Signature: _____

Printed Name: _____

Title: _____

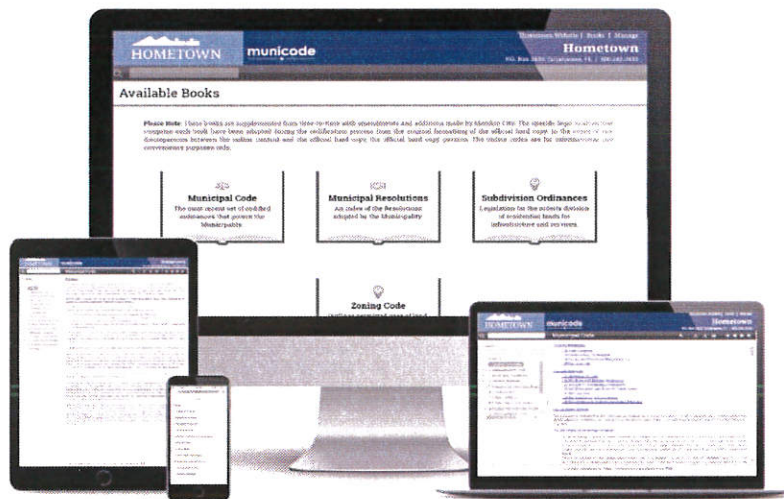
Date: _____

SELF-PUBLISHING SOFTWARE

Town of Leeds, Utah

February 14, 2022

(Quote Valid for 180 Days)



municode

★

CONNECTING YOU & YOUR COMMUNITY



Joshua "J.R." Riley

Legal Account Executive

Office: 800-262-2633

Direct: 850-696-7012

Email: jriley@municode.com

PO Box 2235 Tallahassee, FL 32316

*This proposal will serve as **Exhibit A** to the attached Self-Publishing Software Agreement*

GovTech
100

GovTech Top 100 Innovators
annually since 2016!

municode
★
CONNECTING YOU & YOUR COMMUNITY

LETTER OF INTEREST

February 14, 2022

Mr. Wayne Peterson
Mayor
Town of Leeds
218 North Main Street
Leeds, Utah 84746

via email: mayor@leedstown.org

Mr. Peterson:

Thank you for speaking with Legal Account Executive Joshua "J.R." Riley regarding our Self-Publishing Software service. This service is an ideal solution for clients who prefer to maintain control of the updating of their Code of Ordinances (and additional publications) independently in-house for a fixed annual cost.

Municode has been connecting our local government clients with their citizens since 1951! Whether through the legal codification process, our full-service or self-service code updating options, our robust suite of online legislative search tools, meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our clients with innovative products, superior technology and excellent customer service. We encourage you to visit our corporate website to explore our full suite of local government services: <https://www.municode.com/>

After your Code material is converted to Municode's database, authorized users can log in to the online Code, draft proposed changes directly within the contents of the Code, automatically generate ordinances and resolutions, and then publish the amended Code on the web. To view an online Code that is maintained and published by Municode via our Self-Publishing Software option, please visit the Alpine City, Utah Code: <https://alpine.municipalcodeonline.com/>

The following pages describe this software in more detail. You can also visit our website to request a demo, watch an informative Self-Publishing Software video and review the online Codes of many of our satisfied Self-Publishing Software clients.

To purchase this software, please indicate any additional services you are interested in on pages 2 and return the attached signed Agreement to us for processing. If you have any questions, please let us know. In addition to email, J.R. can be reached at 850-696-7012. Thank you for the opportunity to submit this proposal!

Sincerely,




Bob Geiger
Vice President of Sales
Office: 800-262-2633 ext. 7132
Phone: 850-692-7132
bgeiger@municode.com

PRICE QUOTATION SHEET

SOFTWARE LICENSE, Land Use Code (annually) \$1,200¹

The creation of the custom service/instance provides access to:

- ★ Automatic Ordinance/Resolution Drafting Tool
- ★ Automatic Code Updates & Legislative History Tool
- ★ PDF Ordinance/Resolution Storage² & Automatic PDF Generation for backup/printing
- ★ Three Remote Training Sessions (1-2 hours each)
- ★ Activation of additional publications upon request

DATABASE CONVERSION & SOFTWARE SETUP \$2,000³

Applicable to the Code as updated through 2018, excluding any uncodified ordinances

Conversion empowers you with the ability to begin codifying your own legislation in-house. The timeframe for online publication is within 6 to 10 weeks of our receipt of the contract and all applicable material in an editable electronic format, and after any necessary updates have been completed.

ORDINANCE UPDATE SERVICES Quote available upon request

Additional ordinances added to the initial conversion are subject to an ordinance update fee. A cost to bring the Code current before converting it to the Self-Publishing Software database can be provided upon our review of any additional material to be added to the project. Please note that adding additional legislation during the initial conversion process may increase the timeframe for conversion

SOFTWARE LICENSE, ADDITIONAL PUBLICATIONS (each, annually) \$295⁴

Can include Minutes, Policies & Procedures, Handbooks, Manuals, Standards, Plans and more!

Municode will set up the framework for the additional publication and can provide you with an estimate for database conversion upon our review of the material, or you can convert the material independently in-house!

ADDITIONAL SERVICES AVAILABLE

- MunicodeMEETINGS** annually **(\$2,400 if bundled with other Municode services) \$2,600**
Agenda Management Software. Cloud-based agenda meeting management system. Streamlines & automates agenda process. Increases visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.
- MuniDocs⁵** annually, upgraded self-loading capabilities \$350⁶
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!
- MuniPRO** Service annually \$295⁷
Search over 3,600 codes in the Municode full-service codification library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
 - ★ Code Update Services, *after* initial Code conversion, per hour \$150⁸
 - ★ Consultation Services and/or Additional Training, per hour \$150⁹
 - ★ Onsite Training Quote available upon request
 - ★ Legal Review, Renumbering, Reorganization Quote available upon request

¹ Includes 5 user licenses. 6-10 users @ \$120 each annually; 11-20 users @ \$100 each annually. If over 20 licensed users, the cost per user license is \$75 annually. Software license is invoiced annually upon anniversary date of initial online publication. Following the initial Agreement term, costs may increase by 3% annually or be negotiated to the then current Consumer Price Index (CPI) for All Urban Consumers.

² Data limitations may apply.

³ Provided material is submitted in an editable, electronic format. Conversion cost, initial annual licensing cost and any additional services applicable are invoiced upon completion of data conversion. Material must be received within 30 days of Agreement effective date. Complex or form-based graphics may be subject to an additional cost upon review of material. We will contact you should this occur.

⁴ Invoiced upon date of initial online additional publication, and annually thereafter.

⁵ MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform.

⁶ Includes up to 25 GB storage. Quote for additional storage is available upon request.

⁷ MuniPro searches will not include results from self-published Codes but will include results from the over 3,600 online Codes in our full-service codification database.

⁸ Excludes legal services. Should legal services be desired, please contact us for a price quote.

⁹ Excludes legal services. Can include graphic design/digital imaging services, meeting attendance or special projects.

COMPANY PROFILE

History, Mission, and Team

With over 70 years of experience, Municode's mission is to strengthen democracy by connecting public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode partners with more than 4,000 government agencies across all fifty states. Municode is a privately-owned financially sound corporation. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; our clients can establish a long-term partnership with our experienced and stable workforce.

Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. We have regional offices located in Oregon and Utah. Other office locations include Arizona, California, Georgia, Kentucky, Minnesota, New Hampshire, North Carolina, South Carolina, Texas, Virginia, and Washington.

