



**AGENDA
COUNTY COUNCIL
Wednesday, July 30, 2025**

NOTICE is hereby given that the Summit County Council will meet, on Wednesday,
July 30, 2025, electronically, via Zoom, and at the anchor location of the Summit County Courthouse,
60 N. Main Street, Coalville, UT 84017

(All times listed are general in nature, and are subject to change by the Board Chair)

To view Council meeting, live, visit the "Summit County, Utah" Facebook page.

OR

To participate in Council meeting: Join Zoom webinar: <https://zoom.us/j/772302472>

OR

To listen by phone only: Dial 1-301-715-8592, Webinar ID: 772 302 472

2:50 PM Closed Session - Property acquisition (1 hour, 45 min)

4:35 PM - Move to Council chambers (5 min)

4:40 PM - Pledge of Allegiance (5 min)

4:45 PM Convene as the Board of Equalization

1. 4:45 PM - Discussion and possible approval of Board of Equalization recommendations;
Chase Black (10 min)
[BOE Adjustments Staff Report 2025.07.30.pdf](#)
2. 4:55 PM - Summary and recap of 2024 Board of Equalization; Chase Black (15 min)
[BOE Summary Staff Report 2025.07.30.pdf](#)

Dismiss as the Board of Equalization

5:10 PM Convene as the Governing Board of the North Summit Fire Service District

1. 5:10 PM - Discussion and possible approval of amendments to Policy Sections 700, 701, 702, 704, 705, 707, 708, 709, 710, 711, 900, 901, 902, 903, 904, & 905; Ben Nielson and Nick Jarvis (10 min)
[NSFD Polices for Council 07.30.25.pdf](#)

Dismiss as the Governing Board of the North Summit Fire Service District

5:20 PM Consideration of Approval

1. 5:20 PM - Discussion and possible action regarding a discretionary tax abatement for Andrew Fletcher, Parcel JR-4-4046; Stephanie Poll (5 min)
[Application for Discretionary Tax Abatement-Andrew Fletcher.pdf](#)
[Staff Report-Fletcher Discretionary Abatement, Parcel JR-4-4046.pdf](#)
2. 5:25 PM - Discussion and possible approval of Proclamation 2025-06, a Proclamation of Summit County Supporting America250 Utah and Recognizing and Approving of the Summit County Utah250 Community Committee; Tyler Orgill (10 min)

[Proclamation 2025-06 America250 Utah.docx](#)

[Utah250 Community Committee.docx](#)

3. 5:35 PM - Discussion and possible adoption of the following Interlocal Agreements; Eve Furse (10 min)
 - a. Interlocal Cooperation Agreement between Summit County on behalf of the Summit County Clerk's Office and Coalville City
 - b. Interlocal Cooperation Agreement between Summit County on behalf of the Summit County Clerk's Office and Francis City
 - c. Interlocal Cooperation Agreement between Summit County on behalf of the Summit County Clerk's Office and Henefer Town
 - d. Interlocal Cooperation Agreement between Summit County on behalf of the Summit County Clerk's Office and Kamas City
 - e. Interlocal Cooperation Agreement between Summit County on behalf of the Summit County Clerk's Office and Oakley City
 - f. Interlocal Cooperation Agreement between Summit County on behalf of the Summit County Clerk's Office and Park City Municipal Corporation
 - g. Interlocal Cooperation Agreement between Summit County on behalf of the Summit County Clerk's Office and Snyderville Basin Water Reclamation District
 - h. Interlocal Cooperation Agreement between Summit County on behalf of the Summit County Clerk's Office and Summit County Service Area #3

[Coalville Interlocal Agreement.pdf](#)

[Francis Interlocal Agreement.pdf](#)

[Henefer Interlocal Agreement.pdf](#)

[Kamas Interlocal Agreement.pdf](#)

[Oakley Interlocal Agreement.pdf](#)

[Park City Interlocal Agreement.pdf](#)

[SBWRD Interlocal Agreement.pdf](#)

[SSA #3 Interlocal Agreement.pdf](#)

4. 5:45 PM - Advice and consent of County Manager's recommendation to appoint members to the Summit County Public Arts Program and Advisory Board (5 min)
[Appointments to Summit County Public Arts Program and Advisory Board.docx](#)
[Current List of Members.pdf](#)
5. 5:50 PM - Council and Manager comments (10 min)

6:00 PM Public Input

Public comment is for any matter not on the Agenda and not the subject of a pending land use application. If you would like to submit comments to Council, please email publiccomments@summitcountyutah.gov by 12:00 p.m. on Wednesday, July 30, 2025. If you wish to interact with Council, for public input, please appear in person, or use the "Raise Hand" button at the bottom of the chat window in Zoom.

Adjourn



STAFF REPORT

TO: Summit County Council

FROM: Summit County Auditor Office

DATE: July 30, 2025

RE: BOE Hearing Officer Decisions & Stipulations

Actions Requested by BOE

See attached spreadsheet for parcels that (1) have received a hearing decision and are ready for ratification or (2) have stipulated and are ready for Final Approval and council signature.

A property with a “Significant Adjustment” is a valuation that differs from the original assessed value by at least 20% and \$1,000,000. (UT Code 59-2-1004) These properties are highlighted on the spreadsheet in the MV Difference column. The properties with a significant adjustment included herein are:

- 0465062 NAKOMA-11-1AM
- 0421804 TCVC-A-2AM
- 0499580 RCDA-14-15-E
- 0488881 PP-S-MC-1
- 0259253 PCA-30-A

Action Requested – as the BOE, review and ratify hearing officer decisions and approve/sign the stipulations contained in this report.

Note – the BOE Hearing Date column indicates properties that have had an independent hearing (by indicating the date of the hearing) and shows the resulting hearing officer decision. This column also indicates if the appeal is resulting in a stipulation.

Thank you for your time.

2024 BOE Adjustments 01/15/2025

#	Account #	Parcel ID	Old Market Value	New Market Value	MV Difference	BOE Hearing Date	Appellant Reason/Provided Documentation	Assessor's Written Response
1	0420731	GCC-OS-2	\$ 1,775	\$ 1,775	\$ -	1/7/2025	Appraisal & "Value should reflect Utah Code Section 59-2-301.1"	Assessor has discovered an omission of property on Parcel No. SS-52-54-A-PVG3. Assessor seeks to correct this error by adding the missing hole at the same value as the other holes. This a value is supported by the evidence Assessor has submitted for the rest of the properties and is an equalized and equitable solution. Appellant has not met its burden of demonstrating error in Subject's value. Further, as no error has been shown, Appellant has not provided a sound evidentiary basis for its proposed value. Assessor on the other hand has provided evidence to support its methods and values. Subject's original value is therefore affirmed.
2	0518599	NS-1-2-3-G2	\$ 2,398,720	\$ 2,398,720	\$ -	1/7/2025	Same as Row 1	Same as Row 1
3	0518575	NS-1-3-G1	\$ 646,920	\$ 646,920	\$ -	1/7/2025	Same as Row 1	Same as Row 1
4	0518638	NS-3-G6	\$ 1,313,472	\$ 1,313,472	\$ -	1/7/2025	Same as Row 1	Same as Row 1
5	0518652	NS-3-G7	\$ 21,631,779	\$ 21,631,779	\$ -	1/7/2025	Same as Row 1	Same as Row 1
6	0518607	SS-23-26-G3	\$ 681,040	\$ 681,040	\$ -	1/7/2025	Same as Row 1	Same as Row 1
7	0518582	SS-23-G2	\$ 733,960	\$ 733,960	\$ -	1/7/2025	Same as Row 1	Same as Row 1
8	0518621	SS-25-26-G5	\$ 361,200	\$ 361,200	\$ -	1/7/2025	Same as Row 1	Same as Row 1
9	0518715	SS-25-52-BH7H	\$ 1,958,096	\$ 1,958,096	\$ -	1/7/2025	Same as Row 1	Same as Row 1
10	0518669	SS-25-52-PVG1	\$ 1,238,560	\$ 1,238,560	\$ -	1/7/2025	Same as Row 1	Same as Row 1
11	0518722	SS-25-52-PVG2	\$ 1,505,680	\$ 1,505,680	\$ -	1/7/2025	Same as Row 1	Same as Row 1
12	0518645	SS-25-G6	\$ 333,400	\$ 333,400	\$ -	1/7/2025	Same as Row 1	Same as Row 1
13	0518614	SS-26-G4	\$ 1,708,201	\$ 1,708,201	\$ -	1/7/2025	Same as Row 1	Same as Row 1
14	0518676	SS-52-54-A-PVG3	\$ 1,284,680	\$ 1,534,680	\$ 250,000	1/7/2025	Same as Row 1	Same as Row 1
15	0518683	SS-52-54-A-PVG4	\$ 606,720	\$ 606,720	\$ -	1/7/2025	Same as Row 1	Same as Row 1
16	0518690	SS-52-PVG5	\$ 573,880	\$ 573,880	\$ -	1/7/2025	Same as Row 1	Same as Row 1
17	0518708	SS-52-PVG6	\$ 11,056,956	\$ 11,056,956	\$ -	1/7/2025	Same as Row 1	Same as Row 1
18	0181481	SS-69-B-12	\$ 1,416,215	\$ 1,416,215	\$ -	1/7/2025	Same as Row 1	Same as Row 1
19	0432751	CWPC-4A-174	\$ 17,575,005	\$ 17,575,005	\$ -	1/9/2025	Letter	The subject is not a qualified real property with a change in percentage of completion from 01/01/2023 to 01/01/2024 making it new growth. New growth does not qualify as qualified real property and no inflation adjusted value can be given due to the change in point of completion.
20	0465062	NAKOMA-11-1AM	\$ 11,250,800	\$ 8,693,800	\$ (2,557,000)	2/5/2025	2013 Repair costs and photos/other supporting evidence	No comparable sales were provided by the property owner. The property owner did not provide an indication of value for the subject. The property owner did not meet the burden of proof. The value of the subject to remain at the value of record \$8,693,800.
21	0421804	TCVC-A-2AM	\$ 228,954	\$ 120,417	\$ (108,537)	2/6/2025	income and appraisal	Appellant has demonstrated that the original assessed value contains error. Appellant has not provided sound evidence that supports an alternative value. Respondent provided sound evidence that supports their revised value. Accordingly, it is recommended that the Board of Equalization adjust the valuation of the subject to \$120,417
22	0053094	PP-106	\$ 25,423,962	\$ 25,423,962	\$ -	2/6/2025	income documentation	Appellant's T1-T6 do not demonstrate error in the assessed value and are not sound evidence that supports an alternative value, because they are located outside of the subject's market area. Appellant did not include information on comparable hotel properties located in Park City. Respondent provided Park City/Summit County sales and Cap rates that support the assessed valuation. Appellant has not demonstrated that the original assessed value contains error and has not provided sound evidence that supports an alternative value. Accordingly, it is recommended that the Board of Equalization make no adjustment to the valuation of the subject.

#	Account #	Parcel ID	Old Market Value	New Market Value	MV Difference	BOE Hearing Date	Appellant Reason/Provided Documentation	Assessor's Written Response
23	0034680	SA-224-G-2	\$ 37,230,537	\$ 37,230,537	\$ -	2/20/2025	Appraisal	Respondent provided an income approach, and Park City sales, income and Cap rate information that supports the assessed valuation of the subject. Appellant has not demonstrated that the original assessment contains error and has not provided sound evidence that supports an alternative value. Accordingly, it is recommended that the Board of Equalization make no adjustment to the valuation of the subject.
24	0419089	ESCL-A-PRS	\$ 1,601,713	\$ 1,608,759	\$ 7,046	2/20/2025	2023 Appraisal	Owner provided no market evidence. Assessor has demonstrated probable error in the original assessment. Assessor has not provided sound evidence that supports an alternative value. Accordingly, it is recommended that the Board of Equalization make no adjustment to the valuation of the subject.
25	0474974	HRECR-C-HOTEL	\$ 145,043,877	\$ 145,043,877	\$ -	5/22/2025	Utah Code section 57-8-27(2)	Request for adjustment is not supported by the information submitted with the appeal. The subject property is operated as a condo/hotel, the appellant is claiming that the income derived from the rental of the residential condo units as part of the hotel operation can't be included in the income approach, Summit County believes that this income should be accounted for in the income approach.
26	0519578	HRECR-C-LOT	\$ 63,104,997	\$ 63,104,997	\$ -	5/22/2025	Utah Code section 57-8-27(1)	The subject property is a ground lease on property sitting under the Montage Hotel and Condominiums, the property is on a long term lease, the value of the property was based on the lease, the appellant claims that there is no value for the property even though there is an active long term lease.
27	0488689	PCA-S-98-PCMR-1	\$ 163,690,897	\$ 163,690,897	\$ -	5/28/2025	Lease info & appraisals	Appellant has not demonstrated that the original assessed value contains error and has not provided sound evidence that supports an alternative value. Accordingly, it is recommended that the Board of Equalization make no adjustment to the valuation of the subject.
28	0489909	CWPC-4C-LWM-B-A	\$ 3,782,695	\$ 3,782,695	\$ -	5/28/2025	Same as Row 27	Same as Row 27
29	0384606	CWPC-II-SKI-1	\$ 2,399,013	\$ 2,399,013	\$ -	5/28/2025	Same as Row 27	Same as Row 27
30	0349211	CWPC-SKI-AM	\$ 941,393	\$ 941,393	\$ -	5/28/2025	Same as Row 27	Same as Row 27
31	0368898	GSRHC-1-AM	\$ 37,627,755	\$ 37,627,755	\$ -	5/28/2025	Same as Row 27	Same as Row 27
32	0498703	LVDAM-LV1-A-1	\$ 4,137,339	\$ 4,137,339	\$ -	5/28/2025	Same as Row 27	Same as Row 27
33	0498710	LVDAM-LV1-A-2	\$ 1,049,133	\$ 1,049,133	\$ -	5/28/2025	Same as Row 27	Same as Row 27
34	0182448	PC-800	\$ 482,161	\$ 482,161	\$ -	5/28/2025	Same as Row 27	Same as Row 27
35	0271704	PC-800-A	\$ 4,923,564	\$ 4,923,564	\$ -	5/28/2025	Same as Row 27	Same as Row 27
36	0038368	PCA-1002-C	\$ 1,349,527	\$ 1,349,527	\$ -	5/28/2025	Same as Row 27	Same as Row 27
37	0038400	PCA-1003	\$ 1,860,115	\$ 1,860,115	\$ -	5/28/2025	Same as Row 27	Same as Row 27
38	0061014	PCA-29-A	\$ 950,565	\$ 950,565	\$ -	5/28/2025	Same as Row 27	Same as Row 27
39	0271712	PCA-29-D	\$ 1,034,419	\$ 1,034,419	\$ -	5/28/2025	Same as Row 27	Same as Row 27
40	0344246	PCMV-A-A4	\$ 1,129,800	\$ 1,129,800	\$ -	5/28/2025	Same as Row 27	Same as Row 27
41	0401574	PCMV-A-A5-AM	\$ 28,319,775	\$ 28,319,775	\$ -	5/28/2025	Same as Row 27	Same as Row 27
42	0384580	PP-1-C	\$ 3,863,839	\$ 3,863,839	\$ -	5/28/2025	Same as Row 27	Same as Row 27
43	0271688	PP-25-A-3	\$ 2,531,345	\$ 2,531,345	\$ -	5/28/2025	Same as Row 27	Same as Row 27
44	0271696	PP-29-E	\$ 376,688	\$ 376,688	\$ -	5/28/2025	Same as Row 27	Same as Row 27
45	0214670	PP-2-C-1	\$ 2,722,082	\$ 2,722,082	\$ -	5/28/2025	Same as Row 27	Same as Row 27
46	0060693	PP-2-D-2	\$ 167,053	\$ 167,053	\$ -	5/28/2025	Same as Row 27	Same as Row 27
47	0060701	PP-2-E	\$ 155,261	\$ 155,261	\$ -	5/28/2025	Same as Row 27	Same as Row 27
48	0249171	PP-2-E-2	\$ 135,608	\$ 135,608	\$ -	5/28/2025	Same as Row 27	Same as Row 27
49	0354831	PP-3	\$ 9,985,187	\$ 9,985,187	\$ -	5/28/2025	Same as Row 27	Same as Row 27
50	0337984	PP-5-1	\$ 9,645,963	\$ 9,645,963	\$ -	5/28/2025	Same as Row 27	Same as Row 27
51	0053938	PP-59	\$ 1,471,000	\$ 1,471,000	\$ -	5/28/2025	Same as Row 27	Same as Row 27
52	0054027	PP-65	\$ 1,620,000	\$ 1,620,000	\$ -	5/28/2025	Same as Row 27	Same as Row 27
53	0054050	PP-69-70	\$ 19,614,150	\$ 19,614,150	\$ -	5/28/2025	Same as Row 27	Same as Row 27
54	0280556	PP-69-70-A	\$ 345,243	\$ 345,243	\$ -	5/28/2025	Same as Row 27	Same as Row 27

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55	0384598	PP-6-A	\$ 9,695,628	\$ 9,695,628	\$ -	5/28/2025	Same as Row 27	Same as Row 27
56	0054068	PP-72	\$ 45,568,719	\$ 45,568,719	\$ -	5/28/2025	Same as Row 27	Same as Row 27
57	0054084	PP-73-A	\$ 4,974,905	\$ 4,974,905	\$ -	5/28/2025	Same as Row 27	Same as Row 27
58	0054092	PP-73-B	\$ 4,586	\$ 4,586	\$ -	5/28/2025	Same as Row 27	Same as Row 27
59	0249197	PP-73-B-3	\$ 961,046	\$ 961,046	\$ -	5/28/2025	Same as Row 27	Same as Row 27
60	0054100	PP-73-C	\$ 917,154	\$ 917,154	\$ -	5/28/2025	Same as Row 27	Same as Row 27
61	0304109	PP-74-D	\$ 1,094,568	\$ 1,094,568	\$ -	5/28/2025	Same as Row 27	Same as Row 27
62	0332704	PP-74-G	\$ 35,598,799	\$ 35,598,799	\$ -	5/28/2025	Same as Row 27	Same as Row 27
63	0359137	PP-75-6	\$ 2,544,844	\$ 2,544,844	\$ -	5/28/2025	Same as Row 27	Same as Row 27
64	0054159	PP-75-A-2	\$ 4,550,000	\$ 4,550,000	\$ -	5/28/2025	Same as Row 27	Same as Row 27
65	0218705	PP-75-A-5	\$ 1,054,374	\$ 1,054,374	\$ -	5/28/2025	Same as Row 27	Same as Row 27
66	0054175	PP-75-C	\$ 3,059,252	\$ 3,059,252	\$ -	5/28/2025	Same as Row 27	Same as Row 27
67	0054183	PP-75-D	\$ 130,409	\$ 130,409	\$ -	5/28/2025	Same as Row 27	Same as Row 27
68	0054241	PP-75-H-1	\$ 170,329	\$ 170,329	\$ -	5/28/2025	Same as Row 27	Same as Row 27
69	0054258	PP-75-H-1-A	\$ 37,341	\$ 37,341	\$ -	5/28/2025	Same as Row 27	Same as Row 27
70	0529445	PRIVTAX-81	\$ 41,732,136	\$ 41,732,136	\$ -	5/28/2025	Same as Row 27	Same as Row 27
71	0529476	PRIVTAX-82	\$ 4,073,474	\$ 4,073,474	\$ -	5/28/2025	Same as Row 27	Same as Row 27
72	0529483	PRIVTAX-83	\$ 2,799,940	\$ 2,799,940	\$ -	5/28/2025	Same as Row 27	Same as Row 27
73	0499605	RCDA-14-15-RC15	\$ 13,715,324	\$ 13,715,324	\$ -	5/28/2025	Same as Row 27	Same as Row 27
74	0502345	RCDA-RC20-A	\$ 13,887,456	\$ 13,887,456	\$ -	5/28/2025	Same as Row 27	Same as Row 27
75	0502352	RCDA-RC20-B	\$ 2,656,041	\$ 2,656,041	\$ -	5/28/2025	Same as Row 27	Same as Row 27
76	0513811	RCDA-RC21	\$ 14,304,048	\$ 14,304,048	\$ -	5/28/2025	Same as Row 27	Same as Row 27
77	0513828	RCDA-RC21-D	\$ 236,565	\$ 236,565	\$ -	5/28/2025	Same as Row 27	Same as Row 27
78	0513835	RCDA-RC21-E	\$ 28,014	\$ 28,014	\$ -	5/28/2025	Same as Row 27	Same as Row 27
79	0027262	SA-224-Z	\$ 6,174,631	\$ 6,174,631	\$ -	5/28/2025	Same as Row 27	Same as Row 27
80	0034805	SA-253-B	\$ 8,262,312	\$ 8,262,312	\$ -	5/28/2025	Same as Row 27	Same as Row 27
81	0343487	SA-253-B-2-A	\$ 1,814,872	\$ 1,814,872	\$ -	5/28/2025	Same as Row 27	Same as Row 27
82	0034813	SA-253-C	\$ 6,657,035	\$ 6,657,035	\$ -	5/28/2025	Same as Row 27	Same as Row 27
83	0028906	SA-402	\$ 144,779	\$ 144,779	\$ -	5/28/2025	Same as Row 27	Same as Row 27
84	0028914	SA-402-A	\$ 1,497,871	\$ 1,497,871	\$ -	5/28/2025	Same as Row 27	Same as Row 27
85	0028922	SA-402-A-1	\$ 659,848	\$ 659,848	\$ -	5/28/2025	Same as Row 27	Same as Row 27
86	0296396	SA-402-A-1-A	\$ 8,123,429	\$ 8,123,429	\$ -	5/28/2025	Same as Row 27	Same as Row 27
87	0028930	SA-402-A-2	\$ 8,176,493	\$ 8,176,493	\$ -	5/28/2025	Same as Row 27	Same as Row 27
88	0028955	SA-402-A-4	\$ 5,826,663	\$ 5,826,663	\$ -	5/28/2025	Same as Row 27	Same as Row 27
89	0259261	SA-402-E	\$ 20,831,351	\$ 20,831,351	\$ -	5/28/2025	Same as Row 27	Same as Row 27
90	0477409	WWDDAM-WWD4A	\$ 3,723,486	\$ 3,723,486	\$ -	5/28/2025	Same as Row 27	Same as Row 27
91	0477416	WWDDAM-WWD4B	\$ 1,809,000	\$ 1,809,000	\$ -	5/28/2025	Same as Row 27	Same as Row 27
92	0341887	PCA-S-98-C	\$ 64,744,466	\$ 64,744,466	\$ -	5/28/2025	Lease and comp info	Appellant has not demonstrated that the original assessed value contains error and has not provided sound evidence that supports an alternative value. Accordingly, it is recommended that the Board of Equalization make no adjustment to the valuation of the subject.
93	0371298	BLKD-2-AM	\$ 307,248	\$ 307,248	\$ -	5/28/2025	Same as Row 92	Same as Row 92
94	0449561	EV-B-2-A	\$ 14,580,346	\$ 14,580,346	\$ -	5/28/2025	Same as Row 92	Same as Row 92
95	0293435	IHI-1	\$ 2,012,638	\$ 2,012,638	\$ -	5/28/2025	Same as Row 92	Same as Row 92
96	0338065	NSL-2-2D-AM	\$ 491,354	\$ 491,354	\$ -	5/28/2025	Same as Row 92	Same as Row 92
97	0183503	PC-550-3	\$ 3,607,731	\$ 3,607,731	\$ -	5/28/2025	Same as Row 92	Same as Row 92
98	0254098	PC-550-3-B	\$ 1,359,072	\$ 1,359,072	\$ -	5/28/2025	Same as Row 92	Same as Row 92
99	0187330	PC-745	\$ 2,862,482	\$ 2,862,482	\$ -	5/28/2025	Same as Row 92	Same as Row 92
100	0182471	PC-900	\$ 3,151,324	\$ 3,151,324	\$ -	5/28/2025	Same as Row 92	Same as Row 92