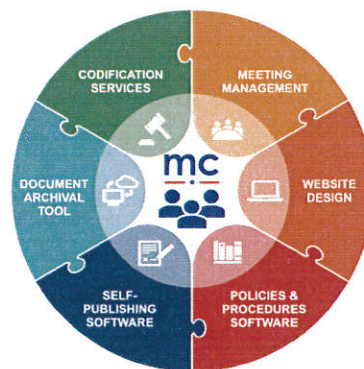


Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio



SCOPE OF SERVICES

Our Self-Publishing Software was created specifically for municipalities who prefer to publish and maintain their Code (and other selected publications) online and “in-house”, using your staff in lieu of Municode’s team of Legal Editors and Legal Proofreaders to edit and update the Code.

Self-Publishing Software puts the maintenance of the Code directly into our client’s hands and is equipped with all the tools and technology needed to ensure the successful self-maintenance of your Code and other publications.

We Convert Your Code, You Publish

The self-publishing process begins with converting your recently updated and current Code of Ordinances into Municode’s Self-Publishing software platform. If desired, our experienced editorial staff is available to provide assistance to bring the Code current for online publication, or to assist in updating the online Code at any future point in time, as indicated on the *Price Quotation Sheet*. While some municipalities may prefer the complete independence our online framework offers, we are always available to assist upon request. What if you don’t have an official Code, but still wish to utilize this service to record and update your legislation?

During the Code conversion process, you can elect to keep your current Code numbering system or consult with Municode staff to create a logical and inclusive code numbering system that will allow for the continued growth and expansion of the Code. After your material is converted to the Municode software platform, we will provide the necessary training to enable authorized users to update the online Code of Ordinances. This process occurs through our proprietary code-to-document proposal method (which generates automatic digital ordinances/resolutions), or by converting a passed document into the online platform.

Your Changes = Instant Ordinances

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators. All proposals made to the Code are automatically numbered and redlined, enabling your Council to clearly see what material has changed, and how those changes will impact your code. Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current.

Sign, Seal & Update by Email Approval

After the automatically generated document is passed by your Council, an email is generated to request the approval and authorization of your presiding Officer(s) and Attester(s). Upon their authorization, your online code can be instantly updated, and the documents may also be digitally signed and sealed.

In addition to self-publishing your Code of Ordinances, other books or publications can be published and updated within our Self-Publishing platform, such as Minutes, Policies & Procedures, Fee Schedules and more.

SELF-PUBLISHING SOFTWARE FEATURES



Complete Edit, Legislative History

Transparency is your and our primary objective. All changes made to your code within the system are fully and automatically documented and recoverable. The Self-Publishing Software service automatically records your legislative history for your citizens to see the evolution of your code supported by the actual ordinances which adopted, amended, or repealed your section of the code.



Ordinance Design & Review

While some cities and towns may prefer the complete independence our online framework offers, other communities may request assistance from our full-service codification staff. Our experienced staff is available to provide your community with codification services which can include ordinance review, design, and support. Whether you need assistance using the software tools, or in reviewing or designing ordinances, we have a dedicated staff available to help with all your codification needs.



Email Notification of Updates

How often do staff or citizens ask you the last time the code was updated? Give everyone the ability to sign up for email notifications! Users will receive an email containing a link which directs them to what has changed.



Ordinance/Resolution Drafting Tool

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators.



Ordinance / Resolution Creator with Digital Signature & Seal

Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current + updated!



Search & Browse Features

- ★ Cross-reference linking
- ★ Citations in context of legislation
- ★ Shareable link to any title, chapter, article, division, or section
- ★ Search by keyword, and within specific areas of the code



PDF Ordinance/Resolution Storage

Tired of searching for original ordinances? Our Self-Publishing Software allows you to store, search. Data limitations may apply.



Desktop, Mobile Friendly

All our tools use widely accepted web standards and are cross-browser compliant. Your codes are instantly available online as well as on any mobile device the second you choose to make them available. We support all modern mobile browsers and make our best effort to comply with WCAG 2.1 Level AA checkpoints for accessibility.



Branding, Theming

Each client can choose the colors, logos, and fonts that represent their unique identity. No more one-size-fits-all that other codifiers force you into. We will also support your custom domain for the location of your publication. We also include an array of analytics that will show you how your citizens use your publications, including commonly accessed resources.



Host Additional Searchable Publications

Some clients use our Self-Publishing Software to provide additional resources to the public. The software platform is designed to publish online any regulation or policy that your community implements. Whether it's your municipal code, personnel policies and procedures, public work standards and technical specification, compilation of resolutions or executive orders, minutes, or other regulations; each of these books can be published through our online framework.



Online Training and Customer Service

Municode provides support and training to clients to ensure familiarity with all aspects of the software. Municipal staff who receive our custom training and self-publish their own material develop themselves professionally and learn new skills.



Prudent, Cost Effective

Update as little as or much as you need. With SPS, there are no updating limitations or additional expenses. Most municipalities can save up to 70% with Self-Publishing Software! Our annual rates are fixed, not variable. This means your codification expense won't exceed the budget.



Reliable, Cloud Based

Using one of the biggest cloud-based infrastructures in the world, we can pass on our uptime guarantee of 99.9%! Customers can easily upload all supporting documentation and images such as the original legislation, ordinances, zoning maps, documents, etc.



Print-friendly

Download online code as a PDF File, enabling print or backup

ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

Municode offers a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

Website Design and Hosting Services

Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

When Municode designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price.



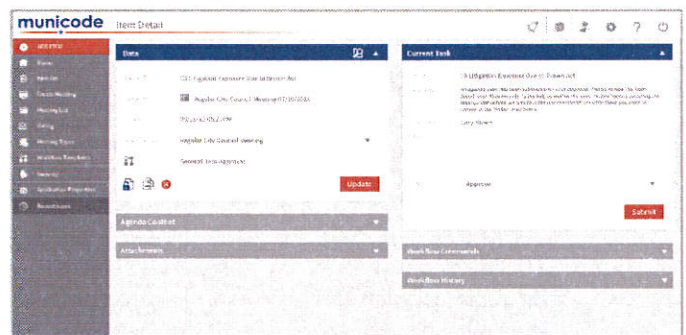
[Request MunicodeWEB Demo/Proposal](#)

Meeting and Agenda Management

Municode provides a cloud-based agenda meeting management system that enables our clients to save time and money by streamlining and automating the agenda process. With zero set-up requirements, minimal budget impact, built in automatic upgrades and internal and external IT support issues managed directly by Municode's expert team of web analysts and system developers, your staff will spend significantly less time on agenda management, while still maintaining total administrative control of your agenda packets.

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!

Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our "single click publishing" will provide you with automatic agenda and packet creations.



[Request MunicodeMEETINGS Demo/Proposal \(see pricing page 2\)](#)

Payment Solutions - Point and Pay

Our preferred payment solutions partner Point & Pay (<https://www.pointandpay.com/>) makes paying bills easier! Everything they do is backed by their best-in-class user interfaces, insightful features and high-quality service and support. Point and Pay can assist in processing City/County taxes, utility bills, permits & licensing, and more. With a focus on mobile interfaces, they enable your customers to conveniently pay bills whenever and wherever they want!

[Request Point and Pay Demo/Proposal](#)

MCCi Services:

Laserfiche Enterprise Content Management Software and Services

MCCi understands the challenges organizations face every day with paper-based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! With 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

Digital Imaging Services

Through MCCi, Municode can help with your digital imaging services needs include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.



Open Records Request Software

JustFOIA is an affordable, easy to use, completely web-based hosted service that was created specifically to help you manage and track public records requests. Since JustFOIA is completely web-based, you can login anywhere that has an internet connection. You simply type in your customized web address and enter your credentials, safely and securely. Your service is available 24/7, every single day of the year.



JustFOIA helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.

[Request MCCi Demo/Proposal](#)

Internet-based Document Editing and Presentation System

enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **enCodePlus** assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a "Land Use Look Up" tool, hyperlinking to outside resources, historical archiving and in-line graphics.

From its humble beginnings as a stand-alone Windows PC program, **enCodePlus** has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how **enCodePlus** can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>



[Request enCodePlus Demo/Proposal](#)

MUNICODE SELF-PUBLISHING SOFTWARE AGREEMENT

Town of Leeds, Utah

THIS LETTER OF ENGAGEMENT (“Agreement”) is entered between the Town of Leeds, Utah (“CLIENT”) and Municipal Code Corporation, DBA “Municode” (“CONSULTANT”). For the purpose of this Agreement, “USER” is defined as an employee, consultant, third-party contractor or agent to whom “CLIENT” has granted access to use the services provided under this Agreement. Municode’s proposal of February 14, 2022 will serve as **Exhibit A** to this Agreement.

The parties agree as follows:

Term. This Agreement commences on the date it is executed and shall continue until full performance by both parties or until earlier terminated by one party under the terms of this Agreement. The initial term of this Agreement is for a period of (3) three years. This Agreement shall automatically renew on an annual basis, unless either party gives the other notice of non-renewal within thirty (30) days of the scheduled renewal period.

Compensation. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in **Exhibit A**. Payment will be made to CONSULTANT within thirty (30) days of the receipt of the invoice for services rendered, unless otherwise indicated in **Exhibit A**, with the one-time database conversion fee (if applicable), the first recurring annual Software License fee, and any other applicable fees set forth in Exhibit A due within thirty (30) days of completion of data conversion to Municode’s database. Thereafter CONSULTANT shall invoice the CLIENT annually for the Software License Fee based upon the anniversary date of the initial online publication, and the anniversary date(s) of any additional publications added during the existing Agreement term.

1. **Consumer Price Index.** Following the initial Agreement term, CONSULTANT’s fees may increase by three percent (3%) annually or be negotiated to the then current Consumer Price Index (CPI) for All Urban Consumers.
2. **Scope of Services.** CONSULTANT’s services under this Agreement shall consist of services as detailed in **Exhibit A**. The Scope of Services may be amended or modified upon the mutual written agreement of the parties during the term of the Agreement.
3. **Use of Services.**
 - a. **CONSULTANT Responsibilities.** CONSULTANT shall: (i) provide to CLIENT initial software training and ongoing standard telephone and internet support for the purchased software services at no additional charge and shall (ii) use commercially reasonable efforts to make the purchased software services available 24 hours a day, 7 days a week, except for: (a) planned downtime (of which we shall give notice via the purchased software services or email and which CONSULTANT shall schedule to the extent practicable during the weekend hours from 9:00 p.m. Eastern time Friday to 6:00 a.m. Eastern time Monday), or (b) any unavailability caused by circumstances beyond CONSULTANT’S reasonable control, including without limitation, acts of God, acts of government, flood, fire, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving CONSULTANT’S employees), failure or downtime in Third-Party or Internet service provider failures or delays, and (iii) provide the purchased services only in accordance with applicable laws and government regulations.
 - b. **CLIENT Responsibilities.** CLIENT shall (i) be responsible for USER’S compliance with this Agreement, (ii) be solely responsible for the accuracy, quality, integrity and legality of CLIENT Data and of the means by which CLIENT acquired said Data, (iii) use commercially reasonable efforts to prevent unauthorized

access to or use of the services and notify CONSULTANT promptly of any such unauthorized access or use, and (iv) use the services only in accordance with all applicable laws and government regulations. CLIENT shall not (a) make the services available to anyone other than USERS, (b) sell, resell, rent or lease the services, or (c) use the services to store or transmit infringing, libelous, or otherwise unlawful or tortious material.

4. **Integration.** This Agreement, along with the description of services to be performed attached as **Exhibit A**, and the additional products and services described therein contain the entire Agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions.
5. **Warranty.** CONSULTANT warrants that (i) any services provided hereunder will be performed in a professional and workmanlike manner and (ii) the functionality of the services will not be materially decreased during the term. CONSULTANT's entire liability and exclusive remedy under this warranty will be, at the sole option of CONSULTANT and subject to applicable law, to provide restored service(s) which conforms to these warranties within 7 days or to terminate the service(s) and provide a pro-rated refund of any prepaid fees (for the period from the date of the breach through to the end of the term).
6. **Liability.** CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of this Agreement and further limited to a maximum amount equal to the consulting fees received by CONSULTANT from CLIENT under this Agreement. CONSULTANT shall not be responsible for the legal sufficiency or copyright infringement of any material initially or subsequently published.
7. **Termination.** This Agreement shall terminate upon the CLIENT's providing CONSULTANT with thirty (30) days' advance written notice. In the event the Agreement is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid hosting and support fees (for the period from the date of the termination through to the end of the term).
8. **Independent Contractor.** CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by CONSULTANT to perform services under the terms of this Agreement shall be, and always remain, employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.
9. **Ownership of Product.**
 - a. **Reservation of Rights.** Subject to the limited rights expressly granted hereunder, CONSULTANT reserves all rights, title and interest in and to the services, including all related intellectual property rights. No rights are granted to CLIENT hereunder other than as expressly set forth herein.
 - b. **Ownership of CLIENT Data.** As between CONSULTANT and CLIENT, CLIENT exclusively owns all rights, title and interest in and all CLIENT Data.
 - c. **Suggestions.** We shall have a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use or incorporate into the services any suggestions, enhancement requests, recommendations or other feedback provided by CLIENT, including USERS, relating to the operation of the services.
10. **Cooperative Purchasing.** CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.
11. **Right to Purchase.** This Agreement enables CLIENT to purchase any additional services found in **Exhibit A** as an addendum hereto.
12. **Assignment.** Neither party may assign or subcontract its rights or obligations under this Agreement without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this Agreement in its entirety, without consent of

the other party, in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all its assets.

13. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Florida without resort to any jurisdiction's conflicts of law, rules or doctrines.

14. **Service of Notices.** All required notices shall be deemed to have been validly given if delivered in person or by first class mail or email to the following addresses:

To CLIENT:

Town of Leeds, Utah
ATTN: Wayne Peterson-Mayor
218 North Main Street
Leeds, Utah 84746
mayor@leedstown.org

To CONSULTANT:

Municipal Code Corporation
ATTN: Steffanie Rasmussen, Vice President of Client Services
PO Box 2235
Tallahassee, FL 32316
info@municode.com

Either party may change the addresses set forth above for purposes of notices under this Agreement by providing notice to the other party in the manner set forth above.

SUBMITTED BY:

CONSULTANT Signature:  _____
Name and Title: Bob Geiger, Vice President of Sales

ACCEPTED BY:

CLIENT Signature: _____

Name and Title: _____ (please print)

DATED: _____

Ordinance No. 04-04

LEEDS ALCOHOLIC BEVERAGE CONTROL ORDINANCE

WHEREAS, in 1984 the Town of Leeds adopted an ordinance entitled "Leeds Beer Ordinance #84 – 1" ("Beer Ordinance") which provided for the retail sale of alcoholic beverages on an "off-premises" basis only.

WHEREAS, the Leeds Town Council and the Leeds Town Planning Commission have reviewed and studied the impact and effect of said Beer Ordinance upon the health, safety and general welfare of the citizens and businesses of the Town.

WHEREAS, the Leeds Town Council, upon recommendation from the Leeds Planning Commission, have determined that it is in the best interest of the Town and its citizens to allow for the "on-premise" in addition to the "off-premise" sale of alcohol on a limited, yet regulated basis within the Town's municipal boundaries.