#	Account #	Parcel ID	Old Market Value	New Market Value	MV Difference	BOE Hearing Date	Appellant Reason/Provided Documentation	Assessor's Written Response
101	0187348	PC-900-4	\$ 11,277,970	\$ 11,277,970	\$ -	5/28/2025	Same as Row 92	Same as Row 92
102	0182794	PCA-1200-3	\$ 7,453,177	\$ 7,453,177	\$ -	5/28/2025	Same as Row 92	Same as Row 92
103	0182802	PCA-1200-4	\$ 34,594,158	\$ 34,594,158	\$ -	5/28/2025	Same as Row 92	Same as Row 92
104	0182828	PCA-1252	\$ 385,280	\$ 385,280	\$ -	5/28/2025	Same as Row 92	Same as Row 92
105	0061030	PCA-30	\$ 111,317	\$ 111,317	\$ -	5/28/2025	Same as Row 92	Same as Row 92
106	0290985	PCA-30-B	\$ 831,522	\$ 831,522	\$ -	5/28/2025	Same as Row 92	Same as Row 92
107	0492680	PCA-S-98-DV	\$ 242,629	\$ 242,629	\$ -	5/28/2025	Same as Row 92	Same as Row 92
108	0496428	PCA-S-98-DV-10	\$ 197,517	\$ 197,517	\$ -	5/28/2025	Same as Row 92	Same as Row 92
109	0496435	PCA-S-98-DV-11	\$ 145,090	\$ 145,090	\$ -	5/28/2025	Same as Row 92	Same as Row 92
110	0496442	PCA-S-98-DV-14	\$ 687,651	\$ 687,651	\$ -	5/28/2025	Same as Row 92	Same as Row 92
111	0496459	PCA-S-98-DV-15	\$ 1,431,388	\$ 1,431,388	\$ -	5/28/2025	Same as Row 92	Same as Row 92
112	0496404	PCA-S-98-DV-2	\$ 215,805	\$ 215,805	\$ -	5/28/2025	Same as Row 92	Same as Row 92
113	0496396	PCA-S-98-DV-5	\$ 180,448	\$ 180,448	\$ -	5/28/2025	Same as Row 92	Same as Row 92
114	0496411	PCA-S-98-DV-9	\$ 248,725	\$ 248,725	\$ -	5/28/2025	Same as Row 92	Same as Row 92
115	0408439	PCA-S-98-FF	\$ 254,821	\$ 254,821	\$ -	5/28/2025	Same as Row 92	Same as Row 92
116	0408462	PCA-S-98-II	\$ 395,034	\$ 395,034	\$ -	5/28/2025	Same as Row 92	Same as Row 92
117	0408272	PCA-S-98-O	\$ 42,166,828	\$ 42,166,828	\$ -	5/28/2025	Same as Row 92	Same as Row 92
118	0281406	PC-S-46	\$ 1,967,853	\$ 1,967,853	\$ -	5/28/2025	Same as Row 92	Same as Row 92
119	0290886	PP-S-46-1	\$ 2,233,648	\$ 2,233,648	\$ -	5/28/2025	Same as Row 92	Same as Row 92
120	0271902	SLE-3-AM	\$ 126,801	\$ 126,801	\$ -	5/28/2025	Same as Row 92	Same as Row 92
121	0451434	LWPCRS-3406-AM	\$ 1,037,400	\$ 1,037,400	\$ -	6/5/2025	Cover letter	Appellant has not demonstrated that the original assessed value contains error and has not provided sound evidence that supports an alternative value. Accordingly, it is recommended that the Board of Equalization make no adjustment to the valuation of the subject.
122	0451441	LWPCRS-3500-AM	\$ 1,980,750	\$ 1,980,750	\$ -	6/5/2025	Same as Row 121	Same as Row 121
123	0451612	LWPCRS-3600-AM	\$ 1,980,750	\$ 1,980,750	\$ -	6/5/2025	Same as Row 121	Same as Row 121
124	0451775	LWPCRS-3700-AM	\$ 1,980,750	\$ 1,980,750	\$ -	6/5/2025	Same as Row 121	Same as Row 121
125	0452033	LWPCRS-3810-AM	\$ 1,975,500	\$ 1,975,500	\$ -	6/5/2025	Same as Row 121	Same as Row 121
126	0452235	LWPCRS-4200-AM	\$ 1,980,750	\$ 1,980,750	\$ -	6/5/2025	Same as Row 121	Same as Row 121
127	0452259	LWPCRS-4202-AM	\$ 1,037,400	\$ 1,037,400	\$ -	6/5/2025	Same as Row 121	Same as Row 121
128	0452266	LWPCRS-4203-AM	\$ 1,027,900	\$ 1,027,900	\$ -	6/5/2025	Same as Row 121	Same as Row 121
129	0452280	LWPCRS-4207-AM	\$ 1,027,900	\$ 1,027,900	\$ -	6/5/2025	Same as Row 121	Same as Row 121
130	0452297	LWPCRS-4209-AM	\$ 1,037,400	\$ 1,037,400	\$ -	6/5/2025	Same as Row 121	Same as Row 121
131	0452312	LWPCRS-4300-AM	\$ 1,980,750	\$ 1,980,750	\$ -	6/5/2025	Same as Row 121	Same as Row 121
132	0452336	LWPCRS-4302-AM	\$ 1,037,400	\$ 1,037,400	\$ -	6/5/2025	Same as Row 121	Same as Row 121
133	0452367	LWPCRS-4304-AM	\$ 1,035,500	\$ 1,035,500	\$ -	6/5/2025	Same as Row 121	Same as Row 121
134	0452420	LWPCRS-4400-AM	\$ 1,980,750	\$ 1,980,750	\$ -	6/5/2025	Same as Row 121	Same as Row 121
135	0452499	LWPCRS-4407-AM	\$ 1,030,750	\$ 1,030,750	\$ -	6/5/2025	Same as Row 121	Same as Row 121
136	0452545	LWPCRS-4500-AM	\$ 1,980,750	\$ 1,980,750	\$ -	6/5/2025	Same as Row 121	Same as Row 121
137	0481068	WGC-1-2AM	\$ 157,630,448	\$ 157,630,448	\$ -	6/5/2025	Same as Row 121	Same as Row 121
138	0476158	EWD-EWD1	\$ 866,999	\$ 866,999	\$ -	6/11/2025	Valuation Analysis & Investor Survey	Appellant has not demonstrated that the original assessed value contains error and has not provided sound evidence that supports an alternative value. Accordingly, it is recommended that the Board of Equalization make no adjustment to the valuation of the subject.
139	0476165	EWD-EWD2	\$ 1,939,772	\$ 1,939,772	\$ -	6/11/2025	Same as Row 138	Same as Row 138
140	0476172	EWD-EWD4	\$ 58,519	\$ 58,519	\$ -	6/11/2025	Same as Row 138	Same as Row 138
141	0442089	FRSTW-A-1AM	\$ 5,178,629	\$ 5,178,629	\$ -	6/11/2025	Same as Row 138	Same as Row 138
142	0442104	FRSTW-B-1AM	\$ 509,238	\$ 509,238	\$ -	6/11/2025	Same as Row 138	Same as Row 138
143	0442111	FRSTW-C-1AM	\$ 58,519	\$ 58,519	\$ -	6/11/2025	Same as Row 138	Same as Row 138

#	Account #	Parcel ID	Old Market Value	New Market Value	MV Difference	BOE Hearing Date	Appellant Reason/Provided Documentation	Assessor's Written Response
144	0499009	LVDAM-LV2A-AM	\$ 1,199,080	\$ 1,199,080	\$ -	6/11/2025	Same as Row 138	Same as Row 138
145	0478301	LVDAM-LV2B	\$ 1,037,842	\$ 1,037,842	\$ -	6/11/2025	Same as Row 138	Same as Row 138
146	0481912	LVDAM-LV3-AM	\$ 2,987,961	\$ 2,987,961	\$ -	6/11/2025	Same as Row 138	Same as Row 138
147	0464317	PP-FRSTW-F5	\$ 7,000,000	\$ 7,000,000	\$ -	6/11/2025	Same as Row 138	Same as Row 138
148	0477384	WWDDAM-WWD1	\$ 1,314,250	\$ 1,314,250	\$ -	6/11/2025	Same as Row 138	Same as Row 138
149	0477391	WWDDAM-WWD2	\$ 6,439,790	\$ 6,439,790	\$ -	6/11/2025	Same as Row 138	Same as Row 138
150	0508660	RC17-HP	\$ 110,696,580	\$ 110,696,580	\$ -	6/25/2025	income	Appellant has not demonstrated that the assessment contains error and has not provided sound evidence that supports an alternative value. Accordingly, it is recommended that the Board of Equalization make no adjustment to the valuation of the subject.
151	0499580	RCDA-14-15-E	\$ 65,511	\$ 7,500	\$ (58,011)		Stipulation	Adjusted value to reflect similar open space parcels in the area. This parcel is not used in conjunction with the Ski Resort or Ski Resort uses, the property does have a small pump house located on the property that is owned and used by Mountain Regional Water Company.
152	0276984	ELK-4-1903	\$ 899,317	\$ 899,000	\$ (317)		Stipulation Comp Listing	A USPAP standards 1 and 2 appraisal has been prepared for the property and the opinion of value is \$899,000.
153	0052807	PP-102-B-12	\$ 2,801,323	\$ 2,574,000	\$ (227,323)		Stipulation Comp information	Adjusted value after review of additional information provided by the owner, removed the portion of the Ski Resort Opertion that was attached to this parcel.
154	0319479	PP-102-B-3-A	\$ 6,212,201	\$ 6,148,000	\$ (64,201)		Stipulation Comp information	Adjusted value after review of additional information provided by the owner, removed the portion of the Ski Resort Opertion that was attached to this parcel.
155	0529452	PP-102-C-2-C	\$ 4,675,237	\$ 4,379,127	\$ (296,110)		Stipulation Comp information	Adjusted value after review of additional information provided by the owner, removed the portion of the Ski Resort Opertion that was attached to this parcel.
156	0463600	PP-PW-1-610-A	\$ 2,734,502	\$ 2,574,000	\$ (160,502)		Stipulation Comp information	Adjusted value after review of additional information provided by the owner, removed the portion of the Ski Resort Opertion that was attached to this parcel.
157	0488881	PP-S-MC-1	\$ 75,785,266	\$ 45,346,911	\$ (30,438,355)		Stipulation Legal comments & comps	Adjusted value after review of additional information provided by the owner, removed the portion of the Ski Resort Opertion that was attached to this parcel. The \$28,000,000 for the 12 lot subdivision is included in the value, this \$28,000,000 has also been stipulated to. Their are ski patrol buildings on the property with a value of \$59,192 that is also included. The value of the ski land was adjusted to \$17,287,719.
158	0259253	PCA-30-A	\$ 15,729,191	\$ 2,055,496	\$ (13,673,695)		Stipulation 2023 Appraisal	We have stipulated to this value with the appellant.
TOTAL					\$ (47,327,005)			

2024 Stipulation of Agreement for Real Property Valuation

Summit County Board of Equalization



General Information

Appellant

CANYONS RESORT VILLAGE ASSOCIATION INC

Date

4-30-2025

Account Number

0499580

Parcel ID

RCDA-14-15-E

Valuation

	Pre-Board Market	Equalized Market
Land/FAA (real estate)	\$	\$
Improvements	\$	\$
Personal property	\$	\$
Total Value	\$ 65,511.00	\$ 7,500.00

Explanation of Agreement

Adjusted value to reflect similar open space parcels in the area. This parcel is not used in conjunction with the Ski Resort or Ski Resort uses, the property does have a small pump house located on the property that is owned and used by Mountain Regional Water Company.

Signatures

We hereby stipulate and agree that this appeal be resolved as proposed and waive our rights to a formal hearing. The appellant also agrees to waive any appeal rights to the Tax Commission.

Appellant

Date

4-30-2025

County Assessors Office

Date

4-30-2025

Board of Equalization Hearing Officer

Date

Board of Equalization (Member of Legislative Body)

Date

Each signing party should receive a copy of this form

2024 Stipulation of Agreement for Real Property Valuation

Summit County Board of Equalization



General Information

Appellant
MCCARTHY CRAIG A TRUSTEE

Date
04-28-2025

Account Number
0276984

Parcel ID
ELK-4-1903

Valuation

	Pre-Board Market	Equalized Market
Land/FAA (real estate)	\$	\$
Improvements	\$	\$
Personal property	\$	\$
Total Value	\$ 899,317.00	\$ 899,000.00

Explanation of Agreement

A USPAP standards 1 and 2 appraisal has been prepared for the property and the opinion of value is \$899,000.

Signatures

We hereby stipulate and agree that this appeal be resolved as proposed and waive our rights to a formal hearing. The appellant also agrees to waive any appeal rights to the Tax Commission.

Appellant
Craig A. McCarthy
County Assessors Office
Walt
~~Board of Equalization Hearing Officer~~

Date
4/28/2025

Date
4/28/25

Date

Board of Equalization (Member of Legislative Body)

Date

Each signing party should receive a copy of this form

2024 Stipulation of Agreement for Real Property Valuation

Summit County Board of Equalization



General Information

Appellant

TCFC GARAGECO LP

Date

5-15-2025

Account Number

0052807

Parcel ID

PP-102-B-12

Valuation

	Pre-Board Market	Equalized Market
Land/FAA (real estate)	\$	\$
Improvements	\$	\$
Personal property	\$	\$
Total Value	\$ 2,801,323.00	\$ 2,574,000.00

Explanation of Agreement

Adjusted value after review of additional information provided by the owner, removed the portion of the Ski Resort Operation that was attached to this parcel.

Signatures

We hereby stipulate and agree that this appeal be resolved as proposed and waive our rights to a formal hearing. The appellant also agrees to waive any appeal rights to the Tax Commission.

Appellant

Stacy Yung

Date

5/16/25

County Assessors Office

John M. L.

Date

May 15, 2025

Board of Equalization Hearing Officer

Date

Board of Equalization (Member of Legislative Body)

Date

Each signing party should receive a copy of this form

2024 Stipulation of Agreement for Real Property Valuation

Summit County Board of Equalization



General Information

Appellant

TCFC GARAGECO LP

Date

5-15-2025

Account Number

0319479

Parcel ID

PP-102-B-3-A

Valuation

	Pre-Board Market	Equalized Market
Land/FAA (real estate)	\$	\$
Improvements	\$	\$
Personal property	\$	\$
Total Value	\$ 6,212,201.00	\$ 6,148,000.00

Explanation of Agreement

Adjusted value after review of additional information provided by the owner, removed the portion of the Ski Resort Operation that was attached to this parcel.

Signatures

We hereby stipulate and agree that this appeal be resolved as proposed and waive our rights to a formal hearing. The appellant also agrees to waive any appeal rights to the Tax Commission.

Appellant

Stan Yung

Date

5/16/25

County Assessors Office

[Signature]

Date

5-15-2025

Board of Equalization Hearing Officer

Date

Board of Equalization (Member of Legislative Body)

Date

Each signing party should receive a copy of this form

2024 Stipulation of Agreement for Real Property Valuation

Summit County Board of Equalization



General Information

Appellant TCFC GARAGECO LP Date 5-15-2025
Account Number 0463600 Parcel ID PP-PW-1-610-A

Valuation

	Pre-Board Market	Equalized Market
Land/FAA (real estate)	\$	\$
Improvements	\$	\$
Personal property	\$	\$
Total Value	\$ 2,734,502.00	\$ 2,574,000.00

Explanation of Agreement

Adjusted value after review of additional information provided by the owner, removed the portion of the Ski Resort Operation that was attached to this parcel.

Signatures

We hereby stipulate and agree that this appeal be resolved as proposed and waive our rights to a formal hearing. The appellant also agrees to waive any appeal rights to the Tax Commission.

Appellant [Signature] Date 5/16/25
County Assessor's Office [Signature] Date 5-15-2025
Board of Equalization Hearing Officer [Signature] Date
Board of Equalization (Member of Legislative Body) Date

Each signing party should receive a copy of this form

2024 Stipulation of Agreement for Real Property Valuation

Summit County Board of Equalization



General Information

Appellant

TCFC GARAGECO LP

Date

5-15-2025

Account Number

0529452

Parcel ID

PP-102-C-2-C

Valuation

	Pre-Board Market	Equalized Market
Land/FAA (real estate)	\$	\$
Improvements	\$	\$
Personal property	\$	\$
Total Value	\$ 4,675,237.00	\$ 4,379,127.00

Explanation of Agreement

Adjusted value after review of additional information provided by the owner, removed the portion of the Ski Resort Operation that was attached to this parcel.

Signatures

We hereby stipulate and agree that this appeal be resolved as proposed and waive our rights to a formal hearing. The appellant also agrees to waive any appeal rights to the Tax Commission.

Appellant

Sam Yung

Date

5/16/25

County Assessors Office

Sam Yung

Date

5-15-2025

Board of Equalization Hearing Officer

Date

Board of Equalization (Member of Legislative Body)

Date

Each signing party should receive a copy of this form

2024 Stipulation of Agreement for Real Property Valuation

Summit County Board of Equalization



General Information

Appellant

TCFC PROPCO LP

Date

5-15-2025

Account Number

0488881

Parcel ID

PP-S-MC-1

Valuation

	Pre-Board Market	Equalized Market
Land/FAA (real estate)	\$	\$
Improvements	\$	\$
Personal property	\$	\$
Total Value	\$ 75,785,266.00	\$ 45,346,911.00

Explanation of Agreement

Adjusted value after review of additional information provided by the owner, removed the portion of the Ski Resort Operation that was attached to this parcel. The \$28,000,000 for the 12 lot subdivision is included in the value, this \$28,000,000 has also been stipulated to. There are ski patrol buildings on the property with a value of \$59,192 that is also included. The value of the ski land was adjusted to \$17,287,719.

Signatures

We hereby stipulate and agree that this appeal be resolved as proposed and waive our rights to a formal hearing. The appellant also agrees to waive any appeal rights to the Tax Commission.

Appellant

Stan Yung

Date

5/16/25

County Assessors Office

Ron [Signature]

Date

5-15-2025

Board of Equalization Hearing Officer

Date

Board of Equalization (Member of Legislative Body)

Date

Each signing party should receive a copy of this form

2024 Stipulation of Agreement for Real Property Valuation

Summit County Board of Equalization



General Information

Appellant

ALTERRA MOUNTAIN COMPANY US INC

Date

Jul 23, 2025

Account Number

0259253

Parcel ID

PCA-30-A

Valuation

	Pre-Board Market	Equalized Market
Land/FAA (real estate)	\$	\$
Improvements	\$	\$
Personal property	\$	\$
Total Value	\$ 15,729,191.00	\$ 2,055,496.00

Explanation of Agreement

We have stipulated to this value with the appellant.

Signatures

We hereby stipulate and agree that this appeal be resolved as proposed and waive our rights to a formal hearing. The appellant also agrees to waive any appeal rights to the Tax Commission.

Appellant

Date

7-23-25

County Assessors Office

Date

7-23-2025

Board of Equalization Hearing Officer

Date

Board of Equalization (Member of Legislative Body)

Date

Each signing party should receive a copy of this form



STAFF REPORT

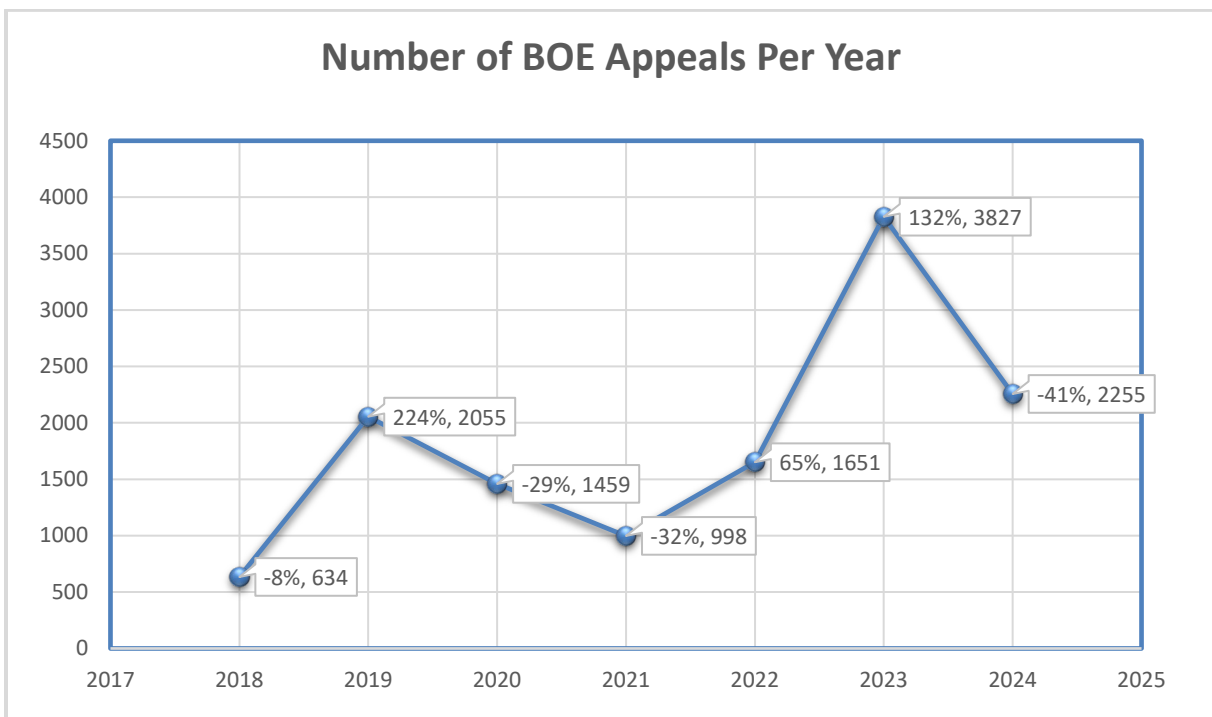
TO: Summit County Council

FROM: Summit County Auditor Office

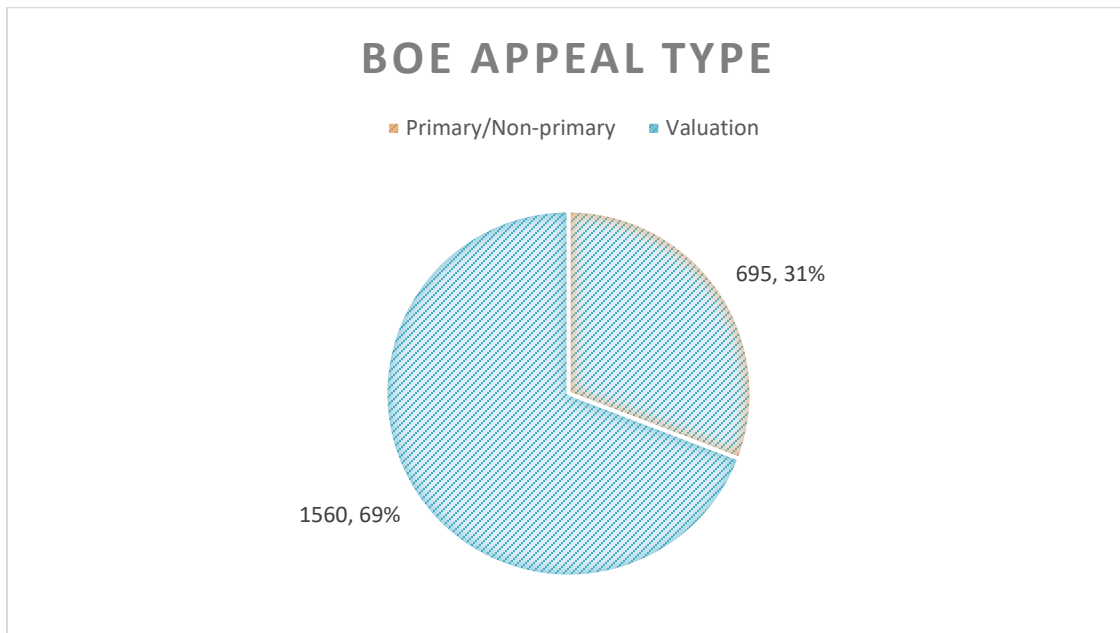
DATE: July 30, 2025

RE: 2024 BOE Summary

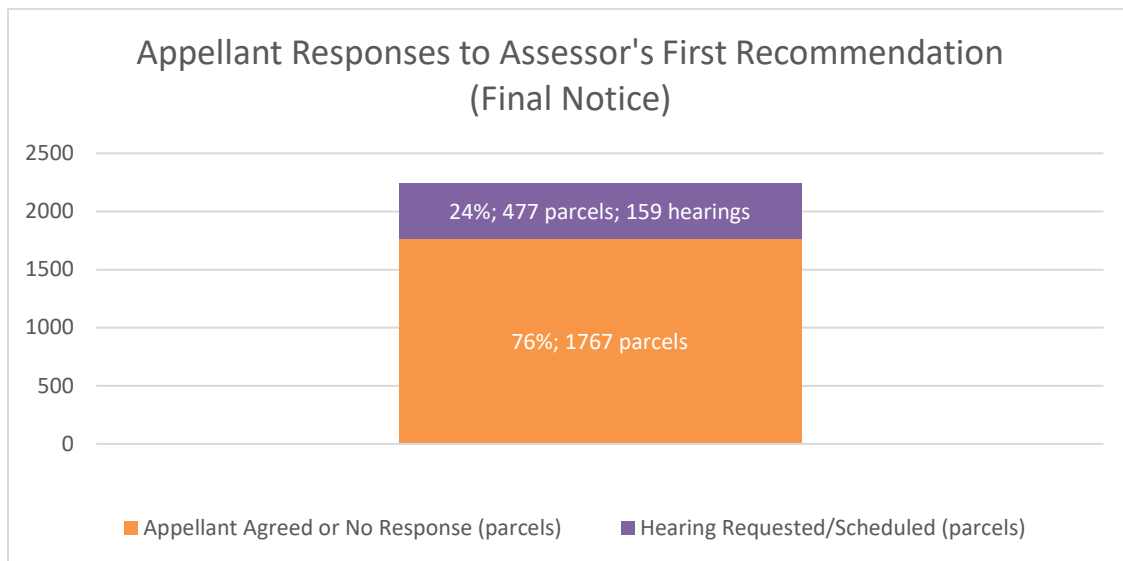
The 2024 Board of Equalization total appeals processed was 2,255. The line graph below details how the 2024 appeals processed compares to the prior six BOE years.