WHEREAS, the Leeds Town Council now wishes to enact an all encompassing alcoholic beverage control ordinance which regulates the sale of alcoholic beverages, both "on" and "off" premises, within the Town's municipal boundaries.

WHEREAS, the Leeds Town council desires that said all encompassing alcoholic beverage control ordinance be adopted and known as the "Leeds Alcoholic Beverage Control Ordinance" ("Ordinance") and supercede the Leeds Beer Ordinance #84 - 1.

WHEREAS, the Leeds Town council desires that, pursuant to the Ordinance, all definitions, sales and service of alcoholic beverages shall be in accordance with Utah State Law, Utah Department of Alcoholic Beverage Control, the Act and the Rules of the Commission.

WHEREAS, the Leeds Town Planning Commission has recommended approval of this Ordinance.

WHEREAS, a public hearing was held on August 25, 2004 with appropriate notices being properly posted for the public,

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LEEDS AS FOLLOWS:

combinations of liquids, whether drinkable or not, to create alcohol in an amount greater than the amount prescribed in this definition. "Alcoholic products" does not include common extracts, vinegars, ciders, essences, tinctures, food preparations, or over the counter drugs and medicines that otherwise come within this definition.

4. BEER, LIGHT BEER, MALT LIQUOR OR MALTED BEVERAGES: All products that contain sixty three one-hundredths of one percent (0.63%) of alcohol by volume or one-half of one percent (0.5%) of alcohol by weight, but not more than four percent (4%) of alcohol by volume or three point two percent (3.2%) by weight, and are obtained by fermentation, infusion or decoction of any malted grain. Beer may or may not contain hops or other vegetable products.

5. CLASS OF LICENSE: ~~Class A:~~ ON-PREMISE Retail Beer License.
~~Class B:~~ ON-PREMISE Retail Beer and Wine License.
~~Class C:~~ OFF-PREMISE Retail Beer License.

5. CHURCH: A building set apart primarily for the purpose of worship in which religious services are held and with which clergy is associated, and the main body of which is kept for that use and not put to any other use inconsistent with its primary purpose, and which is tax exempt under the laws of the state of Utah.

6. LEEDS AREA: The areas encompassed by the latest Leeds Master Annexation Plan.

7. LICENSEE: Any person issued a license by the Town to sell, store or allow consumption of alcoholic beverages on premises owned or controlled by the person.

8. LICENSE OFFICER: This responsibility lies with the Town Clerk until such time that a duly authorized LICENSE OFFICER position is established and filled.

9. LIQUOR: Alcohol, or any alcoholic, spirituous, vinous, fermented, malt or other liquid, or combination of liquids, a part of which is spirituous, vinous or fermented, and all other drinks or drinkable liquids that contain more than one-half of one percent (0.5%) of alcohol by volume and is suitable to use for beverage purposes. "Liquor" does not include any beverage defined as beer, malt liquor or malted beverage that has an alcohol content of less than four percent (4%) alcohol by volume.

10. LOW ALCOHOL BEER OR NONALCOHOLIC BEER: Any product containing alcohol in an amount less than one-half of one percent (0.5%) by weight and obtained by fermentation, infusion or decoction of malted grain. Low alcohol or nonalcoholic beer may or may not contain hops or other vegetable products.

3. Population for determining the number of licenses shall be by the most recent decennial or special census or by other population determination made by the United States Government or the State of Utah or an agency deemed reliable by the Mayor and Town Council of the Town of Leeds.

E. PROXIMITY LIMITATIONS:

1. Specified: No licensee's premises may be established within three hundred feet (300') of any public or private school, church, public library, public playground or park, as measured from the nearest entrance of the outlet by following the shortest route of either ordinary pedestrian traffic, or where applicable, vehicular travel along public thoroughfares, whichever is the closer, to the property boundary of the public or private school, church, public library, public playground or park.

F. APPLICATION FOR LICENSE:

1. Required: An application for a license under this chapter shall be made in writing, under oath, and on a form provided by the LICENSE OFFICER, and containing at a minimum the applicant's name, social security number, date of birth and residence address; the location of the proposed licensed premises, the CLASS OF LICENSE desired, any convictions for crimes which could disqualify the applicant as a licensee, and a space for the applicant to sign, under penalty of law, certifying that the applicant has complied with all requirements and possesses all qualifications for issuance of a license, and that all information contained in the application is true. If the applicant is a partnership, corporation, Limited Liability Company or other entity, the names and addresses of all partners, officers, directors, members, joint ventures, trustees and shareholders must be stated. Applications by a partnership, Limited Liability Company or joint venture must be subscribed and sworn to as set out above by all partners or members. Applications by a corporation must be subscribed and sworn to as set out above by the president and secretary and/or a majority of the Board of Directors. Applications shall include the following:

- a. An issuance fee as prescribed, which is non-refundable if a license is not issued;
- b. A copy of the applicant's current business license or application thereof. The applicant and business license holder must be one and the same;
- c. A certificate of at least three (3) residents of the Town stating that each of the three (3) persons personally knows the applicant, that the applicant is

or of the act. Upon the death, resignation or discharge of its agent, a partnership, limited liability company, corporation or other entity shall, within fifteen (15) days, appoint another agent to qualify for and hold the license. Failure to designate a substitute agent within the time required shall be grounds for suspension, revocation or refusal to renew the license.

2. No license shall be issued to any person who has violated any provision of this chapter, this title or the act, or who has violated any provision of a license to sell ALCOHOLIC PRODUCTS issued by the town or any other governmental agency within the state, or who has had such a license revoked. No license shall be issued to any person who has been convicted of a felony or of any violation of any law or ordinance relating to ALCOHOLIC PRODUCTS, driving under the influence, keeping a gambling or disorderly house, or any law or ordinance involving moral turpitude, or who has pleaded guilty to or forfeited bail on a charge of having committed a felony or of having violated any such law or ordinance. No partnership, limited liability company, corporation or other entity shall be issued a license or have its license renewed unless it has on file with the LICENSE OFFICER a list of its partners, members, trustees, officers, directors and shareholders. Any change in partners, members, trustees, officers, directors or shareholders of a partnership, limited liability company, corporation or other entity which occurs after the issuance of a license under this chapter shall be immediately reported to the LICENSE OFFICER. No partnership, limited liability company, corporation or other entity shall be issued a license or have its license renewed if any of its partners, members, trustees, officers, directors or shareholders have been convicted of a felony or any violation of any law or ordinance relating to ALCOHOLIC PRODUCTS, driving under the influence, keeping a gambling or disorderly house, or any law or ordinance involving moral turpitude, or have pleaded guilty to or forfeited bail on a charge of having committed a felony or of having violated any such law or ordinance.

H. FEES:

1. A non-refundable fee as identified in the Leeds Consolidated Fee Schedule shall accompany the original license application.
2. The ON-PREMISE RETAILER and OFF-PREMISE RETAILER Licenses shall be paid annually prior to June 30th. The annual license fee is referred to in the Leeds Consolidated Fee Schedule.
3. If a license is issued after December 30th in any year, one-half (1/2) of the annual fee will be charged.