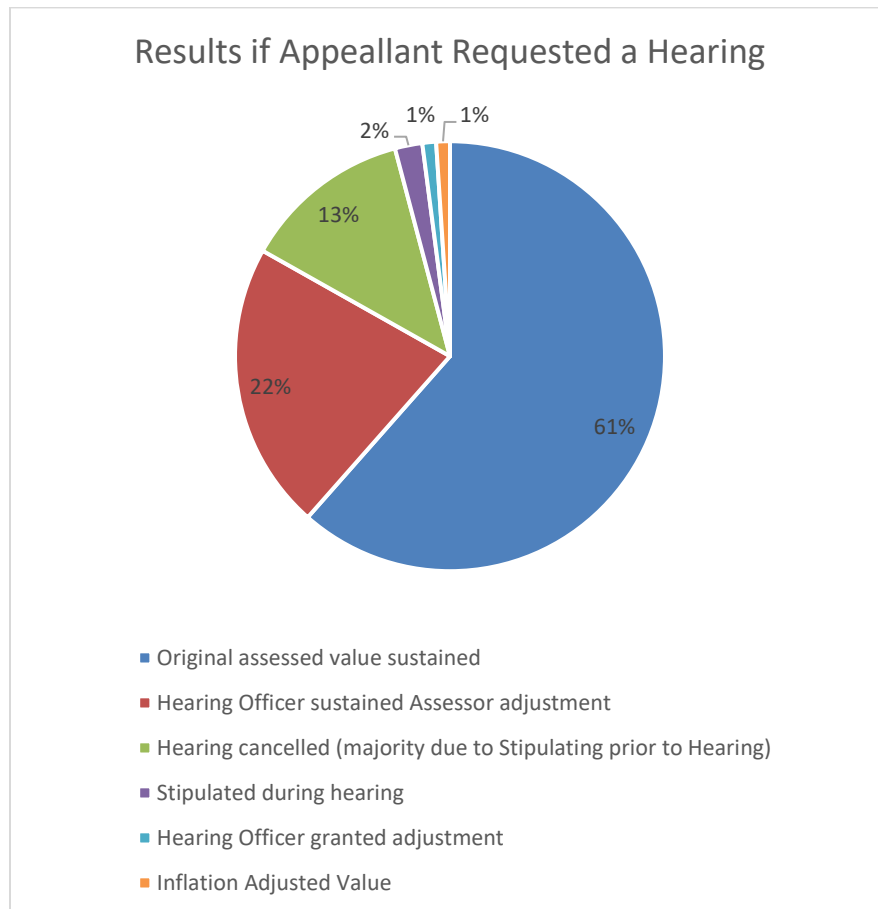
Property owner appeals and primary/non-primary changes are all processed as BOE appeals after the Assessor's office completes their portion of the tax roll at the end of May every year. BOE appeal types were proportionately:



Once an appeal was filed, the assessor's office reviewed the information submitted by the appellant and prepared a "Final Notice and Recommendation to the BOE" of value or property type. The clerks of the BOE sent the final notice to the property owner. Property owners either agreed to the recommendation, or they could disagree and request an independent, local BOE hearing with a hearing officer. Responses to Final Notices were as follows:



Of the 2,255 complete appeals submitted, there were 1,055 or 46.8% that received a market value adjustment. For the 159 hearings that were scheduled, the results of those hearings were:



The area/location (or property type) of the appeals processed are broken out according to the table below. Note that there were 17 state assessed appeal adjustments as well, which did not require a decision, but a value adjustment as instructed by the State Tax Commission.

AREA/LOCATION	COMPLETE APPEAL FILINGS	LOCAL HEARINGS	STC HEARINGS
COMMERCIAL	<i>COMMERCIAL - 345</i> <i>TIMESHARES - 16</i> TOTAL - 361	<i>13</i> <i>0</i> 13	<i>11</i> <i>0</i> 11
SOUTH SUMMIT	191	5	1
NORTH SUMMIT	134	13	2
PARK CITY	196	15	4
SNYDERVILLE	684	63	6
CONDO	640	10	2
EXEMPT/AFFORDABLE	32	0	0
TOTAL	2,255	92	26

The District Abstract reports generated by TYLER show the following market and taxable value change totals for the 2024 BOE. The abstract data also gives us this three-year comparison of county taxable value changes.

	Total Market Value	Total Taxable Value
5/21/2024	\$ 64,679,399,752	\$ 51,008,449,830
12/31/2024	\$ 64,217,074,181	\$ 49,495,992,738
Difference	\$ (462,325,571)	\$ (1,512,457,092)

2022 Taxable Value Increase from 2021	\$	10,318,899,353	39.63%
2023 Taxable Value Increase from 2022	\$	14,494,054,649	40.53%
2024 Taxable Value Increase from 2023	\$	1,116,439,964	2.31%
2022 BOE Taxable Value Decrease	\$	570,667,670	5.53%
2023 BOE Taxable Value Decrease	\$	1,874,567,526	12.93%
2024 BOE Taxable Value Decrease	\$	1,512,457,092	135.47%

There is no request for action from the council with this report, this is for information only. Thank you for your time.



Benjamin L. Nielson
Fire Chief

Nicholas G. Jarvis
Deputy Fire Chief

Tyler J Rowser
Administrative Battalion Chief

Staff Report

To: Summit County Council

Date: July 30, 2025

From: Fire Chief Benjamin L. Nielson

Subject: Final Adoption of Fire District Policies

Purpose

The purpose of this report is to formally request the Summit County Council to adopt the attached policies for the North Summit Fire District, which were recommended for final approval by the Administrative Control Board at their regularly scheduled meeting on July 10, 2025.

Background

These policies were developed in partnership with Lexipol, a nationally recognized provider of policy management solutions for public safety agencies.

Summary of Policies Recommended for Final Adoption

The policies recommended for adoption include, but are not limited to:

- **Use of District-Owned and Personal Property (Policy 700)**
Clarifies responsibilities for care, reporting, and claims regarding both District-issued and personal property.
- **Personal Communication Devices (Policy 701)**
Establishes appropriate and lawful use of District and personal communication devices while on duty.
- **Vehicle and Apparatus Inspections, Testing, Repair and Maintenance (Policy 702)**

North Summit Fire District
PO Box 187 | 86 E. Center Street
Coalville, Utah 84017
435-336-2221 | Emergency 9-1-1
www.NorthSummitFireUT.gov

Ensures regular inspection, maintenance, and safety compliance for all vehicles and apparatus.

- **Information Technology Use (Policy 704)**
Governs the secure and appropriate use of District-provided hardware, software, and internet access.
- **Mobile Data Terminal Use (Policy 705)**
Sets standards for MDT use in apparatus, including safety considerations and data entry protocols.
- **Communications Operations (Policy 707)**
Establishes protocols for radio communication during routine and emergency operations.
- **Public Alerts (Policy 708)**
Provides guidance for issuing public notifications related to emergencies or fire safety.
- **Photography and Electronic Imaging (Policy 709)**
Addresses the lawful and ethical use of photography and imaging, including HIPAA compliance.
- **Non-Official Use of District Property (Policy 710)**
Restricts personal use of District equipment and outlines approval procedures.
- **District Use of Social Media (Policy 711)**
Defines authorized users and content standards for official District social media accounts.
- **Illness and Injury Prevention Program (Policy 900)**
Mandates workplace safety protocols and documentation per Utah labor regulations.
- **Utah Occupational Safety and Health Inspections (Policy 901)**
Details procedures for handling state safety inspections.
- **UOSH Notification of Illness, Injury, or Death (Policy 902)**
Establishes timelines and requirements for mandatory incident reporting.
- **Communicable Diseases (Policy 903)**
Provides exposure prevention measures and response procedures for bloodborne and airborne pathogens.

Recommendation

The North Summit Fire District Administrative Control Board recommends that the Summit County Council approve the attached policies as submitted.

Use of District-Owned and Personal Property

700.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for the care and maintenance of District property entrusted to District members and the return of District property upon separation from employment or affiliation with the District. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

700.2 POLICY

Best Practice

It is the policy of the North Summit Fire District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all District property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of District property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

700.3 PROCEDURE

Best Practice

The following procedures shall be in effect regarding District property issued to members:

- (a) Members shall promptly report via the chain of command any loss, damage, or unserviceable condition of District-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable District property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable District property without supervisory approval.
- (d) Use of District property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, District property shall only be used by the member to whom it was assigned.
- (e) District property should not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

700.3.1 SURRENDERING DISTRICT PROPERTY UPON SEPARATION

Best Practice

Members who separate from the District shall return all District property, regardless of its condition. The following guidelines should apply:

Use of District-Owned and Personal Property

- (a) All District property, including keys, identification cards, electronic devices and system access cards, shall be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.
- (c) A member who fails to return all District property in his/her possession may be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

700.4 FILING CLAIMS FOR PERSONAL PROPERTY

Best Practice **MODIFIED**

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with District rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the District when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Battalion Chief, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

700.4.1 COVERED PERSONAL PROPERTY

Best Practice **MODIFIED**

Property that is necessary in the performance of the member's job duties should be considered a covered item. The age and condition of the damaged or lost property should be considered when determining replacement or reimbursement value. The member must demonstrate that the damaged or lost property is directly related to the proper performance of the member's duties.

700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS

Best Practice

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

Use of District-Owned and Personal Property

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, communication devices, cell phones, MP3 players, GPS devices or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the District for the performance of the member's duties.
- (c) Any personal property used in place of District-issued property, unless required by the District.
- (d) Any jewelry, with the exception of watches, which should not exceed a \$100 reimbursement.

700.4.3 PERSONAL VEHICLES

State

The District will not provide vehicle insurance coverage for members who use their personal vehicles for District business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for District business shall have the minimum evidence of financial responsibility required for that vehicle (Utah Code 41-12a-301).

700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Discretionary

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any District function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report should be made to the member's immediate supervisor as soon as practicable.
- (b) A written report should be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

Discretionary

If members of another jurisdiction cause damage to real or personal property belonging to the District, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Battalion Chief.

Personal Communication Devices

701.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the District or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), and similar wireless two-way communications and/or portable internet access devices. PCD use includes but is not limited to placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

701.2 POLICY

State

The North Summit Fire District allows members to utilize District-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on- or off-duty for business-related purposes, or reasonably associated with work-related misconduct, will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either on-duty or off-duty for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under the Utah Government Records Access and Management Act (Utah Code 63G-2-201 et seq.).

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Best Practice

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any PCD issued by the District and shall have no expectation of privacy in their location should the device be equipped with location-detection capabilities. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through District PCDs or networks.

The District reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the District.

Personal Communication Devices

Members have no expectation of privacy regarding any communications while using a personally owned PCD for District-related business or when the use reasonably implicates work-related misconduct.

701.4 DISTRICT-ISSUED PCD

Best Practice

Depending on a member's assignment and the needs of the position, the District may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. District-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the District and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Fire Chief or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Discretionary **MODIFIED**

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- (b) The District accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used, and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications) or as otherwise authorized by District procedures.
 - 1. Use of a personally owned PCD for work-related business constitutes consent for the District to access the PCD to inspect and copy the work-related data (e.g., for litigation purposes, public records retention and release obligations, internal investigations).
 - 2. Use of and data within a personally owned PCD may be discoverable in cases when there is reason to believe it is associated with work-related misconduct.
 - 3. Searches of a personally owned PCD by the District should be limited to those matters reasonably associated with the work-related business or work-related misconduct.
- (e) The device shall not be utilized to record or disclose any District business-related information, including photographs, video, or the recording or transmittal of any

Personal Communication Devices

information or material obtained or made accessible as a result of employment or appointment with the District, without the express authorization of the Fire Chief or the authorized designee.

- (f) If the PCD is carried on-duty, members will provide the District with the telephone number of the device.
- (g) All work-related documents, emails, photographs, recordings, and other public records created or received on a member's personally owned PCD should be transferred to the North Summit Fire District no later than the end of the member's shift and deleted from the member's PCD as soon as reasonably practicable.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor, or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy, or if the member has prior express authorization from their supervisor, the member may engage in District business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty District-related business activities in any manner shall promptly provide the District with a copy of such records to ensure accurate recordkeeping.

701.6 USE OF PCD

Best Practice

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct District business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform unless it is in an approved carrier.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
- (e) Members are prohibited from taking pictures, audio or video recordings, or making copies of any such picture or recording media unless it is directly related to official District business. Disclosure of any such information to any third party through any means requires express authorization of the Fire Chief or the authorized designee.

Personal Communication Devices

- (f) Members will not access social networking sites for any purpose that is not official District business. This restriction does not apply to a personally owned PCD used during authorized break times.
- (g) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

Best Practice

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

701.8 OFFICIAL USE

Best Practice

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other District communications network.

701.9 USE WHILE DRIVING

State

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions, and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD (Utah Code 41-6a-1716).

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use. Hands-free use should be restricted to business-related calls or calls of an urgent nature.

Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

702.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish the testing, inspection, repair and maintenance responsibilities of members with regard to District vehicles and apparatus. Vehicles and apparatus shall comply with all regulations specified in the Utah Motor Vehicle Act (Utah Code 41-1a-101 et seq.; Utah Code 53-8-205) and the National Fire Protection Association (NFPA) 1002, 2009 edition. Inspections also ensure that vehicles and apparatus are properly equipped, maintained and refueled and present a professional appearance.

702.1.1 DEFINITIONS

State

Definitions related to this policy include:

In-reserve - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

In-service - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Fire Operations Division or that is pre-positioned to be readily available to on-duty Fire Operations personnel for calls for service (e.g., airport rescue, firefighting apparatus).

702.2 POLICY

Best Practice

It is the policy of the North Summit Fire District that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. All vehicles and apparatus should be inspected daily, including in-service and in-reserve apparatus. Vehicles and apparatus that are out of service for testing, maintenance or repair need not be inspected until they are returned to service or released to in-reserve status.

702.3 PROCEDURE

State

All vehicles subject to inspection pursuant to the Utah Motor Vehicle Act shall be presented for inspection per the schedule for the vehicle as contained in Utah law (Utah Code 41-1a-101 et seq.; Utah Code 53-8-205).

702.3.1 APPARATUS DAILY INSPECTIONS

Best Practice

Operators are responsible for conducting a daily inspection of all apparatus that has been established by the District and includes all of the items and provisions identified to ensure safe operational status. An inspection list is detailed in the applicable sections of NFPA 1002, 2009 edition. The District daily inspection list shall be approved by the Fire Chief.

Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

When an apparatus becomes inoperative or in need of a repair that affects safe operation, the Captain shall be immediately notified. Based on the determination of the Captain, if the apparatus cannot be used in a safe manner, it shall be immediately removed from service.

An apparatus shall be considered unsafe and placed out of service if deficiencies are detected in one or more of the following areas:

- Brake system
- Cab and/or body mounting
- Steering
- Door latches
- Suspension
- Seat belts
- Wheels or tires
- Windshield, windshield wipers or defroster
- Throttle
- Transmission or driveline

Other deficiencies may or may not require an apparatus to be placed out of service. Any safety-related deficiency that does not require the apparatus to be taken out of service shall be repaired as quickly as possible.

702.3.2 STAFF VEHICLE DAILY INSPECTIONS

Best Practice

Members who are assigned staff vehicles should be responsible for the inspection and daily maintenance of their assigned vehicles. Daily maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of a repair that affects the safe operation of the vehicle, it should be immediately removed from service for repair.

702.3.3 MONTHLY INSPECTIONS

Best Practice

Members also are responsible for completing a monthly inspection and equipment inventory for each assigned apparatus and vehicle and documenting it on the appropriate inspection form. When completed, the form should be forwarded to the Battalion Chief in the member's chain of command.

702.3.4 TESTING AND REPAIR

Best Practice

Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

Fire pumps on apparatus shall be tested as specified in NFPA 1911. Aerial devices shall be inspected and service tested by a competent person as specified in NFPA 1914.

All repairs and preventive maintenance to apparatus shall be made by personnel deemed qualified by the registered owner of the apparatus.

702.4 RECORDS

Best Practice **MODIFIED**

The District shall maintain a written/electronic record of inspections, testing, repairs, and maintenance for each vehicle or apparatus using the appropriate forms for the vehicle type. Completed forms should be forwarded to the Fire Operations Battalion Chief and retained by the District based on established records retention schedules.

Information Technology Use

704.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for the proper use of District information technology resources, including computers, electronic devices, hardware, software and systems.

704.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the North Summit Fire District that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the District or District funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

704.2 POLICY

Best Practice

North Summit Fire District members shall use information technology resources, including computers, software and systems, that are issued or maintained by the District in a professional manner and in accordance with this policy.

704.3 PRIVACY EXPECTATION

Best Practice

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any District technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the District email system, computer network or any information placed into storage on any District system or device. This includes records of all keystrokes or Web-browsing history made at any District computer or over any District network. The fact that access to a database, service or website requires a username

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or password will not create an expectation of privacy if it is accessed through District computers, electronic devices or networks.

704.4 RESTRICTED USE

Best Practice

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or Fire Chief.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

704.4.1 SOFTWARE

Best Practice

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any District computer. Members shall not install personal copies of any software on any District computer.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the District while on District premises, computer systems or electronic devices. Such unauthorized use of software exposes the District and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of District- or District-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

704.4.2 HARDWARE

Best Practice

Access to technology resources provided by or through the District shall be strictly limited to District-related activities. Data stored on or available through District computer systems shall only be accessed by authorized members who are engaged in an approved District-related project or program or who otherwise have a legitimate District-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

704.4.3 INTERNET USE

Best Practice

Internet access provided by or through the District shall be strictly limited to District-related activities. Internet sites containing information that is not appropriate or applicable to District

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use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

704.4.4 OFF-DUTY USE

Best Practice

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other off-the-clock work-related activities. This also applies to personally owned devices that are used to access District resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

704.5 PROTECTION OF SYSTEMS AND FILES

Best Practice

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure District computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

704.6 INSPECTION AND REVIEW

Best Practice

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the District involving one of its members or a member's duties, an alleged or suspected violation of any District policy, a request for disclosure of data, or a need to perform or provide a service.

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The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the District computer system when requested by a supervisor or during the course of regular duties that require such information.

Mobile Data Terminal Use

705.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish the guidelines for use of the Mobile Data Terminal (MDT) in the apparatus to access incident and resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

705.2 POLICY

Best Practice

The MDT shall be used for official District business only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the District are strictly forbidden. Messages may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline. All calls dispatched to fire companies should be communicated by voice and MDT unless otherwise authorized by the Battalion Chief or Officer in Charge.

705.2.1 USE WHILE DRIVING

Best Practice

Use of the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Sending or reading MDT messages while an apparatus is in motion is a potentially dangerous practice. Reading messages while in motion should be done by the Captain or other crew member who is not driving and has access to the MDT.

705.2.2 DOCUMENTATION OF ACTIVITY

Best Practice

MDTs and voice transmissions are used to record the member's daily activity. To ensure the most accurate recording of these activities, the following are required:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it shall be entered into the computer-aided dispatch system by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, a member of the fire company who is not operating the apparatus shall record it on the MDT.

705.2.3 STATUS CHANGES

Best Practice

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted either verbally over the radio or through the MDT system. Members responding to multi-company emergency incidents shall advise changes in status verbally over the radio to assist other companies responding to the same incident. Other changes in status may be entered by

Mobile Data Terminal Use

depressing the appropriate keys on the MDT. Under normal operating conditions, a status change shall not be sent to a dispatcher via a message format.

705.2.4 EMERGENCY ACTIVATION OF THE MDT

Best Practice

If the emergency signal is activated on the MDT, the dispatcher will call the company on the radio to confirm the safety of the members. If there is no emergency, the company should answer that the members are safe. If there is no response from the company or the company answers in a way other than indicating their safety, the dispatcher shall proceed as follows:

- (a) If the unit is not on an incident, notify local law enforcement to assist in locating the unit that is transmitting the emergency using the last known location and time, known destination and departure points or the automatic vehicle location information.
- (b) Notify the Battalion Chief or Officer in Charge of the incident without delay. Companies not involved in the emergency shall refrain from transmitting on the radio until the safety of each member is confirmed, unless they are also handling an emergency.

705.3 MDT CONSIDERATIONS

Best Practice

705.3.1 NON-FUNCTIONING MDT

Best Practice

If possible, members will not use apparatus with malfunctioning MDTs. If members must operate an apparatus in which the MDT is not working, members shall notify the Dispatch Center. It shall be the responsibility of the Dispatch Center to record all information that will then be transmitted verbally over the fire radio.

705.3.2 EXPLOSIVE DEVICE RESPONSES

Best Practice

When assisting on a report of a possible explosive device, members will turn off the MDT. Operating an MDT may cause some devices to detonate.

Communications Operations

707.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

707.1.1 FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE

Federal

All North Summit Fire District radio operations shall be conducted in accordance with FCC procedures and guidelines.

707.2 POLICY

Best Practice

The North Summit Fire District will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and the Dispatch Center. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and for local and regional interagency/multi-agency incidents.

707.3 COMMUNICATIONS LOG

Best Practice

It shall be the responsibility of the dispatchers in the Dispatch Center to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the personnel who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

- (a) Location of incident reported
- (b) Type of incident reported
- (c) Date and time the report was received
- (d) Name and address of the reporting party, if possible
- (e) Incident number
- (f) Time of dispatch
- (g) Apparatus dispatched to the incident, including member identification numbers
- (h) Time of apparatus arrival

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- (i) Requests from members during the incident
- (j) Time the apparatus returned to service
- (k) Disposition or status of the reported incident
- (l) The time of any Incident Commander (IC) requested or automatic timed Personnel Accountability Report (PAR) or building collapse clocks

707.4 RADIO COMMUNICATIONS

Best Practice

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and members know the status of other companies, divisions or groups, including their locations and the nature of the tasks or objectives to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

707.4.1 APPARATUS IDENTIFICATION

Best Practice

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with the Dispatch Center. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and the Dispatch Center once the mobile unit has been properly identified.

707.4.2 RADIO TESTING

Best Practice

Members assigned to an apparatus for a shift should check for radio functionality at the beginning of each shift to ensure that the mobile and portable radios are working as designed.

Radios that are inoperable or malfunctioning shall be placed out-of-service, an appropriate repair tag completed and the radio or apparatus placed in the area specified by the maintenance section or contractor.

Public Alerts

708.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to provide guidelines for notifying the public of vital fire safety information and/or emergency evacuation instructions.

708.2 POLICY

Discretionary

It is the policy of the North Summit Fire District to use Public Alerts or the Emergency Notification System (ENS) to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions. A Public Alert or Emergency Notification shall require the authorization of a Battalion Chief or Officer in Charge or higher rank.

708.3 PROCEDURE

Discretionary

Public Alerts or Emergency Notifications are intended to inform the public about incidents and recruit public assistance through proactive activities via a widespread media alert. In addition to any local radio, television and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident.

The Public Information Officer should be involved in any communiqué released via a Public Alert or Emergency Notification, if time permits, but certainly in the case of fire prevention campaigns, fire hazard warnings, weather alerts or notification of health information (e.g., pandemics, heat events).

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat or a major fire, the Dispatch Center will likely be operating at or beyond capacity. Any Public Alert or Emergency Notification should include a telephone number outside the Dispatch Center for the public to call for additional information and explicit instructions not to call the Dispatch Center for additional information.

A Public Alert or Emergency Notification should include, but is not limited to:

- (a) The North Summit Fire District has generated the alert.
- (b) The nature of the alert.
- (c) The location and scope of the incident/prevention campaign/fire hazard.
- (d) What the listener should do to assist in the effort.
- (e) Established routes and/or destinations, if applicable.
- (f) Where the listener can call to get additional information, if applicable.

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- (g) Instructions regarding what the listener should not do, if applicable.

708.4 SYSTEM ADMINISTRATION

Discretionary

The Fire Chief or the authorized designee shall appoint an administrator for the Public Alert system or ENS. The administrator shall be responsible for all liaison contact with the Public Alert system or ENS vendor and all maintenance and upgrades of the system and will ensure the address/telephone number database is updated periodically in accordance with the vendor contract.

The administrator shall also conduct periodic audits of the system to ensure peak performance in terms of volume of calls reaching the desired number of recipients in a reasonable time. Based on audit results, adjustments may need to be made on the number of outgoing telephone lines or the system capacity.

The Training Officer and the administrator shall coordinate training in the use of the Public Alert system and ensure that the appropriate members receive training.

Photography and Electronic Imaging

709.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to authorize District members to utilize photography and electronic imaging to document non-incidents and incidents while also protecting the privacy of citizens and ensuring District compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA). Records management and HIPAA restrictions are covered in detail under separate sections in this Policy Manual.

This policy establishes legal ownership of all photographs and electronic images collected by District members; establishes the parameters for the types of incidents, subjects, and activities that may be photographed or electronically imaged; and establishes restrictions on the use of such photographs and electronic images.

This policy does not apply to media captured through the use of body-worn cameras (see the Body-Worn Cameras Policy).

709.2 POLICY

Federal

It is the policy of the North Summit Fire District to authorize members to utilize photography and electronic imaging to document incidents and District activities that are subject to compliance with specific regulations, conditions, restrictions, and guidelines.

The use of photography or electronic imaging of medical patients, injured victims, or other people who are medically evaluated or treated by District members must also comply with the requirements of HIPAA.

The North Summit Fire District shall respect the privacy rights established in the state and federal constitutions.

709.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

Federal

All photographs and electronic images taken by District members while on-duty or acting in an official capacity are the sole property of the District and may not be sold, transferred for commercial use, bartered, or otherwise distributed for profit by any member of the District without the express prior approval of the Fire Chief (17 USC § 201).

709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

Best Practice

709.4.1 NON-INCIDENT EVENTS

Best Practice

Photography and Electronic Imaging

Photography and electronic imaging may be utilized by District members for non-incident events, including:

- (a) Documentation of District training events, exercises, lectures, classes, or activities, and all fire academy-related activities.
- (b) Documentation of internal District events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops, and other activities involving District members.
- (c) Documentation of public events, such as safety seminars, fire station open house events, Fire Prevention education events and activities, school safety presentations, and club or service organization events.
- (d) Documentation of all District vehicles, apparatus, tools and equipment, facilities, and other District-owned property.
- (e) Creation and maintenance of a photo/image bank depicting all District members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks, and recreational areas within the District's jurisdiction for later use in disaster mitigation, recovery, and cost-recovery efforts.
- (g) Documentation of any condition, activity, or event related to the District's code enforcement responsibilities.
- (h) Documentation of inspections, code compliance activities, or any other activity of Fire Prevention.
- (i) Unless prohibited elsewhere in this policy, documentation of any District activity for future use in training.
- (j) For any other purpose authorized by the Fire Chief, Battalion Chief or Officer in Charge, or any Battalion Chief.

709.4.2 INCIDENT-RELATED EVENTS

Best Practice

Photography and electronic imaging may be utilized by District members at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse, or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries, or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.

Photography and Electronic Imaging

- (f) Documentation of the condition of vehicles, apparatus, bicycles, or other items involved in collisions, accidents, entrapments, or other rescue or medical events.
- (g) Documentation of the extrication of trapped individuals in any rescue situation.
- (h) Documentation of the cause, location, extent, severity, and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse, or other authorized representative who assumes medical care for the patient.
- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries, or fatalities caused by such events.
- (k) Documentation of any other event, situation, or activity as deemed appropriate and necessary by the Incident Commander of any event.

709.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING

Best Practice

District members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted, or used in violation of any HIPAA regulation.
- (b) Photographs and/or electronic images may not be taken, transmitted, or used for personal purposes.
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the treatment of the patient, no photographs or electronic images should be taken of a patient under 18 years of age during a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by District members.
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by District members if the person expresses or indicates that they do not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient, and the identity of the witness present shall be included in a Patient Care Report and/or incident report for the response.

Non-Official Use of District Property

710.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidance on the non-official use of District property. District property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools, or any power driven tools.

710.2 POLICY

State MODIFIED

The personal use of District property is not authorized. No equipment shall be loaned or used by a member for any purpose other than official District business without the express prior written approval of a Chief Officer. Any such authorization shall comply with Utah law (Utah Code 76-8-402).

Requests from water companies or other agencies for hose adapters or other equipment should be forwarded to the appropriate Chief Officer for consideration.

District Use of Social Media

711.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidelines to ensure that any use of social media on behalf of the District is consistent with the District mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by District members (see the Member Speech, Expression, and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media for issuance of fire hazard warnings, emergency evacuation instructions, and widespread emergencies (see the Public Alerts Policy).

711.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the District website or social networking services.

711.2 POLICY

Best Practice

The North Summit Fire District will use social media as a method of effectively informing the public about District services, issues, investigations, and other relevant events.

District members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

711.3 AUTHORIZED USERS

Best Practice

Only members authorized by the Fire Chief or the authorized designee may utilize social media on behalf of the District. Authorized members shall use only District-approved equipment during the normal course of duties to post and monitor District-related social media unless they are specifically authorized to do otherwise by their supervisors.

The Fire Chief may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over District social media by members who are not authorized to post should be made through the member's chain of command.

District Use of Social Media

711.4 AUTHORIZED CONTENT

Best Practice

Only content that is appropriate for public release, supports the District mission, and conforms to all District policies regarding the release of information may be posted.

Examples of appropriate content include:

- (a) Announcements.
- (b) Tips and information related to fire prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the District mission.
- (e) Real-time safety information that is related to in-progress fire incidents, geographical warnings, or disaster information.
- (f) Media releases.
- (g) Recruitment of personnel.

711.4.1 INCIDENT-SPECIFIC USE

Best Practice

In instances of active incidents where speed, accuracy, and frequent updates are paramount (e.g., incident alerts, public safety information), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

711.5 PROHIBITED CONTENT

Best Practice

Content that is prohibited from posting includes but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal, or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the North Summit Fire District or its members.
- (e) Any information that could compromise the safety and security of District operations, members of the District, victims, patients, or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this District's social media site that they believe is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

District Use of Social Media

711.5.1 PUBLIC POSTING PROHIBITED

Best Practice

District social media sites shall be designed and maintained to prevent posting of content by the public.

The District may provide a method for members of the public to contact District members directly.

711.6 MONITORING CONTENT

Best Practice

The Fire Chief will appoint a supervisor to review, at least annually, the use of District social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content, and the resolution of any issues.

711.7 RETENTION OF RECORDS

Best Practice

The Administration Battalion Chief should work with the Custodian of Records to establish a method of ensuring that public records generated through the use of social media are retained in accordance with established records retention schedules.

711.8 TRAINING

Best Practice

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, and the dissemination and retention of information posted on District sites.

Illness and Injury Prevention Program

900.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the North Summit Fire District, in accordance with the requirements of Utah Code 34A-6-201.

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by District procedures outside the Policy Manual.

This policy supplements but does not supersede any related Districtwide safety efforts.

900.2 POLICY

Best Practice

The North Summit Fire District will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

900.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

Best Practice

The Health and Safety Officer (HSO) is responsible for developing an IIPP that shall include:

- (a) Workplace safety and health training programs.
- (b) Safety inspections.
- (c) Informing members of IIPP guidelines.
- (d) Recognizing members who perform safe work practices.
- (e) Member evaluation processes, including member safety performance.
- (f) A system ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (g) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
 - 1. New member orientation, including a discussion of safety and health policies and procedures.
 - 2. Regularly scheduled safety meetings.
 - 3. Regular member review of the IIPP.
- (h) Establishing Division Safety Coordinators and defining their responsibilities.
- (i) Posting or distributing safety information.
- (j) A system for members to anonymously inform management about workplace hazards.
- (k) Availability of forms that address:

Illness and Injury Prevention Program

1. Identification, documentation, and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.
 2. Investigations and corrective actions taken regarding individual incidents or accidents.
 3. Training records of each member, including the member's name or other identifier, training dates, type of training, and training providers.
- (I) Establishing a safety and health committee, which will:
1. Meet regularly.
 2. Prepare a written record of safety and health committee meetings.
 3. Review the results of periodic scheduled inspections.
 4. Review investigations of accidents and exposures.
 5. Make suggestions to command staff for the prevention of future incidents.
 6. Review investigations of alleged hazardous conditions.
 7. Submit recommendations to assist in the evaluation of member safety suggestions.
 8. Assess the effectiveness of efforts made by the District to meet standards.

The HSO must conduct and document a review of the IIPP at least annually.

900.3.1 REVIEW OF SAFETY MANDATES

State

The IIPP shall also include a process to review compliance with safety mandates. The process should include a review of safety mandates relating to:

- (a) Communicable diseases (see the Communicable Diseases Policy).
- (b) Respiratory protection (see the Respiratory Protection Program Policy).
- (c) Personal protective equipment (see the Personal Protective Equipment Policy).
- (d) Emergency Action Plan and Fire Prevention Plan (see the Emergency Action Plan and Fire Prevention Plan Policy).
- (e) Walking-Working Surfaces (see the Fire Station Living Policy).

900.4 DIVISION SAFETY COORDINATORS

Best Practice

Division Safety Coordinator responsibilities include but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.

Illness and Injury Prevention Program

- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to injury and illness prevention; such forms and reports shall be submitted to the Administration Battalion Chief.
- (e) Notifying the HSO when:
 - 1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
 - 2. New, previously unidentified hazards are recognized.
 - 3. Occupational injuries and illnesses occur.
 - 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
 - 5. Workplace conditions warrant an inspection.

900.5 HAZARDS

Best Practice

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and the dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administration Battalion Chief via the chain of command.

The Administration Battalion Chief will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

900.6 INSPECTIONS

State

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment (UAC R614-1-5).

Illness and Injury Prevention Program

The Division Safety Coordinators shall ensure that the appropriate documentation is completed for each inspection.

900.7 RECORDS

Best Practice

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

Utah Occupational Safety and Health Inspections

901.1 PURPOSE AND SCOPE

State

This policy establishes guidelines and responsibilities for North Summit Fire District members to follow in the event that a Utah Occupational Safety and Health (Utah OSHA) inspector requests access to District property or work operations (Utah Code 34A-6-301).

This policy does not address those inspections requested by the North Summit Fire District as part of a consultation service by Utah OSHA.

901.2 POLICY

State

It is the policy of the North Summit Fire District for the Fire Chief or the authorized designee to designate one or more District representatives who will be responsible for facilitating a Utah OSHA inspection. An adequate number of representatives shall be designated to accommodate the needs of the Utah OSHA inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the Utah OSHA inspector once he/she has arrived.

District members should work cooperatively with any Utah OSHA inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the District to begin the inspection in a timely manner could result in the Utah OSHA inspector obtaining an inspection warrant to enter District property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

901.3 PROCEDURE

State

The Utah OSHA inspections may be unannounced. Typically inspections occur when there has been a serious accident, serious injury or occupational fatality; when a member has charged that a serious safety violation exists; or at a work site where an imminent danger has been identified.

Upon entering the District work site, the inspector will present his/her identification and will ask to meet with the District representative. There will usually be an initial meeting during which the inspector will:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

The Utah OSHA inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples.

Utah Occupational Safety and Health Inspections

District representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond may be referred to the person at the District who is the subject matter expert on the topic.

At the conclusion of the inspection, the Utah OSHA inspector will hold a closing meeting with the District representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is a Utah OSHA inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the District's Health and Safety Officer, risk manager and legal counsel, and that the District conducts an appropriate internal investigation and adequately addresses all Utah OSHA findings.

Utah Occupational Safety and Health Notification of Illness, Injury, or Death

902.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the District to notify Utah Occupational Safety and Health (UOSH) of employment-related illnesses, injuries, or deaths of any District members.

902.2 POLICY

The District will comply with UOSH reporting requirements in the event of a work-related fatality; of any disabling, serious, or significant injury; and of any occupational disease incident.

902.3 MANDATORY NOTIFICATION

UOSH shall be notified within eight hours of any work-related fatality; of any disabling, serious, or significant injury; or of any occupational disease incident (UAC R614-1-5).

902.4 WRITTEN REPORT

The District shall file required reports with the Utah Labor Commission, Industrial Accidents Division when the District is made aware of any work-related fatality or any work-related injury or occupational disease resulting in medical treatment, loss of consciousness, or loss of work, restriction of work, or transfer to another job. A subsequent report will be filed if a condition that was initially reported later results in death (Utah Code 34A-6-301).

Reports shall be filed within the time~~s~~ limits and the manner established by the Utah Labor Commission (Utah Code 34A-2-407).

A copy of the submitted report shall be provided to the employee along with a UOSH statement of the employee's rights and responsibilities (Utah Code 34A-6-301).

902.5 ACCIDENT SCENES AND EVIDENCE

Tools, equipment, materials, or other evidence that might pertain to the cause of injury requiring UOSH notification shall not be removed or destroyed until authorized by a UOSH representative.

Communicable Diseases

903.1 PURPOSE AND SCOPE

Best Practice

This policy provides general guidelines to assist in minimizing the risk of District members contracting and/or spreading communicable diseases.

903.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B virus (HBV), HIV, and tuberculosis.

Exposure - When an eye, mouth, mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the North Summit Fire District (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

903.2 POLICY

Best Practice

The North Summit Fire District is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

903.3 EXPOSURE CONTROL OFFICER

State

The Health and Safety Officer shall serve as the District's Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- (a) Exposure-prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that District members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Compliance with all relevant laws or regulations related to communicable diseases, including:
 1. The mandates of the Utah Occupational Safety and Health Act (Utah Code 34A-6-102 et seq.; UAC R614-1-1 et seq.).

Communicable Diseases

2. Responding to requests and notifications regarding exposures covered under the Ryan White Comprehensive AIDS Resources Emergency (CARE) Act (42 USC § 300ff-133; 42 USC § 300ff-136).
3. Reporting known or suspected cases of communicable diseases to the local health department (Utah Code 26B-7-206; UAC R386-702-4; UAC R388-804-3).
4. Treating suspected or confirmed tuberculosis patients according to guidelines established by the Utah Department of Health and Human Services (Utah Code 26B-7-208).
5. Developing and implementing a screening program for tuberculosis (UAC R388-804-4).
6. Exposure control mandates in 29 CFR 1910.1030 (UAC R614-1-4; UAC R612-300-13).

The ECO should also act as the liaison with UOSH and may request voluntary compliance inspections. The ECO should periodically, at a minimum annually, review and update the exposure control plan and review implementation of the plan.

903.4 EXPOSURE PREVENTION AND MITIGATION

State

903.4.1 GENERAL PRECAUTIONS

State

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes but is not limited to (29 CFR 1910.1030; UAC R614-1-4):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks, or other specialized equipment in the work area or District vehicle, as applicable.
- (b) Wearing District-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., laryngoscope, firefighting gloves, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure.

Communicable Diseases

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

903.4.2 IMMUNIZATIONS

State

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; UAC R614-1-4).

903.5 POST-EXPOSURE

State

903.5.1 INITIAL POST-EXPOSURE STEPS

Best Practice

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.

903.5.2 REPORTING REQUIREMENTS

State

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; UAC R614-1-4):

- (a) Name of the members exposed
- (b) Date, incident number, and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident

Communicable Diseases

- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Work-Related Illness and Injury Reporting and Illness and Injury Prevention Program policies).

903.5.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

State

District members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (29 CFR 1910.1030; UAC R614-1-4).

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

903.5.4 COUNSELING

State

The District shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; UAC R614-1-4).

903.5.5 SOURCE TESTING

State

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Seeking a court order or warrant pursuant to Utah Code 78B-8-402.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the County Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if they refuse.

Communicable Diseases

903.6 CONFIDENTIALITY OF REPORTS

State

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law) (29 CFR 1910.1030; UAC R614-1-4; Utah Code 26B-7-217). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

High-Visibility Safety Vests

904.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations including requirements contained in the federal Manual on Uniform Traffic Control Devices for Streets and Highways pursuant to 23 CFR 655.601.

904.2 POLICY

Best Practice

It is the policy of the North Summit Fire District that all members shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where members are subject to the hazards of moving traffic, construction vehicles or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate PPE at the time of dispatch.

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

904.3 PROCEDURE

Best Practice

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other District personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances or to render assistance with direct firefighting.

904.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

Discretionary MODIFIED

High-visibility vests shall be assigned to members or apparatus as follows:

- (a) Vests will be assigned to each emergency response apparatus for each member.
- (b) Vests will be assigned to each ambulance unit for each member (one additional for a paramedic trainee).
- (c) ~~One~~ ~~Two~~ vests will be assigned to each Battalion Chief or Officer in Charge.

High-Visibility Safety Vests

- (d) One vest each will be assigned to the Fire Chief, [Deputy Assistant Chiefs](#), Battalion Chiefs, safety officers, investigators and the Public Information Officer.
- (e) One vest will be assigned to each support vehicle used by District members who may be required to work on or near roadways.

904.3.2 STORAGE AND CARE

Best Practice

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the guidelines in the Personal Protective Equipment Policy.

Body Armor

905.1 PURPOSE AND SCOPE

Best Practice

The North Summit Fire District is committed to reducing or eliminating occupational risks and hazards whenever possible in an effort to improve member safety. The purpose of this policy is to identify body armor as a practical safety measure that should be used to reduce some of the occupational risks and hazards confronting members.

905.2 POLICY

Best Practice

It is the policy of the North Summit Fire District to provide body armor to District members who may be exposed to any of the occupational risks and hazards the armor is designed to protect against. The North Summit Fire District authorizes members to utilize District-issued body armor whenever members believe it may be prudent or appropriate to do so. It is not the intent of the District to have members utilize body armor on a routine basis, but rather to have body armor available to personnel for situations that may be violent, potentially violent, or otherwise pose a risk to safety that the use of body armor could reduce or eliminate.

A supervisor may mandate the use of body armor in any situation or circumstance that may warrant the use of armor.

905.3 SUPERVISORY AUTHORITY AND USE CONSIDERATIONS

Best Practice

- (a) For the purposes of this policy, a supervisor may be defined as:
 - 1. The Incident Commander (IC) directing any incident.
 - 2. Any supervisor in the Incident Command System (ICS) chain of command directing or supervising the activities of assigned personnel.
 - 3. The Captain in charge of any apparatus or crew.
 - 4. The senior member of any crew or functional unit when no clear lines of rank or authority exist (e.g., the senior member of a two-person rescue unit crew).
- (b) In certain situations, supervisors and members of the District should strongly consider utilizing body armor. These situations include:
 - 1. Incidents involving mass civil disturbances, rioting, or looting.
 - 2. Incidents involving large-scale protesting or organized civil disturbances.
 - 3. Incidents involving confrontations between rival street gangs, motorcycle gangs, or other criminal enterprises.
 - 4. Incidents involving gunshots fired when reports or personal observations indicate that shooting is ongoing.

Body Armor

5. Incidents involving groups or organizations with a known history of violent encounters or activities.
6. Any incident when law enforcement representatives recommend the use of body armor.

905.4 CONCEALMENT OF BODY ARMOR

Best Practice

Whenever practicable, members of the District who utilize body armor should cover the armor with an overgarment that effectively conceals the armor from public view or recognition. In the event of an unanticipated violent encounter during an incident, members may don body armor without regard to concealment.

905.5 STORAGE OF BODY ARMOR

Best Practice

All District-issued body armor should be stored in full compliance with the manufacturer's guidance. Generally, all body armor should be stored such that it is not subject to direct sunlight or extreme temperatures and is protected from moisture or high humidity. Body armor should be stored in a location that is reasonably accessible to members, as needed. During times of known or anticipated violent events, body armor may be temporarily moved to and stored in any location that makes it more readily and quickly accessible to members.

905.6 MAINTENANCE AND SERVICE LIFE OF BODY ARMOR

Best Practice

All District-issued body armor shall be inspected and maintained in accordance with the manufacturer's instructions or in accordance with nationally recognized standards. All District body armor will be immediately removed from service at any time that it is obviously damaged, any time it fails the manufacturer's inspection criteria, or when it has exceeded its rated service life.

905.7 SELECTION AND PROCUREMENT OF BODY ARMOR

Best Practice

Body armor provided by the District shall comply with nationally recognized public safety standards for body armor. Body armor provided to personnel exposed to ballistic risks or other hostile threats should be consistent with expected duties.



Application for a Discretionary Tax Abatement under Utah Code Annotated §59-2-1347

1) Property Owner Information

Property owner name: Andrew and Ursula Fletcher
Mobile phone number: 435 729 9273 Work phone number: _____
Property owner address: 8804 Sackett Drive
City: Park City State: Ut Zip: 84098

2) Property Information

Parcel ID or Account Number: JR-4-4046
Type of property (e.g., commercial, primary residential, etc.): primary
Property Address: 8804 Sackett Drive Park City Utah, 84098

3) Property Taxes Currently Outstanding

Tax Year	Taxes	Penalty	Interest	TOTAL

4) If Requesting Abatement, Requested Abatement as follows:

Tax Year	Taxes	Penalty	Interest	TOTAL
2024	8918.70			8918.70

5) If Requesting Deferral, Requested Amounts to Defer and Payment Schedule as follows:

Tax Year	Taxes	Penalty	Interest	Deferred Payment Until	TOTAL

6) Property Owner's statement of circumstances and request for relief (attach additional pages if needed): Please see attachment.