3. For a LICENSEE or other person to sell, furnish, dispose of or give away ALCOHOLIC PRODUCTS, or to cause or allow any ALCOHOLIC PRODUCT to be sold, furnished, disposed of or given to any person under the age of twenty one (21) years, or for any person under the age of twenty one (21) years to purchase, possess or consume any alcoholic beverage.
4. For any person under the age of twenty one (21) years to purchase, possess or consume any ALCOHOLIC PRODUCTS, or for any person under the age of twenty one (21) years to have any detectable amount of alcohol in the blood or system as a result of having consumed any ALCOHOLIC PRODUCTS, and as determined from a totality of the circumstances, including any breath or blood test or the administration of field sobriety tests.
5. For an OFF-PREMISE RETAILER to employ a person under the age of eighteen (18) years to sell or dispose of any ALCOHOLIC PRODUCTS.
6. For an ON-PREMISE RETAILER to employ a person under the age of twenty-one (21) years to sell or serve any ALCOHOLIC PRODUCTS.
7. For a LICENSEE or its employee, when engaged in waiting on or serving customers, to consume ALCOHOLIC PRODUCTS, or to remain on or about the premises while in an intoxicated or disorderly condition.
8. For a LICENSEE or its employee, during that employee's working hours or in connection with such employment or the operation of the licensee's business, to give to or purchase for any other person, accept a gift of, purchase for himself or consume any ALCOHOLIC PRODUCTS.
9. For a LICENSEE, its employee or other person to serve, sell or furnish any alcoholic beverage to an interdicted, intoxicated or disorderly person, or for a LICENSEE, its employee or other person to allow or permit an interdicted, intoxicated or disorderly person to come into or remain on or about the licensed premises.
10. For an OFF-PREMISE RETAILER to sell beer except in the original container, or to permit beer to be consumed on the premises.
11. For a person to advertise the sale of beer and/or wine, except as may be expressly permitted by the UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL and/or the ACT, and except for the placement of a license issued under this chapter in a location in or about the licensed premises where it will be visible to the public.

LICENSE OFFICER may cause a complaint and notice of hearing to be directed to the licensee setting forth the violations alleged against the LICENSEE, and requesting the LICENSEE, within ten (10) days after service of the complaint and notice of hearing, to appear by filing with the LICENSE OFFICER an answer to the complaint. Failure of the LICENSEE to answer is deemed an admission by him of his commission of the act charged in the complaint. The LICENSE OFFICER or the Town Council may then immediately begin disciplinary proceedings. The LICENSE OFFICER may set a hearing before the Town Council on any of the grounds set forth in subsection (1) of this section. In carrying out the duties under this section, the Town Clerk and investigating officers shall have all those rights and duties set forth in the act or the rules of the UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL. The complaint and notice of hearing provided herein shall be sufficient if it conforms to the rules of the UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL.

3. Conduct Of Hearing; Record: A hearing shall conform to the requirements of the rules of the UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL. The Town Council shall conduct a hearing and may accept any relevant and material evidence and testimony and apply any evidentiary rules set forth in the rules of the UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL. The Town shall prepare an official record of the hearing, including all testimony tape-recorded and all exhibits introduced. The Town is not required to transcribe such record except pursuant to an appeal, except that, upon written request and receipt of a reasonable fee for transcribing such record, the department may transcribe the record or allow for its transcription by the person requesting it.

4. Decision: If the hearing is conducted by the Town Council, the Town Council shall issue a decision no later than ten (10) days following the hearing. Such decision may be in writing or entered upon the record of the hearing. Such decision shall then be final for purposes of appeal.

5. Open Hearing; Rules Of Evidence Not Applicable: Hearings before the Town Council are open to the public and are informal with technical rules of evidence not applying to the proceedings. The licensee involved and any person requesting a hearing may be present and cross-examine witnesses and give evidence before the Town Council at the hearing.

L. PENALTY:

1. In addition to the denial, suspension, revocation or refusal to renew a license, the licensee and any person who shall violate the provisions of this chapter shall be guilty of a class B misdemeanor and, upon conviction, subject to penalty. Each day or incident of violation shall constitute a separate offense hereunder.

Hi Aseneth,

We had previously applied for a beer and wine license because we didn't know we were able to get approved for a full-service restaurant license.

But we had the DABC inspect the restaurant today, to see if we were compliant to their regulations; and we passed!

Our inspector, Abe Kader told us we could actually get a liquor license because they have 45 licenses available for the state of Utah. And we would love to be able to get a full-service license.

They took us off their agenda for the 22nd of this month. To buy us some time for next month's agenda; which is due by March 10th.

Our compliance officer, Mike Bishop also mentioned that if Leeds allows us to use the beer and wine license that has already been issued to us, then he will just update it in the DABC system.

Or present a new license, if required by Leeds.

Please let me know what we need to move forward.

Thank you so much for all your help,

Anahi Jaramillo
(435) 705-3575

TOWN OF LEEDS
BEER BUSINESS LICENSE
County of Washington, State of Utah

THIS CERTIFIES

Casa Tequilana LLC

Has paid the required license fee and is hereby authorized to carry on business in the
Town of Leeds, Utah, for the period ending

June 30, 2022

In witness whereof, I have hereunto set my hand and affixed the

Corporate Seal of the Town of Leeds, Utah, this 27th day of December 2021

Not valid without Corporate Seal of the Town of Leeds, Utah



Aseneth Steed, Clerk/Recorder

License Number 2022-02

TOWN OF LEEDS

218 NORTH MAIN STREET
PO BOX 460879
LEEDS, UT 84746-0879

PHONE: 435-879-2447 FAX: 435-879-6905

E-mail: clerk@leedstown.org // Website: www.leedstown.org

\$200.00 Application Fee
Date paid 3-15-2021
Received by: [Signature]

APPLICATION FOR LICENSE TO SELL ^{LIQUOR} BEER- ON-PREMISE CONSUMPTION

A new application is required for a License renewal by June 30 of each year

Applicant Information:

Applicant's Name Anahi Jaramillo
Applicant's Street Address 387 N 3380 W Hurricane, UT. 84737
Applicant's Date of Birth 10/27/1991 Social Security No. 640-96-4838
Phone (435) 705-3575 Cell Phone: ← Email: ihana91@gmail.com

Have you or any of your employees had any drug or alcohol related citations or convictions during the past 12 months? Yes ___ No X

If a Corporation, attach names and addresses of all Officers and Directors. If a Partnership, LLC or Joint Venture, attach names and addresses of all Partners and/or Shareholders.

Business Information:

Name of Business CASA TEQUILANA, LLC
Street Address of Business 545 N. MAIN ST. UNIT 9
Mailing Address of Business P.O. BOX 461299
Type of Business: RESTAURANT
Has your business structure and/or officers/shareholders changed during the past 12 months? yes ___ no X
If yes, please explain:

Person who will manage, and operate, the business:

Name ANAHI JARAMILLO
Address 387 N 3380 W Hurricane, UT. 84737 2010-Present
Home Phone _____ Business Phone (435) 703-6204
Cell Phone (435) 705-3575 Birth Date 10/27/1991
Social Security 640-96-4838 Driver's License 176186655
Previous Addresses if less than five years 2014-2016 1164 N 1100 W LA VERKIN, UT
84745

Other Information:

Owner's Previous Address (if other than Manager)

Distance in feet to nearest:

School n/a Church 3168 Library n/a Public Playground/Park 2112

Note: Proof of Distance must be provided and attached to this application.

Applicant's Signature Anahi Jaramillo
Date 3/09/2022

Utah State Code Section 62A-15-401 requires all employees complete a Training and Education Seminar in order to sell beer. Please attach a copy of the certificate for each employee with your application.

TOWN OF LEEDS
218 NORTH MAIN STREET
PO BOX 460879
LEEDS, UT 84746-0879
PHONE: 435-879-2447 FAX: 435-879-6905
E-mail: clerk@leedstown.org // Website: www.leedstown.org

**Affidavit in Support of Application for License
to Sell Beer (ON-Premise Consumption)**

STATE OF UTAH)
(ss.
County of Washington)

Liquor A-J

Anahi Jaramillo, being first duly sworn, on his/her oath deposes and says:

1. I am the owner (managing agent) of the applicant business.
2. The application fully discloses all others having interest in said business.
3. I am a bona fide citizen of the United States, or a legal resident alien.
4. In the event I sell my interest in the business, or become associated with another owner not listed on the Application, I will immediately notify the Town Recorder.
5. I have never had a license for the sale of any alcoholic beverage revoked by the issuing authority at any time prior hereto.
6. I have violated no provisions of the laws or ordinances of the State of Utah, or Town of Leeds, regulating alcoholic beverages during a period of one year prior to the application herein.
7. I have not been convicted of a felony within five (5) years prior to this application.
8. The business for which application is made either has, or will, obtain a Town of Leeds business license before commencing operations.
9. I am not indebted to the Town of Leeds for the payment of any charge, or fee that is now due.
10. I and all employees, presently and in the future, engaged in the retail sale of beer to public patrons have completed the required Utah State Code Section 62A-15-401, Alcohol Training and Education Seminar and have included copies of the Certificates with this Application.
11. I will not employ anyone in a sales capacity unless they comply with the following Utah State Code Sections: 32B, Alcoholic Beverage Control Act.
12. I am agreeable to provide the Leeds Police (or County Sheriff) with fingerprints at any time that they request.
13. I have read and am willing to comply with all laws and ordinances of the State of Utah and Town of Leeds Ordinance Number 04-04, pertaining to the sale of alcoholic beverages.

Dated 03/10/2021

On the 10th day of March, 2021, personally appeared before me, Anahi Jaramillo, the signer of the above affidavit who duly acknowledged to me that he/she has read all the statements contained in the above affidavit, understands same, and knows the same to be true.



NOTARY PUBLIC
Cara L Scott
706106
Commission Expires
May 3, 2023
STATE OF UTAH

Cara L Scott
Notary Public

My commission expires: May 3, 2023, Residing in Hurricane, UT

TOWN OF LEEDS

218 NORTH MAIN STREET
PO BOX 460879
LEEDS, UT 84746-0879
PHONE: 435-879-2447 FAX: 435-879-6905
E-mail: clerk@leedstown.org // Website: www.leedstown.org

CERTIFICATE

First time applicants only:

The undersigned, not members of the same immediate family, and each the owner of property within Washington County, Utah, hereby state that they are personally acquainted with the

applicant(s) _____
for the issuance by the Town of Leeds of a license for Class A On-Premise-Consumption Sale of Beer, and do attest of their knowledge to the fact that said person(s) is/are of good moral character and fit and proper person(s) to be granted a license to sell beer for on-premise consumption in this community.

Minimum of three (3) signatures required.

1. Name: MANUEL GOY YU CHIN Signature: *Manuel Goy Yu Chin*
Address: 1042 BONANZA ROAD, LEEDS, UTAH 84746 Date: SEPT. 29, 2020
2. Name: JOSEPHINE GOY YU CHIN Signature: *Jos*
Address: 1042 BONANZA RD. LEEDS, UTAH 84746 Date: 9/29/2020
- 2 3. Name: Linda m. Horsley Signature: *Linda m. Horsley*
Address: 988 N. Bonanza Rd., Leeds, UT 84746 Date: 9/29/2020
4. Name: JEFFREY O HORSLEY Signature: *Jeff O Horsley*
Address: 988 N. BONANZA RD, LEEDS, UT 84746 Date: 9/29/2020

3 RD. _____

TOWN OF LEEDS

218 NORTH MAIN STREET

PO BOX 460879

LEEDS, UT 84746-0879

PHONE: 435-879-2447 FAX: 435-879-6905

E-mail: clerk@leedstown.org // Website: www.leedstown.org

Affidavit in Support of Application for License to Sell Beer (ON-Premise Consumption)

STATE OF UTAH

County of Washington)

Liquor x J... ANAHI JARAMILLO, ARSIRY JARAMILLO, ADRIAN JARAMILLO (ss. MARTHA JARAMILLO, SALVADOR ROMERO

being first duly sworn, on his/her oath deposes and says:

- 1. I am the owner (managing agent) of the applicant business.
2. The application fully discloses all others having interest in said business.
3. I am a bona fide citizen of the United States, or a legal resident alien.
4. In the event I sell my interest in the business, or become associated with another owner not listed on the Application, I will immediately notify the Town Recorder.
5. I have never had a license for the sale of any alcoholic beverage revoked by the issuing authority at any time prior hereto.
6. I have violated no provisions of the laws or ordinances of the State of Utah, or Town of Leeds, regulating alcoholic beverages during a period of one year prior to the application herein.
7. I have not been convicted of a felony within five (5) years prior to this application.
8. The business for which application is made either has, or will, obtain a Town of Leeds business license before commencing operations.
9. I am not indebted to the Town of Leeds for the payment of any charge, or fee that is now due.
10. I and all employees, presently and in the future, engaged in the retail sale of beer to public patrons have completed the required Utah State Code Section 62A-15-401, Alcohol Training and Education Seminar and have included copies of the Certificates with this Application.
11. I will not employ anyone in a sales capacity unless they comply with the following Utah State Code Sections: 32B, Alcoholic Beverage Control Act.
12. I am agreeable to provide the Leeds Police (or County Sheriff) with fingerprints at any time that they request.
13. I have read and am willing to comply with all laws and ordinances of the State of Utah and Town of Leeds Ordinance Number 04-04, pertaining to the sale of alcoholic beverages.

Dated 4-13-21

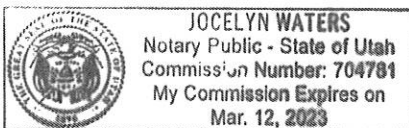
and Salvador Romero

On the 13th day of April, 2021, personally appeared before me, the signer of the above affidavit who duly acknowledged to me that he/she has read all the statements contained in the above affidavit, understands same, and knows the same to be true.

Adrian Jaramillo, Anahi Jaramillo, and Arsiery Jaramillo

[Signature]
Notary Public

My commission expires: 3/12/2023, Residing in Utah, Washington



TOWN OF LEEDS

218 NORTH MAIN STREET
PO BOX 460879
LEEDS, UT 84746-0879

PHONE: 435-879-2447 FAX: 435-879-6905

E-mail: clerk@leedstown.org // Website: www.leedstown.org

\$200.00 Application Fee
Date paid _____
Received by: _____

LIQUOR AT

APPLICATION FOR LICENSE TO SELL BEER ON-PREMISE CONSUMPTION

A new application is required for a License renewal by June 30 of each year

Applicant Information:

Applicant's Name Arsiny Jaramillo
Applicant's Street Address 387 N 3380 W
Applicant's Date of Birth 04-27-1987 Social Security No. 646-80-6883
Phone: (435) 703-5293 Cell Phone: (435) 703 5293 Email: arsiny.jaramillo@hotmail.com

Have you or any of your employees had any drug or alcohol related citations or convictions during the past 12 months? Yes ___ No

If a Corporation, attach names and addresses of all Officers and Directors. If a Partnership, LLC or Joint Venture, attach names and addresses of all Partners and/or Shareholders.

SEE ATTACHMENT (A)

Business Information:

Name of Business CASA TEQUILANA
Street Address of Business 545 N MAIN ST STE #1 LEEDS, UT 84746
Mailing Address of Business P.O. Box 1299
Type of Business: MEXICAN RESTAURANT
Has your business structure and/or officers/shareholders changed during the past 12 months? yes ___ no
If yes, please explain:

Person who will manage, and operate, the business:

Name ANAHÍ JARAMILLO
Address 387 N 3380 W HURRICANE UTAH 84737
Home Phone _____ Business Phone (435) 703-6264
Cell Phone (435) 705-3575 Birth Date 10/27/1991
Social Security 646-96-4838 Driver's License 1761860655
Previous Addresses if less than five years _____

Other Information:

Owner's Previous Address (if other than Manager) _____

Distance in feet to nearest:

School _____ Church _____ Library _____ Public Playground/Park _____

Note: Proof of Distance must be provided and attached to this application.