7) Current Year Market Value of Property (attach recent tax notice): \$1,437,590.00

8) Lienholders (i.e. mortgage or deed of trust): yes ☒ no ☐

If there is a lienholder, State Form PT-33A should be attached for each lien holder. A deferral may not be granted without the written consent of the holder of any mortgage or trust deed outstanding on the property.

9) Property Owner is advised that the County Council may request additional information at a later time in order to make their determination under §59-2-1347. This includes but is not limited to income information, assets/liabilities, and IRS filings.

10) Signature(s): I certify to the best of my knowledge and understanding, that this information is true, correct, and complete.

Signature of Property Owner(s) 

Date: 7-1-2025

Signature of Property Owner(s) 

Date: 7/1/25

FOR COUNTY USE ONLY:

Date Application Received: _____

Case of Factual Error (State Rule R884-24P-66): Yes ☐ No ☐

Basis for Factual Error: _____

Staff Signature and Date: _____

Summit County Council, Andrew and Ursula Fletcher are asking for our 2024 property tax to be a primary residence. This was the full-time year-round residence since purchase in 2009. As you can see through the submitted information, we have been trying to rectify this situation for a long time.

On 12/20/2023 we were notified that:

It has come to our attention that your property at 8804 N SACKETT DR, PARK CITY UT 84098, is being used as a short-term rental.

Under Summit County ordinance 787A 1-12B-4: this property no longer qualifies for the primary exemption; therefore, the primary exemption will be removed for 2024.

On 12/23/2023 I replied:

There seems to be some confusion.

It is not being used as short-term rental. I was inquiring if we could use the mother-in-law apartment for short term rentals.

The residents are our primary residents. I will call the office on Tuesday.

Merry Christmas,

Andrew

I called and left a message at the office on 12/26/2023. When we received our 1/1/2024 mortgage statement the taxes had not changed. I assumed the email had fixed the issue. Throughout 2024 our payments remained the same. On February 1st, 2025, we saw an increase in our tax bill from the bank. We called the bank. They instructed us to call the county. We filled out what we thought was the correct paperwork and the 2025 tax year has been corrected. When we reached out to the county for a 2024 form, they resent the 2025 form. The bank and I reached out via phone with no response or resolution. On Tuesday 6/24 I finally got in touch with Stephanie Poll and was directed to file an Abatement. Please see the attached emails showing that we attempted to rectify this situation over a 4-month period. As you can see we received 2 documents dated for the 2025 tax year. Each document stated a different tax amount. We asked for a 3rd time to have the date corrected. This is when Andrew was able to speak with Stephine and she asked us to file an Abatement. We are grateful for Stephine and her help with this. Thank you for looking into this matter and assisting in the correction and overpayment.

Thanks

Andrew and Ursula


Summit County Treasurer
Corrie Forsling

50 N Main St., PO Box 128
Coeville, UT 84017-0128
(435) 336-3038

treasurer@summitcountyutah.gov



2024 Property Tax Notice

Taxes Due 
December 2, 2024

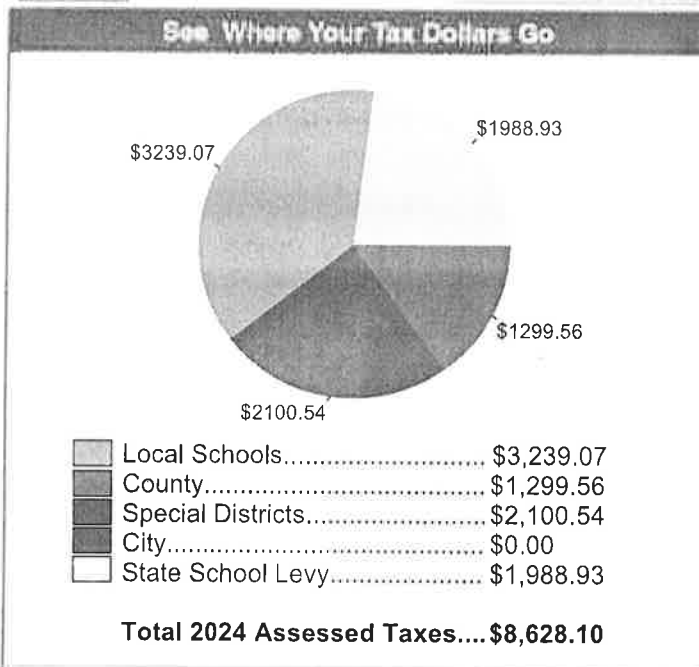
Holiday Closures November 11, 20-29

Account Number	Parcel Number	Tax Area	Acres	Property Address (If Applicable)
0237135	JR-4-4046	13	0.31	8804 N SACKETT DR

Mailing Address	Legal Description (May be Partial)
005931 5-DIGIT 84098 0237135 FLETCHER ANDREW R H/W (JT) et al. 8804 N SACKETT DR PARK CITY, UT 84098-5834	LOT 4046 OF JEREMY RANCH SUBDIVISION PLAT #4 LOCATED IN SEC 1 T1SR3E SLBM; ACCORDING TO OFFICIAL PLAT THEREOF ON FILE IN OFFICE OF SUMMIT COUNTY RECORDER CONT 0.314 AC 550-593 780-45 1229-552 1273-781 1437-816 1638-1907 2000-1072 2006-1828-1829

Property Valuation	Property Tax Summary
2024	2024 Property Taxes \$8,628.10
Market Value: \$1,412,590	Past Due Taxes \$0.00
Taxable Value: \$1,412,590	Special Assessments \$290.60
Primary Residence Property is taxed at 55% of Market Value	Tax Relief Adjustments (\$0.00)
Non-Primary Property is taxed at 100% of Market Value	Pre-Payments Made (\$0.00)
	Total Taxes Due: \$8,918.70

Form M - See back for more detail -




How to Pay Your Taxes

Our records indicate that

WELLS FARGO BANK

Intends to pay your property taxes on your behalf. This notice is sent to you for information purposes to disclose the taxes due and the taxing entities that will receive your payment.

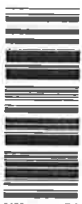
Receive Tax Notices by Email
Visit www.SummitCountyTreasurer.org
and choose "Email My Tax Bill."



Your taxes are scheduled to be paid by your mortgage company.

This notice is for Information Only.

If you no longer have this mortgage, contact the Treasurer at (435) 336-3038.



01010059318

Account Number: 0237135

Property Address: 8804 N SACKETT DR

Taxing Entity	Tax Rate	Tax Amount	Property Tax Totals
SUMMIT COUNTY MUNICIPAL SERVICES	0.000315	\$444.97	2024 Property Tax \$8,628.10
SUMMIT COUNTY GENERAL FUND	0.000491	\$693.55	
STATE ASSESS & COLLECT LEVY	0.000015	\$21.19	Past Due Taxes \$0.00
LOCAL ASSESS & COLLECT LEVY	0.000114	\$161.04	
WEBER BASIN WATER CONSERVANCY	0.000196	\$276.87	
PARK CITY FIRE DISTRICT	0.000350	\$494.41	Special Assessments
SERVICE AREA #6 - ROAD MAINTENANCE	0.000306	\$432.25	SNYDERVILLE BASIN WATER RECLAMATION \$290.60
MOSQUITO ABATEMENT	0.000014	\$19.78	
SNYDERVILLE BASIN RECREATION	0.000408	\$576.34	
SNYDERVILLE BASIN RECREATION BOND A	0.000118	\$166.69	
SNYDERVILLE BASIN RECREATION BOND B	0.000080	\$113.01	
PARK CITY SCHOOL DISTRICT	0.002271	\$3,207.99	
STATE BASIC SCHOOL LEVY	0.001408	\$1,988.93	Reductions in Taxes Due
CHARTER SCHOOL - PARK CITY	0.000022	\$31.08	Circuit Breaker Relief
			County Relief
	0.006108		Disabled Veteran
			Blind Exemption
			Active Duty Relief
			Prepaid Taxes (\$0.00)
Total Property Value	1,412,590	1,412,590	Total Taxes Due \$8,918.70

Property Value Reappraisal. The value of your property may be reviewed in 2025, as required by Utah State Code 59-2-303.

Late 2024 Payments and Delinquencies. Payments made after December 2, 2024, through January 31, 2025, must include a penalty of 1% or \$10.00 whichever is GREATER for EACH parcel. If the payment is made after January 31, 2025 the penalty will be the GREATER of \$10 or 2.5% of the December 3, 2024 tax balance. Interest will be charged at the rate defined in Utah State Code 58-2-1331.

Partial Payments. If you pay part of your tax bill, you have the right under Utah State Code 59-2-1331 to tell us how you want your payments to be applied. You can allocate the payment between amounts due for total property tax, special assessments, delinquent local district fees, and any other amounts due on this notice.

TAXING ENTITIES & BUDGET HEARINGS

For information about budget hearings, taxes, or services provided, contact each entity directly by scanning the QR code below or at summitcounty.info/propertytaxes.

CONTACT US

Phone: (435) 336-3038
Email: treasurer@summitcountyutah.gov
Website: summitcountytreasurer.org



SCAN ME

ADDRESS CHANGE

Change your address online at:
summitcounty.org/recorder and find the Address
Change Form or call (435) 336-3238

PROPERTY TAX RELIEF - FILE BY DECEMBER 31

Summit County offers six different tax relief programs for county residents in their primary homes. To apply, visit summitcountytreasurer.org and choose "Get Tax Relief."

Age & Income Based

For residents over the age of 55 with income under \$40,000

County Hardship

For those in extreme hardship or disabled with income under \$40,000

Disabled Veteran Exemption

For veterans with at least 10% VA disability

Active Duty Military

For those deployed outside of Utah for 200+ days last year

Blind Exemption

For legally blind homeowners or surviving spouse/parent

75+ Deferral

For residents aged 75+ with income under \$81,680

Summit County Treasurer
Corrie Forsling

60 N. Main St., P.O. Box 128
Coalville, UT 84017-0128
(435) 336-3038
treasurer@summitcounty.org



2023 Property Tax Notice

Taxes Due
November 30, 2023

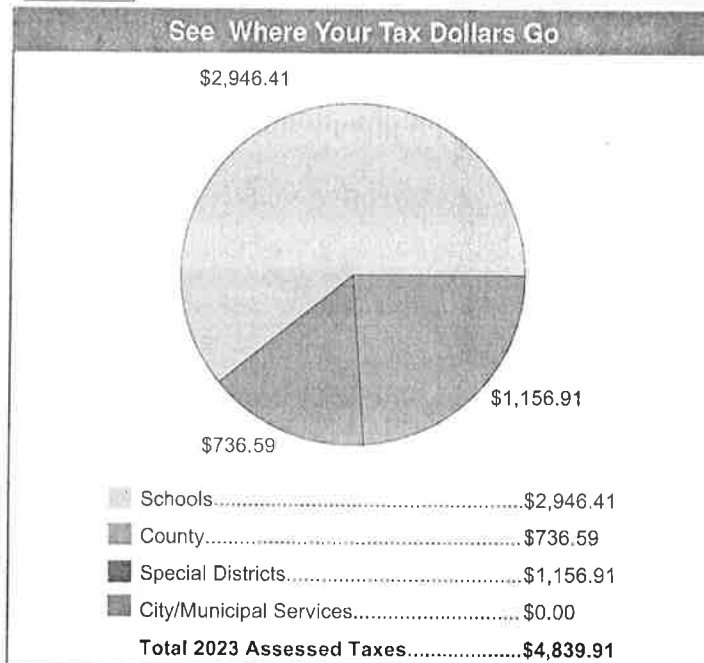


Holiday Closures November 10, 23-24

Account Number	Parcel Number	Tax Area	Acres	Property Address (If Applicable)												
0237135	JR-4-4046	13	0.31	8804 N SACKETT DR												
Mailing Address		Legal Description (May be Partial)														
005984 ***** 5-DIGIT 84098 FLETCHER ANDREW R H/W (JT) et al. 8804 N SACKETT DR PARK CITY, UT 84098-5834 		LOT 4046 OF JEREMY RANCH SUBDIVISION PLAT #4 LOCATED IN SEC 1 T1SR3E SLBM; ACCORDING TO OFFICIAL PLAT THEREOF ON FILE IN OFFICE OF SUMMIT COUNTY RECORDER CONT 0.314 AC 550-593 780-45 1229-552 1273-781 1437-816 1638-1907 2000-1072 2006-1828-1829														
Property Valuation		Property Tax Summary														
2023 Market Value: \$1,537,626 Taxable Value: \$845,694 Primary Residence Property is taxed at 55% of Market Value Non-Primary Property is taxed at 100% of Market Value		<table border="1"> <tr> <td>2023 Property Taxes</td> <td>\$4,839.91</td> </tr> <tr> <td>Past Due Taxes</td> <td>\$0.00</td> </tr> <tr> <td>Special Assessments</td> <td>\$0.00</td> </tr> <tr> <td>Tax Relief Adjustments</td> <td>(\$0.00)</td> </tr> <tr> <td>Pre-Payments Made</td> <td>(\$0.00)</td> </tr> <tr> <td>Total Taxes Due:</td> <td>\$4,839.91</td> </tr> </table>			2023 Property Taxes	\$4,839.91	Past Due Taxes	\$0.00	Special Assessments	\$0.00	Tax Relief Adjustments	(\$0.00)	Pre-Payments Made	(\$0.00)	Total Taxes Due:	\$4,839.91
2023 Property Taxes	\$4,839.91															
Past Due Taxes	\$0.00															
Special Assessments	\$0.00															
Tax Relief Adjustments	(\$0.00)															
Pre-Payments Made	(\$0.00)															
Total Taxes Due:	\$4,839.91															

Form M

– See back for more detail –



How to Pay Your Taxes

Our records indicate that

**WELLS FARGO REAL ESTATE
TAX SERVICES, LLC**

intends to pay your property taxes on your behalf. This notice is sent to you for information purposes to disclose the taxes due and the taxing entities that will receive your payment.

Receive Tax Notices by Email!
Visit www.SummitCountyTreasurer.org
and choose "Email My Tax Bill."



Your taxes are scheduled to be paid by your mortgage company.

This notice is for Information Only.

If you no longer have this mortgage, contact the Treasurer at (435) 336-3038.

01010059840

Account Number:0237135

Property Address:8804 N SACKETT DR

Taxing Entity	Tax Rate	Tax Amount	Property Tax Totals	
SUMMIT COUNTY MUNICIPAL SERVICES	0.000307	\$259.63	2023 Property Tax	\$4,839.91
SUMMIT COUNTY GENERAL FUND	0.000482	\$407.61	Past Due Taxes	\$0.00
STATE ASSESS & COLLECT LEVY	0.000015	\$12.69	Special Assessments	
LOCAL ASSESS & COLLECT LEVY	0.000082	\$69.35		
WEBER BASIN WATER CONSERVANCY	0.000200	\$169.14		
PARK CITY FIRE DISTRICT	0.000343	\$290.07		
SERVICE AREA #6 - ROAD MAINTENANCE	0.000197	\$166.60		
MOSQUITO ABATEMENT	0.000014	\$11.84		
SNYDERVILLE BASIN RECREATION	0.000400	\$338.28		
SNYDERVILLE BASIN RECREATION BOND A	0.000118	\$99.79		
SNYDERVILLE BASIN RECREATION BOND B	0.000081	\$68.50		
PARK CITY SCHOOL DISTRICT	0.002063	\$1,744.67		
STATE BASIC SCHOOL LEVY	0.001406	\$1,189.05		
CHARTER SCHOOL LEVY - PARK CITY	0.000015	\$12.69		
	0.005723		Reductions in Taxes Due	
Property Type	Market Value	Taxable Value	Circuit Breaker Relief County Relief Disabled Veteran Blind Exemption Active Duty Relief	
PrimaryLand	\$400,000	\$220,000		
PrimaryBuilding	\$1,137,626	\$625,694		
			Prepaid Taxes	(\$0.00)
Total Property Value	\$1,537,626	\$845,694	Total Taxes Due	\$4,839.91

Property value reappraisal. The value of your property may be reviewed in 2024, as required by Utah State Code 59-2-303.

Late 2023 payments and delinquencies. Payments made after November 30, 2023, through January 31, 2024, must include a penalty of 1% or \$10.00 whichever is GREATER for EACH parcel. If the payment is made after January 31, 2024 the penalty will be the GREATER of \$10 or 2.5% of the December 1, 2023 tax balance. Interest will be charged at the rate defined in Utah State Code 59-2-1331.

Partial payments. If you pay part of your tax bill, you have the right under Utah State Code 59-2-1331 to tell us how you want your payments to be applied. You can allocate the payment between amounts due for total property tax, special assessments, delinquent local district fees, and any other amounts due on this notice.

1 in 3 Utah homes have high levels of radon. Protect your family's health and test your home today. Visit [Radon.utah.gov](https://radon.utah.gov) to purchase a test kit.



Property Tax Relief

Summit County offers six different tax relief programs for county residents in their primary homes. These programs are created by the State of Utah and administered by Summit County. To find more information and the application, visit www.SummitCountyTreasurer.org and choose "Property Tax Relief."

Age & Income Based Relief	County Hardship	Disabled Veteran Exemption	Active Duty Military	Blind Exemption	CB75+ Deferral
For residents over age 65 with income under \$38,369	For those in extreme hardship or disabled with income under \$46,043	For veterans with at least 10% VA disability	For those deployed outside of Utah for 200+ days last year	For legally blind homeowners or surviving spouse/orphan	For residents aged 75+ with limited income and assets

Contact Us

Phone
(435) 336-3038

Email
Treasurer@SummitCounty.org

Online
www.SummitCountyTreasurer.org

Address Change

Change your address online at
www.SummitCounty.org/Recorder

Find the
Address Change Form

Or call (435) 336-3238

Budget Hearings

Budget hearing information for all taxing authorities in Summit County (cities & towns, school districts, special service districts, etc.) can be found online.

Visit
www.SummitCountyTreasurer.org

Christine Hull

Farmland Assessment Act Specialist

Primary Residential Exemption Specialist

Summit County, Utah

PO Box 128

60 North Main

Coalville, UT 84017

Tele: 435.336.3211

summitcounty.org

From: Andrew Fletcher <afletchski@gmail.com>

Sent: Tuesday, March 18, 2025 9:46 AM

To: Christine Hull <chull@summitcountyutah.gov>

Subject: Fwd: 0237135 REMOVAL OF PRIMARY RESIDENTIAL EXEMPTION

You don't often get email from afletchski@gmail.com. [Learn why this is important](#)

Christine, the original email correspondence not in PDF form. For Andrew and Ursula Fletcher.

Best,

Andrew

----- Forwarded message -----

From: **Andrew Fletcher** <afletchski@gmail.com>

Date: Sat, Dec 23, 2023 at 3:27 PM

Subject: Re: 0237135 REMOVAL OF PRIMARY RESIDENTIAL EXEMPTION

To: Karen West <kwest@summitcounty.org>

There seems to be some confusion.

It is not being used as short term rental. I was inquiring if we could use the mother-in-law apartment for short term rentals.

The residents are our primary residents. I will call the office on Tuesday.

Merry Christmas,

Andrew

On Wed, Dec 20, 2023 at 11:51 AM Karen West <kwest@summitcounty.org> wrote:

Andrew & Ursula Fletcher
8804 Sackett Dr
Park City, UT 84098

Property Owner,

It has come to our attention that your property at 8804 N SACKETT DR, PARK CITY UT 84098, is being used as a short-term rental.

Under Summit County ordinance 787A 1-12B-4: this property no longer qualifies for the primary exemption; therefore, the primary exemption will be removed for 2024.

a Primary Residence of the occupant(s) may qualify for the Primary Residence tax exemption.

Property used for transient residential use (motels, nightly rentals, condominiums used in rental pools, etc.) may not. Evidence that the property is regularly utilized for "nightly rentals", as that term is defined in Title 3 of this code, for a period greater than fourteen (14) calendar days in any calendar year, raises a rebuttable presumption that the property no longer qualifies for the Primary Residence tax exemption.

If you feel that the removal of this exemption is in error, please contact our office at 435-336-3220.

Thank you,

Karen West

Summit County Assessors Office

kwest@summitcounty.org

60 North Main

P.O. Box 128

Coalville, UT 84017

435-336-3257





Outlook

Fwd: 0237135 REMOVAL OF PRIMARY RESIDENTIAL EXEMPTION

From Andrew Fletcher <afletchski@gmail.com>
Date Wed 7/9/2025 10:37 AM
To Andrew Fletcher <afletcher@snowbird.com>

[EXTERNAL]

----- Forwarded message -----

From: **Andrew Fletcher** <afletchski@gmail.com>
Date: Wed, Jun 25, 2025 at 10:15 AM
Subject: Fwd: 0237135 REMOVAL OF PRIMARY RESIDENTIAL EXEMPTION
To: <spoll@summitcountyutah.gov>

----- Forwarded message -----

From: **Andrew Fletcher** <afletchski@gmail.com>
Date: Thu, May 29, 2025 at 7:19 AM
Subject: Re: 0237135 REMOVAL OF PRIMARY RESIDENTIAL EXEMPTION
To: Christine Hull <chull@summitcountyutah.gov>



Stephanie Poll
Assessor

P.O. Box 128
Coalville, Utah 84017

Phone: (435) 336-3211
Email: chull@summitcountyutah.gov

DATE 3/18/2025

PARCEL NUMBER JR-4-4046

PROPERTY OWNER FLETCHER ANDREW

PROPERTY ADDRESS 8804 N SACKETT DR

CITY PARK CITY

STATE Utah ZIP 84098

To Whom It May Concern:

Please be advised that the estimated taxes for 2025 on the above referenced property will be approximately: \$4,829.00

This amount is based on an assessed value of \$1,437,590.00

The property is classified as Primary ☒

 Non-Primary ☐

This information may change due to potential adjustments to market value and/or changes in the certified tax rate. The primary residence exemption will only be granted after application is received and approved.

Christine Hull
Summit County Assessor's Office

The bank stated that this is for 2025. They need this for 2024 as well.
Thanks for your assistance.

Andrew

On Tue, May 27, 2025 at 4:53 PM Christine Hull <chull@summitcountyutah.gov> wrote:

Please see attached.

Best,

Christine Hull

Farmland Assessment Act Specialist

Primary Residential Exemption Specialist

Summit County, Utah

PO Box 128

60 North Main

Coalville, UT 84017

Tele: 435.336.3211

summitcounty.org

From: Andrew Fletcher <afletchski@gmail.com>
Sent: Tuesday, May 27, 2025 3:25 PM
To: Christine Hull <chull@summitcountyutah.gov>
Subject: Re: 0237135 REMOVAL OF PRIMARY RESIDENTIAL EXEMPTION

Thank you. We need this for 2024 as well. The bank is still charging no resident tax for 2024.

Thanks,

Andrew

On Tue, Mar 18, 2025 at 2:57 PM Christine Hull <chull@summitcountyutah.gov> wrote:

Hi there,

Please see attached.

Best,



Stephanie Poll

Assessor

P.O. Box 128
Coalville, Utah 84017

Phone: (435) 336-3211
Email: chull@summitcountyutah.gov

DATE 5/27/2025

PARCEL NUMBER JR-4-4046

PROPERTY OWNER FLETCHER ANDREW (JT)

PROPERTY ADDRESS 8804 N SACKET DR

CITY PARK CITY

STATE Utah ZIP 84098

To Whom It May Concern:

Please be advised that the estimated taxes for 2025 on the above referenced property will be approximately: \$5,566.00

This amount is based on an assessed value of \$1,656,989.00

The property is classified as Primary ☒

 Non-Primary ☐

This information may change due to potential adjustments to market value and/or changes in the certified tax rate. The primary residence exemption will only be granted after application is received and approved.

Christine Hull
Summit County Assessor's Office



Outlook

Fwd: 0237135 REMOVAL OF PRIMARY RESIDENTIAL EXEMPTION

From Andrew Fletcher <afletchski@gmail.com>

Date Wed 7/9/2025 1:57 PM

To Andrew Fletcher <afletcher@snowbird.com>

[EXTERNAL]

----- Forwarded message -----

From: **Andrew Fletcher** <afletchski@gmail.com>

Date: Fri, Jun 20, 2025 at 1:30 PM

Subject: Re: 0237135 REMOVAL OF PRIMARY RESIDENTIAL EXEMPTION

To: Christine Hull <chull@summitcountyutah.gov>, Ursula Fletcher
<ufletcher3@gmail.com>

Christine, is there an update on this? The bank is still asking for 2024. The date on the form sent still says 2025, it needs to be 2024.

Best,
Andrew

On Thu, May 29, 2025 at 7:19 AM Andrew Fletcher <afletchski@gmail.com> wrote:
The bank stated that this is for 2025. They need this for 2024 as well.
Thanks for your assistance.

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Please see attached.



Assessor
60 North Main
Coalville, UT 84017
summitcountyassessor.org

TO: Summit County Council

FROM: Stephanie Poll, Summit County Assessor

DATE: 10 June 2025

RE: Consideration of Discretionary Tax Abatement – Parcel: JR-4-4046

Appeal Procedure

The law puts the responsibility on property owners to file a property tax appeal each year by the statutory deadline for that year. Counties mail the Notices of Valuation by the end of July to the address of record with information on how to file an appeal with the County Board of Equalization. Every year the deadline to file an appeal to the county board of Equalization is 15 September, or the next business day if the 15th falls on a weekend. See Utah Code 59-2-1004. **Summit County extends this deadline for the Primary Residential Exemption application to 30 November of each year per Summit County Ordinance 787-A.**

Statement of Facts

- 1) The owner applied for a nightly rental license on December 2, 2023.
- 2) The owner was notified on December 20, 2023, that the exemption was being removed.
- 3) The owner responded to that email on December 23, 2023, stating that the nightly rental license was only for the mother-in-law apartment.
- 4) The tax disclosure notice reflected non-primary
- 5) The tax bill reflected non-primary
- 6) We do not hear from the taxpayer again until March of 2025.

Staff Recommendation

While the taxpayer was notified twice during 2024 of the non-primary status, the county recognizes that an attempt was made by email at the end of 2023 and it was not noticed or handled at that time with a follow-up. As such, this could be considered a county error, and the staff recommendation would be to abate the taxes for 2024 on parcel JR-4-4046.

Refund Calculation

Difference in Primary and Non-Primary Taxes for Tax Year 2024 would be: \$3,882.65



Assessor
60 North Main
Coalville, UT 84017
summitcountyassessor.org

State Standard of Practice

Utah Standards of Practice, Standard 3, adopted by the Utah Property Tax Division has these guidelines related to such discretionary abatements: *When considering a discretionary adjustment under Section 59-2-1374, it is the responsibility of the county legislative body to weight the best interests of the individual, the state, and the county. It can be interpreted as human interests vs. community interests, as taxes not paid by one person are spread amongst other taxpayers. The considerations given to one applicant must be applied to all applicants. Granting abatements, adjustments and deferrals too leniently can result in lower collections over time and higher tax rate for everyone else in a taxing entity.*

Re: 0237135 REMOVAL OF PRIMARY RESIDENTIAL EXEMPTION

From Andrew Fletcher <afletchski@gmail.com>

Date Sat 12/23/2023 3:27 PM

To Karen West <kwest@summitcountyutah.gov>

You don't often get email from afletchski@gmail.com. [Learn why this is important](#)

There seems to be some confusion.

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Andrew & Ursula Fletcher

8804 Sackett Dr

Park City, UT 84098

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a Primary Residence of the occupant(s) may qualify for the Primary Residence tax exemption.

Property used for transient residential use (motels, nightly rentals, condominiums used in rental

pools, etc.) may not. Evidence that the property is regularly utilized for "nightly rentals", as that term is defined in Title 3 of this code, for a period greater than fourteen (14) calendar days in any calendar year, raises a rebuttable presumption that the property no longer qualifies for the Primary Residence tax exemption.

If you feel that the removal of this exemption is in error, please contact our office at 435-336-3220.

Thank you,

Karen West

Summit County Assessors Office

kwest@summitcounty.org

60 North Main

P.O. Box 128

Coalville, UT 84017

435-336-3257



2024 NOTICE OF PROPERTY VALUATION AND TAX CHANGES



Summit County Auditor
Cindy M. Keyes
60 North Main
PO Box 128
Coalville, UT 84017
435-336-3019

PLEASE SEE IMPORTANT EXPLANATIONS & INSTRUCTIONS ON REVERSE SIDE

MAILING ADDRESS

013406 5-DIGIT 84098 *****

FLETCHER ANDREW R H/W (JT) et al.
8804 N SACKETT DR
PARK CITY, UT 84098-5834



ACCOUNT NUMBER PARCEL NUMBER ACRES TAX AREA

0237135 JR-4-4046 0.31 13

PARTIAL LEGAL DESCRIPTION – FOR TAX ID ONLY

LOT 4046 OF JEREMY RANCH SUBDIVISION PLAT #4 LOCATED
IN SEC 1 T1SR3E SLBM; ACCORDING TO OFFICIAL PLAT
THEREOF ON FILE IN OFFICE OF SUMMIT COUNTY RECORDER
CON...

PROPERTY ADDRESS

8804 N SACKETT DR

OWNER

FLETCHER ANDREW R H/W (JT) et al.

VALUE OF YOUR PROPERTY

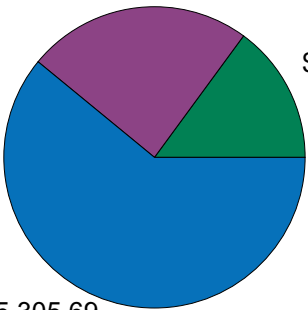
PROPERTY TYPE	2023 Market Value	2023 Taxable Value	2024 Market Value	2024 Taxable Value	
NON-PRIMARY IMPROVED PROPERTY	N/A	N/A	1,412,590	1,412,590	Primary Property Full-time residential dwelling. Taxed at 55% of market value.
PRIMARY IMPROVED PROPERTY	1,537,626	845,694	N/A	N/A	
					Non-Primary Property Taxed at 100% of the market value.
					Greenbelt Property Active agriculture use.
TOTAL PROPERTY VALUE	1,537,626	845,694	1,412,590	1,412,590	

		PROPOSED				CHANGES				
	2023	2024				Changes If Proposed Budget Is Approved		PUBLIC HEARINGS FOR TAX INCREASE		
TAXING ENTITIES	Taxes Last Year	No Budget Increase		Proposed Budget Amount						
	Tax Amount (\$)	Tax Rate	Tax Amount (\$)	Tax Rate	Tax Amount (\$)	Amount	Percent	Date	Time	Place
PARK CITY SCHOOL	1744.67	0.002106	2974.91	0.002326	3285.68	310.77	10.40%	Aug 20	6:00 PM	2700 Kearns Blvd Park City
STATE BASIC SCHOOL LEVY	1189.05	0.001408	1988.93	0.001408	1988.93	0.00	0.00%			
SUMMIT COUNTY GENERAL FUND	407.62	0.000491	693.58	0.000491	693.58	0.00	0.00%			
SNYDERVILLE BASIN RECREATION	338.28	0.000408	576.34	0.000408	576.34	0.00	0.00%			
PARK CITY FIRE DISTRICT	290.07	0.000350	494.41	0.000350	494.41	0.00	0.00%			
SUMMIT COUNTY MUNICIPAL	259.63	0.000315	444.97	0.000315	444.97	0.00	0.00%			
SERVICE AREA #6-ROAD MAINT	166.60	0.000183	258.50	0.000306	432.25	173.75	67.20%			Hearing was Dec 2023
WEBER BASIN WATER	169.14	0.000196	276.87	0.000196	276.87	0.00	0.00%			
SNYDERVILLE BASIN REC BOND A	99.79	0.000118	166.69	0.000118	166.69	0.00	0.00%			
LOCAL ASSESS & COLLECT LEVY	69.34	0.000084	118.64	0.000114	161.01	42.37	35.70%			Hearing was Dec 2023
SNYDERVILLE BASIN REC BOND B	68.50	0.000080	113.01	0.000080	113.01	0.00	0.00%			
CHARTER SCHOOL PARK CITY	12.69	0.000022	31.08	0.000022	31.08	0.00	0.00%			
STATE ASSESS & COLLECT LEVY	12.69	0.000015	21.19	0.000015	21.19	0.00	0.00%			
MOSQUITO ABATEMENT	11.84	0.000014	19.78	0.000014	19.78	0.00	0.00%			
TOTALS	4,839.91	0.005790	8,178.90	0.006163	8,705.79	526.89	6.40%	LAST PROPERTY REVIEW: 2022		

THIS IS NOT A BILL DO NOT PAY ----- THIS IS NOT A BILL DO NOT PAY

See Where Your Tax Dollars Go

\$2,100.54



\$1,299.56

City.....	\$0.00
County.....	\$1,299.56
Special Districts.....	\$2,100.54
School.....	\$5,305.69

Total 2024 Assessed Taxes.....\$8,705.79

*If property is in an unincorporated area, services are provided by Summit County

THIS DOES NOT INCLUDE TAX RELIEF ABATEMENTS, PREPAYMENTS OR SPECIAL ASSESSMENTS


Summit County Treasurer
Corrie Forsling

60 N. Main St., P.O. Box 128
Coalville, UT 84017-0128
(435) 336-3038

treasurer@summitcountyutah.gov



2024 Property Tax Notice

Taxes Due 
December 2, 2024

Holiday Closures November 11, 28-29

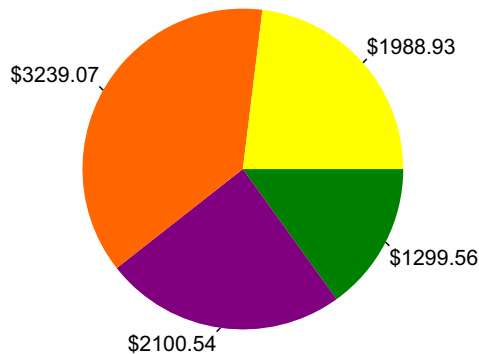
Account Number	Parcel Number	Tax Area	Acres	Property Address (If Applicable)
0237135	JR-4-4046	13	0.31	8804 N SACKETT DR
Mailing Address			Legal Description (May be Partial)	
005931 5-DIGIT 84098 0237135 FLETCHER ANDREW R H/W (JT) et al. 8804 N SACKETT DR PARK CITY, UT 84098-5834			LOT 4046 OF JEREMY RANCH SUBDIVISION PLAT #4 LOCATED IN SEC 1 T1SR3E SLBM; ACCORDING TO OFFICIAL PLAT THEREOF ON FILE IN OFFICE OF SUMMIT COUNTY RECORDER CONT 0.314 AC 550-593 780-45 1229-552 1273-781 1437-816 1638-1907 2000-1072 2006-1828-1829	

Property Valuation		Property Tax Summary	
	2024	2024 Property Taxes	\$8,628.10
Market Value:	\$1,412,590	Past Due Taxes	\$0.00
Taxable Value:	\$1,412,590	Special Assessments	\$290.60
Primary Residence Property is taxed at 55% of Market Value		Tax Relief Adjustments	(\$0.00)
Non-Primary Property is taxed at 100% of Market Value		Pre-Payments Made	(\$0.00)
		Total Taxes Due:	\$8,918.70

Form M

– See back for more detail –

See Where Your Tax Dollars Go



Local Schools.....	\$3,239.07
County.....	\$1,299.56
Special Districts.....	\$2,100.54
City.....	\$0.00
State School Levy.....	\$1,988.93

Total 2024 Assessed Taxes....\$8,628.10

How to Pay Your Taxes

Our records indicate that

WELLS FARGO BANK

Intends to pay your property taxes on your behalf. This notice is sent to you for information purposes to disclose the taxes due and the taxing entities that will receive your payment.

Receive Tax Notices by Email
Visit www.SummitCountyTreasurer.org
and choose "Email My Tax Bill."



Your taxes are scheduled to be paid by your mortgage company.

This notice is for Information Only.

If you no longer have this mortgage, contact the Treasurer at (435) 336-3038.

01010059318

Taxing Entity	Tax Rate	Tax Amount	Property Tax Totals	
SUMMIT COUNTY MUNICIPAL SERVICES	0.000315	\$444.97	2024 Property Tax	\$8,628.10
SUMMIT COUNTY GENERAL FUND	0.000491	\$693.55	Past Due Taxes	\$0.00
STATE ASSESS & COLLECT LEVY	0.000015	\$21.19		
LOCAL ASSESS & COLLECT LEVY	0.000114	\$161.04		
WEBER BASIN WATER CONSERVANCY	0.000196	\$276.87	Special Assessments	
PARK CITY FIRE DISTRICT	0.000350	\$494.41	SNYDERVILLE BASIN WATER RECLAMATION	\$290.60
SERVICE AREA #6 - ROAD MAINTENANCE	0.000306	\$432.25		
MOSQUITO ABATEMENT	0.000014	\$19.78		
SNYDERVILLE BASIN RECREATION	0.000408	\$576.34		
SNYDERVILLE BASIN RECREATION BOND A	0.000118	\$166.69		
SNYDERVILLE BASIN RECREATION BOND B	0.000080	\$113.01	Reductions in Taxes Due	
PARK CITY SCHOOL DISTRICT	0.002271	\$3,207.99	Circuit Breaker Relief	
STATE BASIC SCHOOL LEVY	0.001408	\$1,988.93	County Relief	
CHARTER SCHOOL - PARK CITY	0.000022	\$31.08	Disabled Veteran	
	0.006108		Blind Exemption	
Property Type	Market Value	Taxable Value	Active Duty Relief	
Non-PrimaryLand	600,000	600,000	Prepaid Taxes (\$0.00)	
Non-PrimaryBuilding	812,590	812,590	Total Taxes Due \$8,918.70	
Total Property Value	1,412,590	1,412,590		

Property Value Reappraisal. The value of your property may be reviewed in 2025, as required by Utah State Code 59-2-303.

Late 2024 Payments and Delinquencies. Payments made after December 2, 2024, through January 31, 2025, must include a penalty of 1% or \$10.00 whichever is GREATER for EACH parcel. If the payment is made after January 31, 2025 the penalty will be the GREATER of \$10 or 2.5% of the December 3, 2024 tax balance. Interest will be charged at the rate defined in Utah State Code 59-2-1331.

Partial Payments. If you pay part of your tax bill, you have the right under Utah State Code 59-2-1331 to tell us how you want your payments to be applied. You can allocate the payment between amounts due for total property tax, special assessments, delinquent local district fees, and any other amounts due on this notice.

TAXING ENTITIES & BUDGET HEARINGS

For information about budget hearings, taxes, or services provided, contact each entity directly by scanning the QR code below or at summitcounty.info/propertytaxes.

CONTACT US

Phone: (435) 336-3038
Email: treasurer@summitcountyutah.gov
Website: summitcountytreasurer.org



SCAN ME

ADDRESS CHANGE

Change your address online at summitcounty.org/recorder and find the Address Change Form or call (435) 336-3238

PROPERTY TAX RELIEF - FILE BY DECEMBER 31

Summit County offers six different tax relief programs for county residents in their primary homes. To apply, visit summitcountytreasurer.org and choose "Get Tax Relief."

Age & Income Based

For residents over the age of 66 with income under \$40,840

County Hardship

For those in extreme hardship or disabled with income under \$49,008

Disabled Veteran Exemption

For veterans with at least 10% VA disability

Active Duty Military

For those deployed outside of Utah for 200+ days last year

Blind Exemption

For legally blind homeowners or surviving spouse/orphan

75+ Deferral

For residents aged 75+ with income under \$81,680



Proclamation No. 2025-06

PROCLAMATION OF SUMMIT COUNTY
Supporting America250 Utah
And Recognizing and Approving the Summit County Utah250
Community Committee

Whereas Governor Spencer J. Cox and the Utah State Legislature created the America250 Utah Commission (also known as America250 Utah);

Whereas the mission of America250 Utah is to commemorate and celebrate, reflect on our nation’s past, build community, and look toward the future by educating, engaging, and uniting Utahns and visitors to our state;

Whereas America250 Utah is seeking partnerships with counties and municipalities to further its mission;

Whereas this partnership will be formed by creating a local committee called the Summit County Utah250 Community Committee.

Whereas the Summit County Utah250 Community Committee will focus on important events, people, and places within Summit County to commemorate and celebrate Summit County’s role in America’s 250th anniversary; and

Whereas local projects will enhance tourism, community building, and economic development opportunities.

Now, therefore be it RESOLVED, that Summit County:

1. Hereby recognizes the Summit County Utah250 Community Committee as its official committee.
2. Will partner with America250 Utah.
3. Will support signature programs of the America250 Utah Commission; and
4. Will support the Summit County Utah250 Community Committee in its local efforts to educate, engage, and unify Utahns and our visitors in Summit County.

APPROVED AND ADOPTED this 30th day of July, 2025.
SUMMIT COUNTY COUNCIL

Tonja B. Hanson, Chair

Canice Harte, Vice-Chair

Christopher F. Robinson

Roger Armstrong

Megan McKenna

Evelyn Furse, Clerk



Utah250 Community Committee

Tyler Orgill - Upton

Gene Richins – Henefer

Wes Wilson – Kamas

Justin Judd – Coalville

Dakody Gines – Wanship

Katie Silcox - Henefer

INTERLOCAL COOPERATION AGREEMENT
BETWEEN
SUMMIT COUNTY
on behalf of the
SUMMIT COUNTY CLERK'S OFFICE
-AND-
COALVILLE CITY

THIS AGREEMENT ("Agreement") is made and entered into the 12 day of May, 2025, by and between SUMMIT COUNTY, a political subdivision of the State of Utah ("County"), on behalf of its Clerk's Office, and Coalville City ("City"). The County and the City may be referred to collectively as the "Parties" and may be referred to individually as a "Party."

WITNESSETH:

WHEREAS, the County desires to provide the services of its Clerk's office to the City for the purpose of assisting the City in conducting the City's 2025 primary and general municipal elections; and

WHEREAS, the City desires to engage the County for such services;

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

1. **Term.** County shall provide election services to the City commencing on the date this Agreement is executed, and terminating on January 1, 2026. The term of this Agreement may be extended by mutual agreement in writing signed by all Parties. Either Party may cancel this Agreement upon ninety (90) days written notice to the other party. Upon such cancellation, each

Party shall retain ownership of any property it owned prior to the date of this Agreement, and the City shall own any property it created or acquired pursuant to this Agreement.

2. **Scope of Work.** The services to be provided by the County, shall be as set forth in the Scope of Work, attached hereto and incorporated by reference as Exhibit A. Generally, the County Clerk shall perform all elections administration functions as set forth in Exhibit A and as needed to ensure implementation of the City's 2025 primary and general municipal elections.

3. **Legal Requirements.** The County and the City understand and agree that the 2025 primary and general municipal elections are the City's elections. The City shall be responsible for compliance with all legal requirements for these elections and shall direct the manner in which the elections are conducted. The County agrees to work with the City in complying with all legal requirements for the conduct of these elections and conduct these elections pursuant to the direction of the City. The City, not the County, is responsible to resolve any and all election questions, problems, and legal issues that are within the City's statutory authority.

4. **Cost.** In consideration of the services performed under this Agreement, the City shall pay the County an amount not to exceed the rate estimate given to the City by the County in Exhibit B. The County shall provide a written invoice to the City at the conclusion of the elections, and the City shall pay the County from the invoice within thirty (30) days of receiving it. The invoice shall contain the number of active registered voters as of one week before Election Day, the rate used, and jurisdictions participating in the election(s). In the case of a vote recount, election system audit, election contest, or similar event arising out of the City's election, the City shall pay the County's cost of responding to such events, based on a written invoice provided by the County. The invoice amount for these additional services may cause the total cost to the City to exceed the estimate given to the City by the County. For such consideration, the County shall

furnish all materials, labor and equipment to complete the requirements and conditions of this Agreement.

5. **Governmental Immunity.** The City and the County are governmental entities and subject to the Governmental Immunity Act of Utah, Utah Code Ann. §§ 63G-7-101, et seq. ("Act"). Subject to the provisions of the Act, the City and County agree to indemnify and hold harmless the other Party, its agents, officers and employees from and against any and all actions, claims, lawsuits, proceedings, liability damages, losses and expenses (including attorney's fees and costs) arising out of or resulting from the performance of this Agreement to the extent the same are caused by any negligent or wrongful act or omission of that Party, its officers, agents and employees. Nothing in this Agreement shall be deemed a waiver of any rights, statutory limitations on liability, or defenses applicable to the City or the County under the Act.

6. **Election Records.** The County shall maintain and keep control over all records created pursuant to this Agreement and to the elections relevant to this Agreement. The County shall respond to all public record requests related to this Agreement and the underlying elections and shall retain all election records consistent with the Government Records Access and Management Act, Utah Code Ann. §§ 63G-2-101 et seq. and all other relevant local, state and federal laws.

7. **Service Cancellation.** If the Agreement is canceled by the City as provided herein, the City shall pay the County on the basis of the actual services performed according to the terms of this Agreement. Upon cancellation of this Agreement, the County shall submit to the City an itemized statement for services rendered under this Agreement up to the time of cancellation and based upon the dollar amounts for materials, equipment and services set forth herein.

8. **Legal Compliance.** The Parties, as part of the consideration herein, shall comply with all applicable federal, state and county laws governing elections.

9. **Interlocal Agreement.** In satisfaction of the requirements of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended (“Interlocal Act”), in connection with this Agreement, the Parties agree as follows:

(a) This Agreement shall be approved by each Party, pursuant to § 11-13-202.5 of the Interlocal Act;

(b) This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each Party, pursuant to Section 11-13-202.5 of the Interlocal Act;

(c) A duly executed original counterpart of the Agreement shall be filed with the keeper of records of each Party, pursuant to § 11-13-209 of the Interlocal Act;

(d) Each Party shall be responsible for its own costs of any action done pursuant to this Agreement, and for any financing of such costs; and

(e) No separate legal entity is created by the terms of this Agreement. To the extent that this Agreement requires administration other than as set forth herein, it shall be administered by the City Recorder of the City and the County Clerk of the County, acting as a joint board. No real or personal property shall be acquired jointly by the Parties as a result of this Agreement. To the extent that a Party acquires, holds, and disposes of any real or personal property for use in the joint or cooperative undertaking contemplated by this Agreement, such Party shall do so in the same manner that it deals with other property of such Party.

10. **Counterparts.** This Agreement may be executed in counterparts by the City and the County.

11. **Governing Law.** This Agreement shall be governed by the laws of the State of Utah both as to interpretation and performance.

12. **Integration.** This Agreement, with attached exhibits, embodies the entire agreement between the Parties and shall not be altered except in writing signed by both Parties.

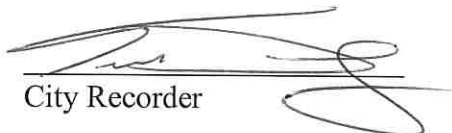
IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

CITY

By: 

MAYOR

ATTEST:


City Recorder

Approved as to form and compliance
with applicable law:


City Attorney

Date: 5/12/2025

SUMMIT COUNTY

By: _____
Chair of the Summit County Council

ATTEST:

Summit County Clerk

Approved as to form and compliance
with applicable law:

County Attorney

Date: _____

Exhibit A
2025 Municipal Elections
Scope of Work for Election Services

The County shall provide to the City an Official Register as required by Utah Code Ann. § 20A-5-401, (as amended), upon request.

The City shall perform all administrative functions related to candidate filing requirements and all other requirements of Utah Code Ann. § 20A-9-203 (as amended), including all administrative functions related to financial disclosure reporting.