Applicant's Signature _____

Date _____

Utah State Code Section 62A-15-401 requires all employees complete a Training and Education Seminar in order to sell beer. Please attach a copy of the certificate for each employee with your application.

TOWN OF LEEDS

218 NORTH MAIN STREET
PO BOX 460879
LEEDS, UT 84746-0879
PHONE: 435-879-2447 FAX: 435-879-6905
E-mail: clerk@leedstown.org // Website: www.leedstown.org

CERTIFICATE

First time applicants only:

The undersigned, not members of the same immediate family, and each the owner of property within Washington County, Utah, hereby state that they are personally acquainted with the

applicant(s) SEE ATTACHED (A) for the issuance by the Town of Leeds of a license for Class A On-Premise-Consumption Sale of ~~Beer,~~ ^{Liquor} and do attest of their knowledge to the fact that said person(s) is/are of good moral character and fit and proper person(s) to be granted a license to sell beer for on-premise consumption in this community. ^{AS.}

Minimum of three (3) signatures required.

1. Name: Tyron Bennon Signature: [Signature]
Address: 195 E Babylon Mill Rd Leeds, UT 84746 Date: 3/30/21
2. Name: SHARON JINNSON Signature: [Signature]
Address: 220 N. MESA UHAW KUE. LEEDS, UT Date: 84746
3. Name: Richard D. [Signature] Signature: _____
Address: 2015 W. [Signature] R & Date: 4/1/21
4. Name: Alan Cohn Signature: [Signature]
Address: 2040 Silver Reef Drive 84746 Date: _____



Casa Tequilana Mexican Cuisine to 75 North Main Street, Leeds, UT 84746

Drive 0.6 mile, 1 min

Casa Tequilana Mexican Cuisine

545 N Main St #9, Leeds, UT 84746

↑ 1. Head southwest on N Main St toward E Roundy Mountain Rd

0.6 mi

➔ 2. Turn right at 100 N/E Cherry Ln

📍 Destination will be on the left

187 ft

75 N Main St

Hurricane, UT 84737

Church

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Google Maps

Casa Tequilana Mexican Cuisine to Leeds City Park

Drive 0.5 mile, 1 min

Casa Tequilana Mexican Cuisine

545 N Main St #9, Leeds, UT 84746

↑ 1. Head southwest on N Main St toward E Roundy Mountain Rd

↶ 2. Turn left onto 200 N/Babylon Mill Rd

i Destination will be on the left

0.5 mi

~~LEDS CHURCH ON MAIN ST~~

410 ft

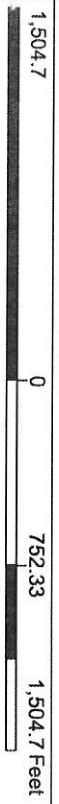
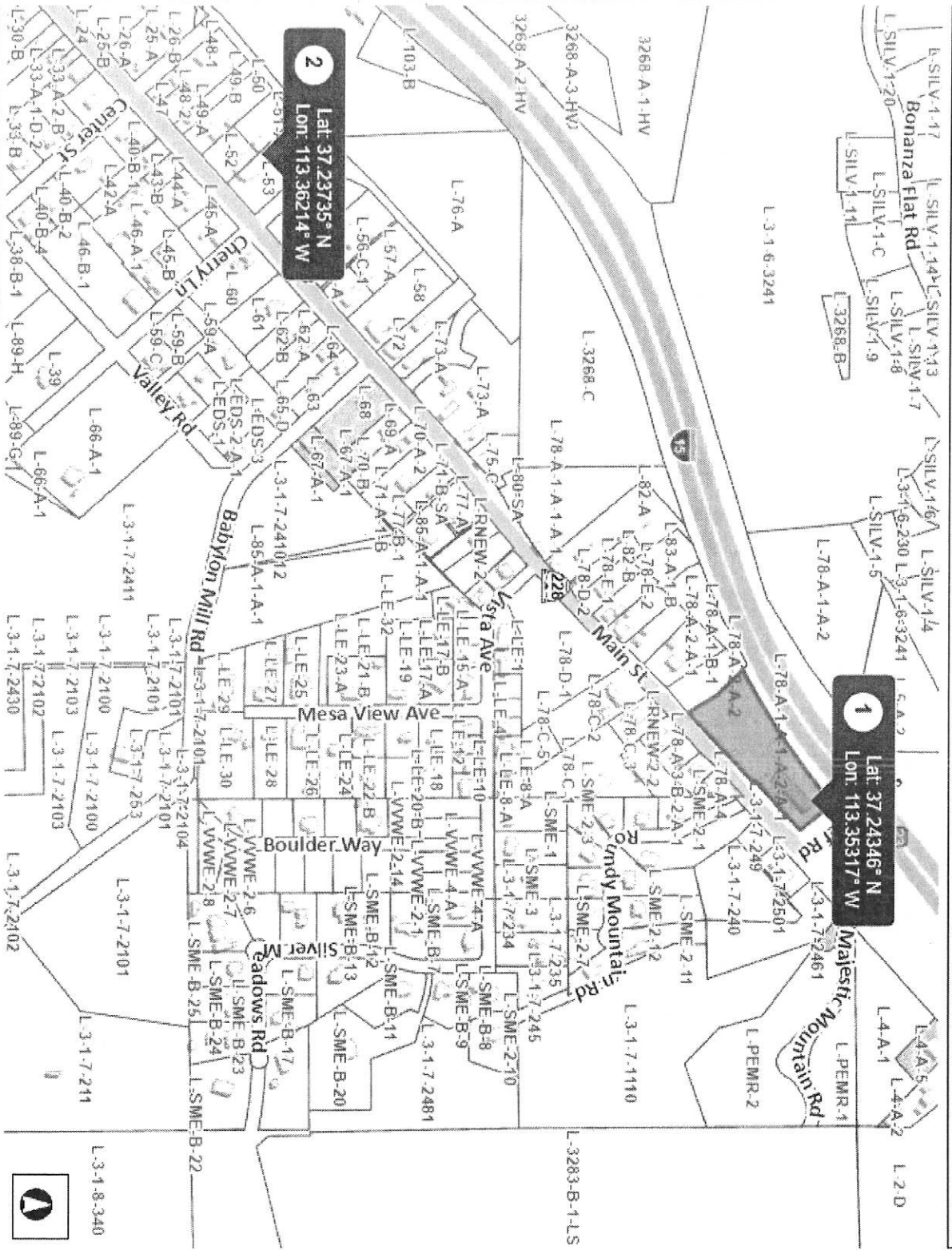
Leeds City Park

60 Babylon Mill Rd, Leeds, UT 84746

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



Title



WGS_1984_Web_Mercator_Auxiliary_Sphere

DISCLAIMER: The information shown on this map was compiled from different GIS sources. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. Washington County, Utah will not be held responsible for any claims, losses or damages resulting from the use of this map.