The City shall be responsible for all Public Notice(s) required by law. The City may work with the County to publish notices jointly with other jurisdictions.

The City agrees to consolidate all elections administration functions and decisions in the County Clerk to ensure the successful conduct of multiple, simultaneous municipal elections. In a consolidated election, decisions made by the County regarding resources, procedures and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the City recognizes that such decisions, made for the benefit of the whole, may not be subject to review by the City.

Services the County will perform for the City include, but are not limited to:

- Ballot Layout and Design
- Ballot Printing
- Ballot Mailings
- Program and Test Voting Equipment
- Program Electronic Voter Register
- Poll Worker & Office Worker Recruitment and Training
- Compensate Vote Center Poll Workers and Office Workers (Exhibit C)
- Delivery of Supplies and Equipment
- Tabulate and Report Election Results on County Website
- Provisional Ballot Verification
- Update Voter History Database
- Canvass reports on the evening of the 13th day after the election
- Conduct Audits (as required)
- Conduct Recounts (as needed)
- Election Day Administrative Support
- Collection and Pick Up of ballots from ballot drop boxes
- Operation of up to (4) county wide vote centers (Exhibit C)

The City will provide the County Clerk with information, decisions, and resolutions and will take appropriate actions required for the conduct of the election in a timely manner.

The County will provide a good faith estimate for budgeting purposes (Exhibit B). Election costs are based upon the offices scheduled for election, the number of voters, and the number of jurisdictions participating. The City will be invoiced for its share of the actual costs of the elections which will not exceed the estimated schedule in Exhibit B.

In the event of a state or county special election being held in conjunction with a municipal election, the scope of services and associated costs, and the method of calculating those costs, will remain unchanged. The costs will be divided between participating jurisdictions in a manner that is agreed upon by the jurisdictions involved. A nominal administrative fee will be charged to each jurisdiction sharing a ballot, not to exceed \$0.05 per active registered voter.

Exhibit B
2025 Municipal Elections
Cost Estimate for Election Services

Below is the good faith estimate for the upcoming *2025 Municipal Elections* for the City. The City will be billed for fixed costs for each election plus a per ballot fee, based on the number of active registered voters. The number of active registered voters will be determined by the registration deadline, one week prior to each election.

Fixed Cost per Entity in Election			
Number of Participating Jurisdictions		Per City Rate	Total Cost
1		\$7,500.00	\$7,500.00
2		\$3,750.00	\$3,750.00
3		\$2,500.00	\$2,500.00
Estimated Cost per Ballot			
Number of Jurisdictions on Ballot Face	Active Registered Voters*	Per Ballot Rate	Total Cost
1	864	\$2.60	\$2,246.40
2	864	\$1.35 (half plus \$0.05)	\$1,166.40
3	864	\$0.92 (1/3 plus \$0.05)	\$794.88

* Current as of April 2025

Exhibit C
2025 Municipal Elections
Core Vote Centers

2025 Locations
Kamas County Services Building 110 North Main Kamas, UT
Coalville City Hall 10 North Main Coalville, UT
Park City Municipal Marsac Building 445 Marsac Ave. Park City, UT
Sheldon Richins Building 1885 Ute Blvd. Park City, UT

Additional vote centers may be established by consent of both the Municipality and the County, the cost of which will be borne by the Municipality, and which would be in addition to the estimates provided in Exhibit B. In the County's sole discretion, not all of the above vote centers may be used in a primary or general election. The vote centers used will be those in closest proximity to the municipality holding an election.

INTERLOCAL COOPERATION AGREEMENT
BETWEEN
SUMMIT COUNTY
on behalf of the
SUMMIT COUNTY CLERK'S OFFICE
-AND-
FRANCIS CITY

THIS AGREEMENT ("Agreement") is made and entered into the _____ day of _____, 2025, by and between SUMMIT COUNTY, a political subdivision of the State of Utah ("County"), on behalf of its Clerk's Office, and FRANCIS City ("City"). The County and the City may be referred to collectively as the "Parties" and may be referred to individually as a "Party."

WITNESSETH:

WHEREAS, the County desires to provide the services of its Clerk's office to the City for the purpose of assisting the City in conducting the City's 2025 primary and general municipal elections; and

WHEREAS, the City desires to engage the County for such services;

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Party shall retain ownership of any property it owned prior to the date of this Agreement, and the City shall own any property it created or acquired pursuant to this Agreement.

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(a) This Agreement shall be approved by each Party, pursuant to § 11-13-202.5 of the Interlocal Act;

(b) This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each Party, pursuant to Section 11-13-202.5 of the Interlocal Act;

(c) A duly executed original counterpart of the Agreement shall be filed with the keeper of records of each Party, pursuant to § 11-13-209 of the Interlocal Act;

(d) Each Party shall be responsible for its own costs of any action done pursuant to this Agreement, and for any financing of such costs; and

(e) No separate legal entity is created by the terms of this Agreement. To the extent that this Agreement requires administration other than as set forth herein, it shall be administered by the City Recorder of the City and the County Clerk of the County, acting as a joint board. No real or personal property shall be acquired jointly by the Parties as a result of this Agreement. To the extent that a Party acquires, holds, and disposes of any real or personal property for use in the joint or cooperative undertaking contemplated by this Agreement, such Party shall do so in the same manner that it deals with other property of such Party.

10. **Counterparts.** This Agreement may be executed in counterparts by the City and the County.

11. **Governing Law.** This Agreement shall be governed by the laws of the State of Utah both as to interpretation and performance.

12. **Integration.** This Agreement, with attached exhibits, embodies the entire agreement between the Parties and shall not be altered except in writing signed by both Parties.

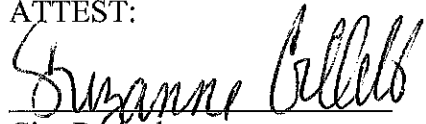
IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

CITY

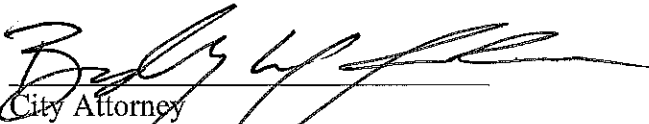
By: 

MAYOR

ATTEST:


City Recorder

Approved as to form and compliance
with applicable law:


City Attorney

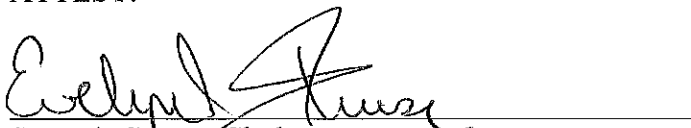
Date: 5/19/25

SUMMIT COUNTY

By: _____

Chair of the Summit County Council

ATTEST:


Summit County Clerk



Approved as to form and compliance
with applicable law:

Helen Pachatz

County Attorney

Date: 7/8/25

Exhibit A
2025 Municipal Elections
Scope of Work for Election Services

The County shall provide to the City an Official Register as required by Utah Code Ann. § 20A-5-401, (as amended), upon request.

The City shall perform all administrative functions related to candidate filing requirements and all other requirements of Utah Code Ann. § 20A-9-203 (as amended), including all administrative functions related to financial disclosure reporting.

The City shall be responsible for all Public Notice(s) required by law. The City may work with the County to publish notices jointly with other jurisdictions.

The City agrees to consolidate all elections administration functions and decisions in the County Clerk to ensure the successful conduct of multiple, simultaneous municipal elections. In a consolidated election, decisions made by the County regarding resources, procedures and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the City recognizes that such decisions, made for the benefit of the whole, may not be subject to review by the City.

Services the County will perform for the City include, but are not limited to:

- Ballot Layout and Design
- Ballot Printing
- Ballot Mailings
- Program and Test Voting Equipment
- Program Electronic Voter Register
- Poll Worker & Office Worker Recruitment and Training
- Compensate Vote Center Poll Workers and Office Workers (Exhibit C)
- Delivery of Supplies and Equipment
- Tabulate and Report Election Results on County Website
- Provisional Ballot Verification
- Update Voter History Database
- Canvass reports on the evening of the 13th day after the election
- Conduct Audits (as required)
- Conduct Recounts (as needed)
- Election Day Administrative Support
- Collection and Pick Up of ballots from ballot drop boxes
- Operation of up to (4) county wide vote centers (Exhibit C)

The City will provide the County Clerk with information, decisions, and resolutions and will take appropriate actions required for the conduct of the election in a timely manner.

The County will provide a good faith estimate for budgeting purposes (Exhibit B). Election costs are based upon the offices scheduled for election, the number of voters, and the number of

jurisdictions participating. The City will be invoiced for its share of the actual costs of the elections which will not exceed the estimated schedule in Exhibit B.

In the event of a state or county special election being held in conjunction with a municipal election, the scope of services and associated costs, and the method of calculating those costs, will remain unchanged. The costs will be divided between participating jurisdictions in a manner that is agreed upon by the jurisdictions involved. A nominal administrative fee will be charged to each jurisdiction sharing a ballot, not to exceed \$0.05 per active registered voter.

Exhibit B
2025 Municipal Elections
Cost Estimate for Election Services

Below is the good faith estimate for the upcoming *2025 Municipal Elections* for the City. The City will be billed for fixed costs for each election plus a per ballot fee, based on the number of active registered voters. The number of active registered voters will be determined by the registration deadline, one week prior to each election.

Fixed Cost per Entity in Election			
Number of Participating Jurisdictions		Per City Rate	Total Cost
1		\$7,500.00	\$7,500.00
2		\$3,750.00	\$3,750.00
3		\$2,500.00	\$2,500.00
Estimated Cost per Ballot			
Number of Jurisdictions on Ballot Face	Active Registered Voters*	Per Ballot Rate	Total Cost
1	1,153	\$2.60	\$2,997.80
2	1,153	\$1.35 (half plus \$0.05)	\$1,556.55
3	1,153	\$0.92 (1/3 plus \$0.05)	\$1,060.76

* Current as of April 2025

Exhibit C
2025 Municipal Elections
Core Vote Centers

2025 Locations
Kamas County Services Building 110 North Main Kamas, UT
Coalville City Hall 10 North Main Coalville, UT
Park City Municipal Marsac Building 445 Marsac Ave. Park City, UT
Sheldon Richins Building 1885 Ute Blvd. Park City, UT

Additional vote centers may be established by consent of both the Municipality and the County, the cost of which will be borne by the Municipality, and which would be in addition to the estimates provided in Exhibit B. In the County's sole discretion, not all of the above vote centers may be used in a primary or general election. The vote centers used will be those in closest proximity to the municipality holding an election.

INTERLOCAL COOPERATION AGREEMENT

BETWEEN

SUMMIT COUNTY

on behalf of the

SUMMIT COUNTY CLERK'S OFFICE

-AND-

HENEFER TOWN

THIS AGREEMENT ("Agreement") is made and entered into the 16th day of June, 2025, by and between SUMMIT COUNTY, a political subdivision of the State of Utah ("County"), on behalf of its Clerk's Office, and Henefer Town ("Town"). The County and the Town may be referred to collectively as the "Parties" and may be referred to individually as a "Party."

WITNESSETH:

WHEREAS, the County desires to provide the services of its Clerk's office to the Town for the purpose of assisting the Town in conducting the Town's 2025 primary and general municipal elections; and

WHEREAS, the Town desires to engage the County for such services;

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

1. **Term.** County shall provide election services to the Town commencing on the date this Agreement is executed, and terminating on January 1, 2026. The term of this Agreement may be extended by mutual agreement in writing signed by all Parties. Either Party may cancel this Agreement upon ninety (90) days written notice to the other party. Upon such cancellation, each

Party shall retain ownership of any property it owned prior to the date of this Agreement, and the Town shall own any property it created or acquired pursuant to this Agreement.

2. **Scope of Work.** The services to be provided by the County, shall be as set forth in the Scope of Work, attached hereto and incorporated by reference as Exhibit A. Generally, the County Clerk shall perform all elections administration functions as set forth in Exhibit A and as needed to ensure implementation of the Town's 2025 primary and general municipal elections.

3. **Legal Requirements.** The County and the Town understand and agree that the 2025 primary and general municipal elections are the Town's elections. The Town shall be responsible for compliance with all legal requirements for these elections and shall direct the manner in which the elections are conducted. The County agrees to work with the Town in complying with all legal requirements for the conduct of these elections and conduct these elections pursuant to the direction of the Town. The Town, not the County, is responsible to resolve any and all election questions, problems, and legal issues that are within the Town's statutory authority.

4. **Cost.** In consideration of the services performed under this Agreement, the Town shall pay the County an amount not to exceed the rate estimate given to the Town by the County in Exhibit B. The County shall provide a written invoice to the Town at the conclusion of the elections, and the Town shall pay the County from the invoice within thirty (30) days of receiving it. The invoice shall contain the number of active registered voters as of one week before Election Day, the rate used, and jurisdictions participating in the election(s). In the case of a vote recount, election system audit, election contest, or similar event arising out of the Town's election, the Town shall pay the County's cost of responding to such events, based on a written invoice provided by the County. The invoice amount for these additional services may cause the total cost to the

Town to exceed the estimate given to the Town by the County. For such consideration, the County shall furnish all materials, labor and equipment to complete the requirements and conditions of this Agreement.

5. **Governmental Immunity.** The Town and the County are governmental entities and subject to the Governmental Immunity Act of Utah, Utah Code Ann. §§ 63G-7-101, et seq. ("Act"). Subject to the provisions of the Act, the Town and County agree to indemnify and hold harmless the other Party, its agents, officers and employees from and against any and all actions, claims, lawsuits, proceedings, liability damages, losses and expenses (including attorney's fees and costs) arising out of or resulting from the performance of this Agreement to the extent the same are caused by any negligent or wrongful act or omission of that Party, its officers, agents and employees. Nothing in this Agreement shall be deemed a waiver of any rights, statutory limitations on liability, or defenses applicable to the Town or the County under the Act.

6. **Election Records.** The County shall maintain and keep control over all records created pursuant to this Agreement and to the elections relevant to this Agreement. The County shall respond to all public record requests related to this Agreement and the underlying elections and shall retain all election records consistent with the Government Records Access and Management Act, Utah Code Ann. §§ 63G-2-101 et seq. and all other relevant local, state and federal laws.

7. **Service Cancellation.** If the Agreement is canceled by the Town as provided herein, the Town shall pay the County on the basis of the actual services performed according to the terms of this Agreement. Upon cancellation of this Agreement, the County shall submit to the Town an itemized statement for services rendered under this Agreement up to the time of

cancellation and based upon the dollar amounts for materials, equipment and services set forth herein.

8. **Legal Compliance.** The Parties, as part of the consideration herein, shall comply with all applicable federal, state and county laws governing elections.

9. **Interlocal Agreement.** In satisfaction of the requirements of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended ("Interlocal Act"), in connection with this Agreement, the Parties agree as follows:

(a) This Agreement shall be approved by each Party, pursuant to § 11-13-202.5 of the Interlocal Act;

(b) This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each Party, pursuant to Section 11-13-202.5 of the Interlocal Act;

(c) A duly executed original counterpart of the Agreement shall be filed with the keeper of records of each Party, pursuant to § 11-13-209 of the Interlocal Act;

(d) Each Party shall be responsible for its own costs of any action done pursuant to this Agreement, and for any financing of such costs; and

(e) No separate legal entity is created by the terms of this Agreement. To the extent that this Agreement requires administration other than as set forth herein, it shall be administered by the Town Clerk of the Town and the County Clerk of the County, acting as a joint board. No real or personal property shall be acquired jointly by the Parties as a result of this Agreement. To the extent that a Party acquires, holds, and disposes of any real or personal property for use in the joint or cooperative undertaking contemplated by

this Agreement, such Party shall do so in the same manner that it deals with other property of such Party.

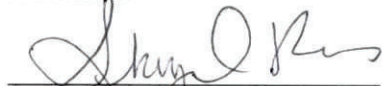
10. **Counterparts.** This Agreement may be executed in counterparts by the Town and the County.

11. **Governing Law.** This Agreement shall be governed by the laws of the State of Utah both as to interpretation and performance.

12. **Integration.** This Agreement, with attached exhibits, embodies the entire agreement between the Parties and shall not be altered except in writing signed by both Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

ATTEST:


Town Clerk

Approved as to form and compliance
with applicable law:

J. Mason Kjar

Digitally signed by J.
Mason Kjar
Date: 2025.06.11 11:25:19
-06'00'

Town Attorney

Date: 06-11-2025

TOWN

By: 

MAYOR

SUMMIT COUNTY

By: _____
Chair of the Summit County Council

ATTEST:

Summit County Clerk

Approved as to form and compliance
with applicable law:

County Attorney

Date: _____

Exhibit A
2025 Municipal Elections
Scope of Work for Election Services

The County shall provide to the Town an Official Register as required by Utah Code Ann. § 20A-5-401, (as amended), upon request.

The Town shall perform all administrative functions related to candidate filing requirements and all other requirements of Utah Code Ann. § 20A-9-203 (as amended), including all administrative functions related to financial disclosure reporting.

The Town shall be responsible for all Public Notice(s) required by law. The Town may work with the County to publish notices jointly with other jurisdictions.

The Town agrees to consolidate all elections administration functions and decisions in the County Clerk to ensure the successful conduct of multiple, simultaneous municipal elections. In a consolidated election, decisions made by the County regarding resources, procedures and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the town recognizes that such decisions, made for the benefit of the whole, may not be subject to review by the Town.

Services the County will perform for the Town include, but are not limited to:

- Ballot Layout and Design
- Ballot Printing
- Ballot Mailings
- Program and Test Voting Equipment
- Program Electronic Voter Register
- Poll Worker & Office Worker Recruitment and Training
- Compensate Vote Center Poll Workers and Office Workers (Exhibit C)
- Delivery of Supplies and Equipment
- Tabulate and Report Election Results on County Website
- Provisional Ballot Verification
- Update Voter History Database
- Canvass reports on the evening of the 13th day after the election
- Conduct Audits (as required)
- Conduct Recounts (as needed)
- Election Day Administrative Support
- Collection and Pick Up of ballots from ballot drop boxes
- Operation of up to (4) county wide vote centers (Exhibit C)

The Town will provide the County Clerk with information, decisions, and resolutions and will take appropriate actions required for the conduct of the election in a timely manner.

The County will provide a good faith estimate for budgeting purposes (Exhibit B). Election costs are based upon the offices scheduled for election, the number of voters, and the number of

jurisdictions participating. The Town will be invoiced for its share of the actual costs of the elections which will not exceed the estimated schedule in Exhibit B.

In the event of a state or county special election being held in conjunction with a municipal election, the scope of services and associated costs, and the method of calculating those costs, will remain unchanged. The costs will be divided between participating jurisdictions in a manner that is agreed upon by the jurisdictions involved. A nominal administrative fee will be charged to each jurisdiction sharing a ballot, not to exceed \$0.05 per active registered voter.

Exhibit B
2025 Municipal Elections
Cost Estimate for Election Services

Below is the good faith estimate for the upcoming **2025 Municipal Elections** for the Town. The Town will be billed for fixed costs for each election plus a per ballot fee, based on the number of active registered voters. The number of active registered voters will be determined by the registration deadline, one week prior to each election.

Fixed Cost per Entity in Election			
Number of Participating Jurisdictions		Per City Rate	Total Fixed Cost
1		\$7,500.00	\$7,500.00
2		\$3,750.00	\$3,750.00
3		\$2,500.00	\$2,500.00
Estimated Cost per Ballot			
Number of Jurisdictions on Ballot Face	Active Registered Voters*	Per Ballot Rate	Total Per Ballot Cost
1	526	\$2.60	\$1367.60
2	526	\$1.35 (half plus \$0.05)	\$710.10
3	526	\$0.92 (1/3 plus \$0.05)	\$483.92

* Current as of April 2025

Exhibit C
2025 Municipal Elections
Core Vote Centers

2025 Locations
Kamas County Services Building 110 North Main Kamas, UT
Coalville City Hall 10 North Main Coalville, UT
Park City Municipal Marsac Building 445 Marsac Ave. Park City, UT
Sheldon Richins Building 1885 Ute Blvd. Park City, UT

Additional vote centers may be established by consent of both the Municipality and the County, the cost of which will be borne by the Municipality, and which would be in addition to the estimates provided in Exhibit B. In the County's sole discretion, not all of the above vote centers may be used in a primary or general election. The vote centers used will be those in closest proximity to the municipality holding an election.

INTERLOCAL COOPERATION AGREEMENT

BETWEEN

SUMMIT COUNTY

on behalf of the

SUMMIT COUNTY CLERK'S OFFICE

-AND-

KAMAS CITY

THIS AGREEMENT ("Agreement") is made and entered into the 13 day of May, 2025, by and between SUMMIT COUNTY, a political subdivision of the State of Utah ("County"), on behalf of its Clerk's Office, and KAMAS City ("City"). The County and the City may be referred to collectively as the "Parties" and may be referred to individually as a "Party."

WITNESSETH:

WHEREAS, the County desires to provide the services of its Clerk's office to the City for the purpose of assisting the City in conducting the City's 2025 primary and general municipal elections; and

WHEREAS, the City desires to engage the County for such services;

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

1. **Term.** County shall provide election services to the City commencing on the date this Agreement is executed, and terminating on January 1, 2026. The term of this Agreement may be extended by mutual agreement in writing signed by all Parties. Either Party may cancel this Agreement upon ninety (90) days written notice to the other party. Upon such cancellation, each

Party shall retain ownership of any property it owned prior to the date of this Agreement, and the City shall own any property it created or acquired pursuant to this Agreement.

2. **Scope of Work.** The services to be provided by the County, shall be as set forth in the Scope of Work, attached hereto and incorporated by reference as Exhibit A. Generally, the County Clerk shall perform all elections administration functions as set forth in Exhibit A and as needed to ensure implementation of the City's 2025 primary and general municipal elections.

3. **Legal Requirements.** The County and the City understand and agree that the 2025 primary and general municipal elections are the City's elections. The City shall be responsible for compliance with all legal requirements for these elections and shall direct the manner in which the elections are conducted. The County agrees to work with the City in complying with all legal requirements for the conduct of these elections and conduct these elections pursuant to the direction of the City. The City, not the County, is responsible to resolve any and all election questions, problems, and legal issues that are within the City's statutory authority.

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furnish all materials, labor and equipment to complete the requirements and conditions of this Agreement.

5. **Governmental Immunity.** The City and the County are governmental entities and subject to the Governmental Immunity Act of Utah, Utah Code Ann. §§ 63G-7-101, et seq. ("Act"). Subject to the provisions of the Act, the City and County agree to indemnify and hold harmless the other Party, its agents, officers and employees from and against any and all actions, claims, lawsuits, proceedings, liability damages, losses and expenses (including attorney's fees and costs) arising out of or resulting from the performance of this Agreement to the extent the same are caused by any negligent or wrongful act or omission of that Party, its officers, agents and employees. Nothing in this Agreement shall be deemed a waiver of any rights, statutory limitations on liability, or defenses applicable to the City or the County under the Act.

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CITY

By: _____

MAYOR

ATTEST:



City Recorder

Approved as to form and compliance
with applicable law:


City Attorney

Date: 5/9/2025

SUMMIT COUNTY

By: _____

Chair of the Summit County Council

ATTEST:

Summit County Clerk

Approved as to form and compliance
with applicable law:

County Attorney

Date: _____

Exhibit A
2025 Municipal Elections
Scope of Work for Election Services

The County shall provide to the City an Official Register as required by Utah Code Ann. § 20A-5-401, (as amended), upon request.