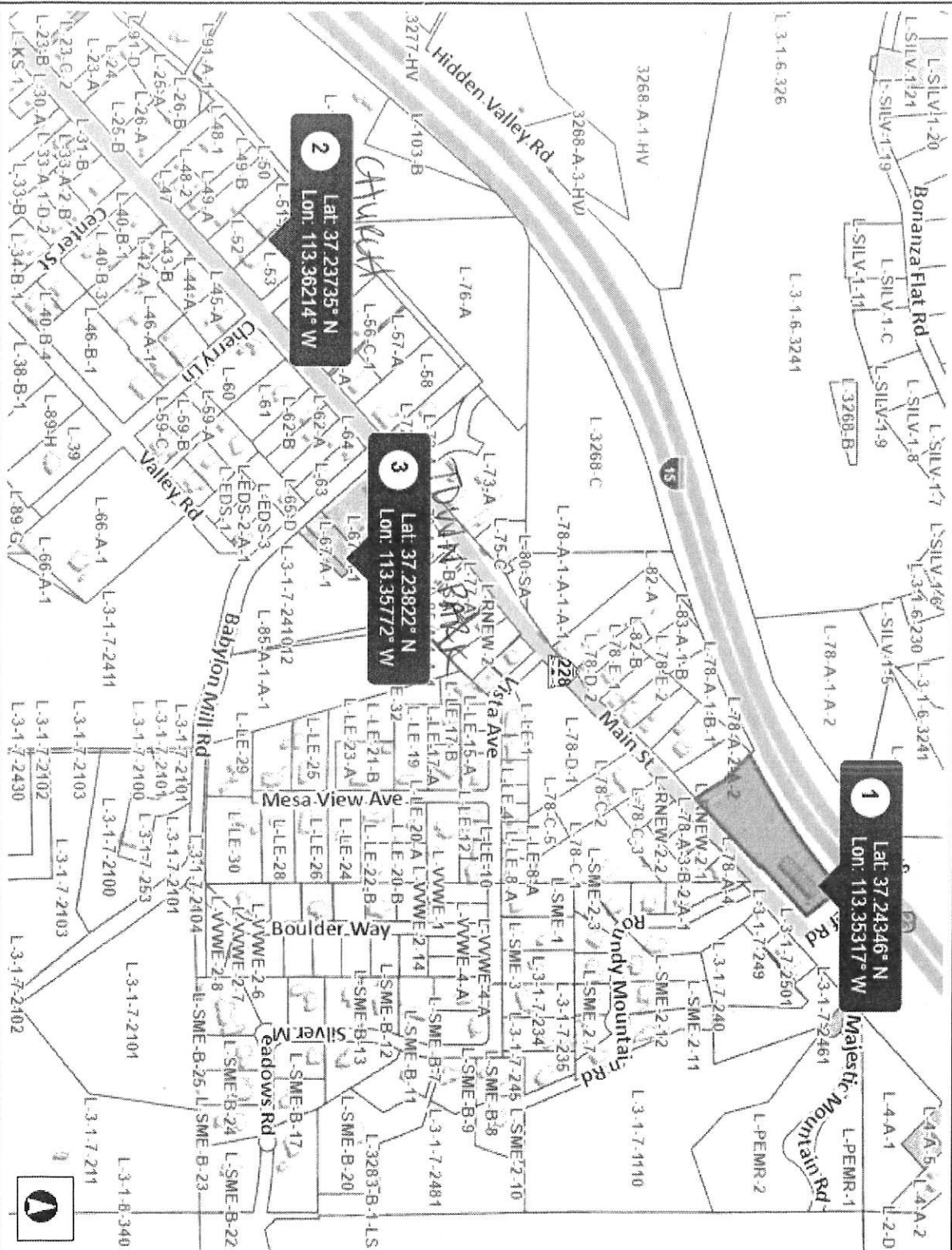
Legend

- Parcels
- County Boundary Outline
- CountyMask
- Building Outlines
- Roads**
 - Interstate
 - State Route
 - Major
 - Minor
 - Dirt
- Waterbodies**
- Watercourses**
 - <call other values>
 - Santa Clara River
 - Virgin River
- Hillshade**
 - High : 238
 - Low : 4
- Ownership**
 - U.S. Forest Service
 - U.S. Forest Service Wilderness
 - Bureau of Land Management
 - Bureau of Land Management Wildlife
 - National Park Service
 - Shivwits Reservation

Notes



Title



1,504.7 0 752.33 1,504.7 Feet

WGS_1984_Web_Mercator_Auxiliary_Sphere

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Legend

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 - Shivwits Reservation

Notes

LIMITED SERVICE RESTAURANT LIQUOR LICENSE
Local Consent

PURPOSE: Local business licensing authority provides written consent to the Alcoholic Beverage Control Commission (1) to issue an on-premise alcohol license for a person to store, sell, offer for sale, furnish, or allow the consumption of an alcoholic product on the premises of the applicant.

AUTHORITY: Utah Code 32B-1-202; 32B-5-201, 203, 205 and 206

TOWN OF LEEDS
P. O. Box 49079
Leeds, Utah 84748-0079

Local business license authority

City

Town

County

hereby grants its consent to the issuance of a limited-service restaurant liquor license to:

Business Name (DBA): CASA TEQUILANA

Entity Name (or owner's name if sole proprietor): CASA TEQUILANA, LLC

Location Address: 545 N MAIN ST. UNIT #9 LEEDS UT. 84746

Asmith Speed

Authorized Signature

Clerk/Recorder

Name/Title

12-27-2021

Date

This is a suggested format. A locally produced city, town, or county form is also acceptable.
The local consent must be submitted to the DABC by the applicant as part of a complete application.

CASA TEQUILANA, LLC 07/19
387 N 3380 W
HURRICANE, UT 84737-4447

1496

31-297/1240 2863

12-21-2021

Pay to the Order of Town of Leeds \$ 20⁰⁰/₁₀₀ 00
Two hundred 00/₁₀₀ 00 Dollars

Photo Safe Deposit
Drawn on back

WELLS FARGO Wells Fargo Bank, N.A.
Utah
wellsfargo.com

For Beer & wine renewal Christy Pitts MP

⑆ 12400297⑆ 2257138269⑆ 01496



State of Utah

SPENCER J. COX
Governor

DEIDRE M. HENDERSON
Lieutenant Governor

State of Utah
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

TIFFANY CLASON
Director

March 4, 2022

Dear Leeds City Council,

I performed a premises inspection at Casa Tequilana, on February 16, 2022, for a liquor license application. Casa Tequila meets the code requirements for a State Restaurant Liquor License.

Sincerely,

Abe Kader
801-977-6804

FULL-SERVICE RESTAURANT LIQUOR LICENSE
Local Consent

PURPOSE: Local business licensing authority provides written consent to the Alcoholic Beverage Control Commission (1) to issue an on-premise alcohol license for a person to store, sell, offer for sale, furnish, or allow the consumption of an alcoholic product on the premises of the applicant.

AUTHORITY: Utah Code 32B-1-202; 32B-5-201, 203, 205 and 206

_____, City Town County
Local business license authority

hereby grants its consent to the issuance of a full-service restaurant liquor license to:

Business Name (DBA): _____

Entity Name (or owner's name if sole proprietor): _____

Location Address: _____

Authorized Signature

Name/Title

Date

This is a suggested format. A locally produced city, town, or county form is also acceptable.
The local consent must be submitted to the DABC by the applicant as part of a complete application.


OWNERS / APPLICANTS

ATTACHMENT

A

Name- Salvador Romero
Address 387 N 3380 W
Hurricane, Utah 84737 20%

Cell (435) 218-3856 SSN: 647-08-3496
Email- charv2x@gmail.com

Signature: 

NAME - MARTHA JARAMILLO 20%
ADDRESS - 387 N 3380 W
HURRICANE, UTAH 84737

CELL # (435) 210-8131

SIGNATURE: Martha J.

NAME: ADRIAN JARAMILLO 20%

ADDRESS: 387 N 3380 W
HURRICANE, UTAH 84737


CELL # (435) 319-9758

SIGNATURE:



NAME: ANAHI JARAMILLO 20%

ADDRESS: 387 N 3380 W
HURRICANE, UTAH 84737
CELL # (435) 705-3575

SIGNATURE: 

NAME: ARSIRY JARAMILLO

ADDRESS: 387 N 3380 W HURRICANE UT. 84737

CELL # : (435) 703-5293

SIGNATURE 