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2025 Municipal Elections
Cost Estimate for Election Services

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2		\$3,750.00	\$3,750.00
3		\$2,500.00	\$2,500.00
Estimated Cost per Ballot			
Number of Jurisdictions on Ballot Face	Active Registered Voters*	Per Ballot Rate	Total Cost
1	1,177	\$2.60	\$3,060.20
2	1,177	\$1.35 (half plus \$0.05)	\$1,588.95
3	1,177	\$0.92 (1/3 plus \$0.05)	\$1,082.84

* Current as of April 2025

Exhibit C
2025 Municipal Elections
Core Vote Centers

2025 Locations
Kamas County Services Building 110 North Main Kamas, UT
Coalville City Hall 10 North Main Coalville, UT
Park City Municipal Marsac Building 445 Marsac Ave. Park City, UT
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INTERLOCAL COOPERATION AGREEMENT
BETWEEN
SUMMIT COUNTY
on behalf of the
SUMMIT COUNTY CLERK'S OFFICE
-AND-
OAKLEY CITY

THIS AGREEMENT ("Agreement") is made and entered into the 28 day of May, 2025, by and between SUMMIT COUNTY, a political subdivision of the State of Utah ("County"), on behalf of its Clerk's Office, and Oakley City ("City"). The County and the City may be referred to collectively as the "Parties" and may be referred to individually as a "Party."

WITNESSETH:

WHEREAS, the County desires to provide the services of its Clerk's office to the City for the purpose of assisting the City in conducting the City's 2025 primary and general municipal elections; and

WHEREAS, the City desires to engage the County for such services;

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

1. **Term.** County shall provide election services to the City commencing on the date this Agreement is executed, and terminating on January 1, 2026. The term of this Agreement may be extended by mutual agreement in writing signed by all Parties. Either Party may cancel this Agreement upon ninety (90) days written notice to the other party. Upon such cancellation, each

Party shall retain ownership of any property it owned prior to the date of this Agreement, and the City shall own any property it created or acquired pursuant to this Agreement.

2. **Scope of Work.** The services to be provided by the County, shall be as set forth in the Scope of Work, attached hereto and incorporated by reference as Exhibit A. Generally, the County Clerk shall perform all elections administration functions as set forth in Exhibit A and as needed to ensure implementation of the City's 2025 primary and general municipal elections.

3. **Legal Requirements.** The County and the City understand and agree that the 2025 primary and general municipal elections are the City's elections. The City shall be responsible for compliance with all legal requirements for these elections and shall direct the manner in which the elections are conducted. The County agrees to work with the City in complying with all legal requirements for the conduct of these elections and conduct these elections pursuant to the direction of the City. The City, not the County, is responsible to resolve any and all election questions, problems, and legal issues that are within the City's statutory authority.

4. **Cost.** In consideration of the services performed under this Agreement, the City shall pay the County an amount not to exceed the rate estimate given to the City by the County in Exhibit B. The County shall provide a written invoice to the City at the conclusion of the elections, and the City shall pay the County from the invoice within thirty (30) days of receiving it. The invoice shall contain the number of active registered voters as of one week before Election Day, the rate used, and jurisdictions participating in the election(s). In the case of a vote recount, election system audit, election contest, or similar event arising out of the City's election, the City shall pay the County's cost of responding to such events, based on a written invoice provided by the County. The invoice amount for these additional services may cause the total cost to the City to exceed the estimate given to the City by the County. For such consideration, the County shall

furnish all materials, labor and equipment to complete the requirements and conditions of this Agreement.

5. **Governmental Immunity.** The City and the County are governmental entities and subject to the Governmental Immunity Act of Utah, Utah Code Ann. §§ 63G-7-101, et seq. ("Act"). Subject to the provisions of the Act, the City and County agree to indemnify and hold harmless the other Party, its agents, officers and employees from and against any and all actions, claims, lawsuits, proceedings, liability damages, losses and expenses (including attorney's fees and costs) arising out of or resulting from the performance of this Agreement to the extent the same are caused by any negligent or wrongful act or omission of that Party, its officers, agents and employees. Nothing in this Agreement shall be deemed a waiver of any rights, statutory limitations on liability, or defenses applicable to the City or the County under the Act.

6. **Election Records.** The County shall maintain and keep control over all records created pursuant to this Agreement and to the elections relevant to this Agreement. The County shall respond to all public record requests related to this Agreement and the underlying elections and shall retain all election records consistent with the Government Records Access and Management Act, Utah Code Ann. §§ 63G-2-101 et seq. and all other relevant local, state and federal laws.

7. **Service Cancellation.** If the Agreement is canceled by the City as provided herein, the City shall pay the County on the basis of the actual services performed according to the terms of this Agreement. Upon cancellation of this Agreement, the County shall submit to the City an itemized statement for services rendered under this Agreement up to the time of cancellation and based upon the dollar amounts for materials, equipment and services set forth herein.

8. **Legal Compliance.** The Parties, as part of the consideration herein, shall comply with all applicable federal, state and county laws governing elections.

9. **Interlocal Agreement.** In satisfaction of the requirements of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended (“Interlocal Act”), in connection with this Agreement, the Parties agree as follows:

(a) This Agreement shall be approved by each Party, pursuant to § 11-13-202.5 of the Interlocal Act;

(b) This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each Party, pursuant to Section 11-13-202.5 of the Interlocal Act;

(c) A duly executed original counterpart of the Agreement shall be filed with the keeper of records of each Party, pursuant to § 11-13-209 of the Interlocal Act;

(d) Each Party shall be responsible for its own costs of any action done pursuant to this Agreement, and for any financing of such costs; and

(e) No separate legal entity is created by the terms of this Agreement. To the extent that this Agreement requires administration other than as set forth herein, it shall be administered by the City Recorder of the City and the County Clerk of the County, acting as a joint board. No real or personal property shall be acquired jointly by the Parties as a result of this Agreement. To the extent that a Party acquires, holds, and disposes of any real or personal property for use in the joint or cooperative undertaking contemplated by this Agreement, such Party shall do so in the same manner that it deals with other property of such Party.

10. **Counterparts.** This Agreement may be executed in counterparts by the City and the County.

11. **Governing Law.** This Agreement shall be governed by the laws of the State of Utah both as to interpretation and performance.

12. **Integration.** This Agreement, with attached exhibits, embodies the entire agreement between the Parties and shall not be altered except in writing signed by both Parties.

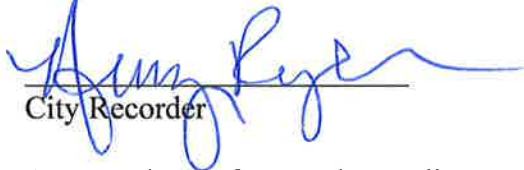
IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

CITY

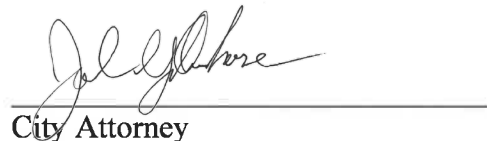
By: 

MAYOR

ATTEST:


City Recorder

Approved as to form and compliance
with applicable law:


City Attorney

Date: _____

SUMMIT COUNTY

By: _____
Chair of the Summit County Council

ATTEST:

Summit County Clerk

Approved as to form and compliance
with applicable law:

County Attorney

Date: _____

Exhibit A
2025 Municipal Elections
Scope of Work for Election Services

The County shall provide to the City an Official Register as required by Utah Code Ann. § 20A-5-401, (as amended), upon request.

The City shall perform all administrative functions related to candidate filing requirements and all other requirements of Utah Code Ann. § 20A-9-203 (as amended), including all administrative functions related to financial disclosure reporting.

The City shall be responsible for all Public Notice(s) required by law. The City may work with the County to publish notices jointly with other jurisdictions.

The City agrees to consolidate all elections administration functions and decisions in the County Clerk to ensure the successful conduct of multiple, simultaneous municipal elections. In a consolidated election, decisions made by the County regarding resources, procedures and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the City recognizes that such decisions, made for the benefit of the whole, may not be subject to review by the City.

Services the County will perform for the City include, but are not limited to:

- Ballot Layout and Design
- Ballot Printing
- Ballot Mailings
- Program and Test Voting Equipment
- Program Electronic Voter Register
- Poll Worker & Office Worker Recruitment and Training
- Compensate Vote Center Poll Workers and Office Workers (Exhibit C)
- Delivery of Supplies and Equipment
- Tabulate and Report Election Results on County Website
- Provisional Ballot Verification
- Update Voter History Database
- Canvass reports on the evening of the 13th day after the election
- Conduct Audits (as required)
- Conduct Recounts (as needed)
- Election Day Administrative Support
- Collection and Pick Up of ballots from ballot drop boxes
- Operation of up to (4) county wide vote centers (Exhibit C)

The City will provide the County Clerk with information, decisions, and resolutions and will take appropriate actions required for the conduct of the election in a timely manner.

The County will provide a good faith estimate for budgeting purposes (Exhibit B). Election costs are based upon the offices scheduled for election, the number of voters, and the number of

jurisdictions participating. The City will be invoiced for its share of the actual costs of the elections which will not exceed the estimated schedule in Exhibit B.

In the event of a state or county special election being held in conjunction with a municipal election, the scope of services and associated costs, and the method of calculating those costs, will remain unchanged. The costs will be divided between participating jurisdictions in a manner that is agreed upon by the jurisdictions involved. A nominal administrative fee will be charged to each jurisdiction sharing a ballot, not to exceed \$0.05 per active registered voter.

Exhibit B
2025 Municipal Elections
Cost Estimate for Election Services

Below is the good faith estimate for the upcoming **2025 Municipal Elections** for the City. The City will be billed for fixed costs for each election plus a per ballot fee, based on the number of active registered voters. The number of active registered voters will be determined by the registration deadline, one week prior to each election.

Fixed Cost per Entity in Election			
Number of Participating Jurisdictions		Per City Rate	Total Cost
1		\$7,500.00	\$7,500.00
2		\$3,750.00	\$3,750.00
3		\$2,500.00	\$2,500.00
Estimated Cost per Ballot			
Number of Jurisdictions on Ballot Face	Active Registered Voters*	Per Ballot Rate	Total Cost
1	973	\$2.60	\$2,529.80
2	973	\$1.35 (half plus \$0.05)	\$1,313.55
3	973	\$0.92 (1/3 plus \$0.05)	\$895.16

* Current as of April 2025

Exhibit C
2025 Municipal Elections
Core Vote Centers

2025 Locations
Kamas County Services Building 110 North Main Kamas, UT
Coalville City Hall 10 North Main Coalville, UT
Park City Municipal Marsac Building 445 Marsac Ave. Park City, UT
Sheldon Richins Building 1885 Ute Blvd. Park City, UT

Additional vote centers may be established by consent of both the Municipality and the County, the cost of which will be borne by the Municipality, and which would be in addition to the estimates provided in Exhibit B. In the County's sole discretion, not all of the above vote centers may be used in a primary or general election. The vote centers used will be those in closest proximity to the municipality holding an election.

**INTERLOCAL COOPERATION AGREEMENT
BETWEEN
SUMMIT COUNTY
on behalf of the
SUMMIT COUNTY CLERK'S OFFICE
-AND-
PARK CITY MUNICIPAL CORPORATION**

THIS AGREEMENT ("Agreement") is made and entered into the _____ day of _____, 2025, by and between SUMMIT COUNTY, a political subdivision of the State of Utah ("County"), on behalf of its Clerk's Office, and PARK CITY MUNICIPAL CORPORATION, a Utah municipal corporation, ("City"). The County and the City may be referred to collectively as the "Parties" and may be referred to individually as a "Party."

WITNESSETH:

WHEREAS, the County desires to provide the services of its Clerk's office to the City for the purpose of assisting the City in conducting the City's 2025 primary and general municipal elections; and

WHEREAS, the City desires to engage the County for such services;

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

1. **Term.** County shall provide election services to the City commencing on the date this Agreement is executed and terminating on January 1, 2026. The term of this Agreement may be extended by mutual agreement in writing signed by all Parties. Either Party may cancel this Agreement upon ninety (90) days written notice to the other party. Upon such cancellation, each

Party shall retain ownership of any property it owned prior to the date of this Agreement, and the City shall own any property it created or acquired pursuant to this Agreement.

2. **Scope of Work.** The services to be provided by the County shall be as set forth in the Scope of Work, attached hereto and incorporated by reference as **Exhibit A**. Generally, the County Clerk shall perform all elections administration functions as set forth in **Exhibit A** and as needed to ensure implementation of the City's 2025 primary and general municipal elections.

3. **Legal Requirements.** The County and the City understand and agree that the 2025 primary and general municipal elections are the City's elections. The City shall be responsible for compliance with all legal requirements for these elections and shall direct the manner in which the elections are conducted. The County agrees to work with the City in complying with all legal requirements for the conduct of these elections and conduct these elections pursuant to the direction of the City. To the extent possible, the County also agrees to coordinate any written elections communications from the County to candidates for City office with the City's election official, the City Recorder. The City, not the County, is responsible to resolve any and all election questions, problems, and legal issues that are within the City's statutory authority.

4. **Cost.** In consideration of the services performed under this Agreement, the City shall pay the County an amount not to exceed the rate estimate given to the City by the County in **Exhibit B**. The County shall provide a written invoice to the City at the conclusion of the elections, and the City shall pay the County from the invoice within thirty (30) days of receiving it. The invoice shall contain the number of active registered voters as of one week before Election Day, the rate used, and jurisdictions participating in the election(s). In the case of a vote recount, election system audit, election contest, or similar event arising out of the City's election, the City shall pay the County's cost of responding to such events, based on a written invoice provided by

the County. The invoice amount for these additional services may cause the total cost to the City to exceed the estimate given to the City by the County. For such consideration, the County shall furnish all materials, labor and equipment to complete the requirements and conditions of this Agreement.

5. **Governmental Immunity.** The City and the County are governmental entities and subject to the Governmental Immunity Act of Utah, Utah Code Ann. §§ 63G-7-101, et seq. (“Act”). Subject to the provisions of the Act, the City and County agree to indemnify and hold harmless the other Party, its agents, officers and employees from and against any and all actions, claims, lawsuits, proceedings, liability damages, losses and expenses (including attorney’s fees and costs) arising out of or resulting from the performance of this Agreement to the extent the same are caused by any negligent or wrongful act or omission of that Party, its officers, agents and employees. Nothing in this Agreement shall be deemed a waiver of any rights, statutory limitations on liability, or defenses applicable to the City or the County under the Act.

6. **Election Records.** The County shall maintain and keep control over all records created pursuant to this Agreement and to the elections relevant to this Agreement. The County shall respond to all public record requests related to this Agreement and the underlying elections and shall retain all election records consistent with the Government Records Access and Management Act, Utah Code Ann. §§ 63G-2-101 et seq. and all other relevant local, state and federal laws.

7. **Service Cancellation.** If the Agreement is canceled by the City as provided herein, the City shall pay the County on the basis of the actual services performed according to the terms of this Agreement. Upon cancellation of this Agreement, the County shall submit to the City an

itemized statement for services rendered under this Agreement up to the time of cancellation and based upon the dollar amounts for materials, equipment and services set forth herein.

8. **Legal Compliance.** The Parties, as part of the consideration herein, shall comply with all applicable federal, state and county laws governing elections.

9. **Interlocal Agreement.** In satisfaction of the requirements of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended (“Interlocal Act”), in connection with this Agreement, the Parties agree as follows:

(a) This Agreement shall be approved by each Party, pursuant to § 11-13-202.5 of the Interlocal Act;

(b) This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each Party, pursuant to Section 11-13-202.5 of the Interlocal Act;

(c) A duly executed original counterpart of the Agreement shall be filed with the keeper of records of each Party, pursuant to § 11-13-209 of the Interlocal Act;

(d) Each Party shall be responsible for its own costs of any action done pursuant to this Agreement, and for any financing of such costs; and

(e) No separate legal entity is created by the terms of this Agreement. To the extent that this Agreement requires administration other than as set forth herein, it shall be administered by the City Recorder of the City and the County Clerk of the County, acting as a joint board. No real or personal property shall be acquired jointly by the Parties as a result of this Agreement. To the extent that a Party acquires, holds, and disposes of any real or personal property for use in the joint or cooperative undertaking contemplated by

this Agreement, such Party shall do so in the same manner that it deals with other property of such Party.

10. **Counterparts.** This Agreement may be executed in counterparts by the City and the County.

11. **Governing Law.** This Agreement shall be governed by the laws of the State of Utah both as to interpretation and performance.

12. **Integration.** This Agreement, with attached exhibits, embodies the entire agreement between the Parties and shall not be altered except in writing signed by both Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

PARK CITY MUNICIPAL
CORPORATION, a Utah municipal
Corporation

Signed by:
By: Nann Worel
677758CB46444F6...
Nann Worel, Mayor

ATTEST:
DocuSigned by:
Michelle Kellogg
E5E905BB533E431
City Recorder

Approved as to form and compliance
with applicable law:

Signed by:
Margaret Plane
11B3B6F4ACF34C7...
City Attorney

6/2/2025
Date: _____

SUMMIT COUNTY, a political subdivision of the
state of Utah

By: _____
Chair of the Summit County Council

ATTEST:

Summit County Clerk

Approved as to form and compliance
with applicable law:

County Attorney

Date: _____

Exhibit A

2025 Municipal Elections

Scope of Work for Election Services

The County shall provide to the City an Official Register as required by Utah Code Ann. § 20A-5-401, (as amended), upon request.

The City shall perform all administrative functions related to candidate filing requirements and all other requirements of Utah Code Ann. § 20A-9-203 (as amended), including all administrative functions related to financial disclosure reporting.

The City shall be responsible for all Public Notice(s) required by law. The City may work with the County to publish notices jointly with other jurisdictions.

The City agrees to consolidate all elections administration functions and decisions in the County Clerk to ensure the successful conduct of multiple, simultaneous municipal elections. In a consolidated election, decisions made by the County regarding resources, procedures and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the City recognizes that such decisions, made for the benefit of the whole, may not be subject to review by the City.

Services the County will perform for the City include, but are not limited to:

- Ballot Layout and Design
- Ballot Printing
- Ballot Mailings
- Program and Test Voting Equipment
- Program Electronic Voter Register
- Poll Worker & Office Worker Recruitment and Training
- Compensate Vote Center Poll Workers and Office Workers (Exhibit C)
- Delivery of Supplies and Equipment
- Tabulate and Report Election Results on County Website
- Provisional Ballot Verification
- Update Voter History Database
- Canvass reports on the evening of the 13th day after the election
- Conduct Audits (as required)
- Conduct Recounts (as needed)
- Election Day Administrative Support
- Collection and Pick Up of ballots from ballot drop boxes
- Operation of up to (4) county wide vote centers (**Exhibit C**)

The City will provide the County Clerk with information, decisions, and resolutions and will take appropriate actions required for the conduct of the election in a timely manner.

The County will provide a good faith estimate for budgeting purposes (Exhibit B). Election costs are based upon the offices scheduled for election, the number of voters, and the number of

jurisdictions participating. The City will be invoiced for its share of the actual costs of the elections which will not exceed the estimated schedule in Exhibit B.

In the event of a state or county special election being held in conjunction with a municipal election, the scope of services and associated costs, and the method of calculating those costs, will remain unchanged. The costs will be divided between participating jurisdictions in a manner that is agreed upon by the jurisdictions involved. A nominal administrative fee will be charged to each jurisdiction sharing a ballot, not to exceed \$0.05 per active registered voter.

Exhibit B
2025 Municipal Elections
Cost Estimate for Election Services

Below is the good faith estimate for the upcoming **2025 Municipal Elections** for the City. The City will be billed for fixed costs for each election plus a per ballot fee, based on the number of active registered voters. The number of active registered voters will be determined by the registration deadline, one week prior to each election.

Fixed Cost per Entity in Election			
Number of Participating Jurisdictions		Per City Rate	Total Fixed Cost
1		\$7,500.00	\$7,500.00
2		\$3,750.00	\$3,750.00
3		\$2,500.00	\$2,500.00
Estimated Cost per Ballot			
Number of Jurisdictions on Ballot Face	Active Registered Voters*	Per Ballot Rate	Total Per Ballot Cost
1	5617	\$2.60	\$14,604.2
2	5617	\$1.35 (half plus \$0.05)	\$7,582.95
3	5617	\$0.92 (1/3 plus \$0.05)	\$5,167.64

* Current as of April 2025

Exhibit C
2025 Municipal Elections
Core Vote Centers

2025 Locations
Kamas County Services Building 110 North Main Kamas, UT
Coalville City Hall 10 North Main Coalville, UT
Park City Municipal Marsac Building 445 Marsac Ave. Park City, UT
Sheldon Richins Building 1885 Ute Blvd. Park City, UT

Additional vote centers may be established by consent of both the Municipality and the County, the cost of which will be borne by the Municipality, and which would be in addition to the estimates provided in Exhibit B. In the County's sole discretion, not all of the above vote centers may be used in a primary or general election. The vote centers used will be those in closest proximity to the municipality holding an election.

INTERLOCAL COOPERATION AGREEMENT
BETWEEN
SUMMIT COUNTY
on behalf of the
SUMMIT COUNTY CLERK’S OFFICE
-AND-
SNYDERVILLE BASIN WATER RECLAMATION DISTRICT

THIS AGREEMENT (“Agreement”) is made and entered into the _____ day of _____, 2025, by and between SUMMIT COUNTY, a political subdivision of the State of Utah (“County”), on behalf of its Clerk’s Office, and SNYDERVILLE BASIN WATER RECLAMATION DISTRICT (“District”). The County and the District may be referred to collectively as the “Parties” and may be referred to individually as a “Party.”

WITNESSETH:

WHEREAS, the County desires to provide the services of its Clerk’s office to the District for the purpose of assisting the District in conducting the District’s 2025 primary and general elections; and

WHEREAS, the District desires to engage the County for such services;

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

1. **Term.** County shall provide election services to the District commencing on the date this Agreement is executed, and terminating on January 1, 2026. The term of this Agreement may be extended by mutual agreement in writing signed by all Parties. Either Party may cancel this Agreement upon ninety (90) days written notice to the other party. Upon such cancellation, each Party shall retain ownership of any property it owned prior to the date of this Agreement, and the District shall own any property it created or acquired pursuant to this Agreement.

2. **Scope of Work.** The services to be provided by the County, shall be as set forth in the Scope of Work, attached hereto and incorporated by reference as Exhibit A. Generally, the County Clerk shall perform all elections administration functions as set forth in Exhibit A and as needed to ensure implementation of the District's 2025 primary and general elections.

3. **Legal Requirements.** The County and the District understand and agree that the 2025 primary and general elections are the District's elections. The District shall be responsible for compliance with all legal requirements for these elections and shall direct the manner in which the elections are conducted. The County agrees to work with the District in complying with all legal requirements for the conduct of these elections and conduct these elections pursuant to the direction of the District. The District, not the County, is responsible to resolve any and all election questions, problems, and legal issues that are within the District's statutory authority.

4. **Cost.** In consideration of the services performed under this Agreement, the District shall pay the County an amount not to exceed the rate estimate given to the District by the County in Exhibit B. The County shall provide a written invoice to the District at the conclusion of the elections, and the District shall pay the County from the invoice within thirty (30) days of receiving it. The invoice shall contain the number of active registered voters as of one week before Election Day, the rate used, and jurisdictions participating in the election(s). In the case of a vote recount, election system audit, election contest, or similar event arising out of the District's election, the District shall pay the County's cost of responding to such events, based on a written invoice provided by the County. The invoice amount for these additional services may cause the total cost to the District to exceed the estimate given to the District by the County. For such consideration, the County shall furnish all materials, labor and equipment to complete the requirements and conditions of this Agreement.

5. **Governmental Immunity.** The District and the County are governmental entities and subject to the Governmental Immunity Act of Utah, Utah Code Ann. §§ 63G-7-101, et seq. (“Act”). Subject to the provisions of the Act, the District and County agree to indemnify and hold harmless the other Party, its agents, officers and employees from and against any and all actions, claims, lawsuits, proceedings, liability damages, losses and expenses (including attorney’s fees and costs) arising out of or resulting from the performance of this Agreement to the extent the same are caused by any negligent or wrongful act or omission of that Party, its officers, agents and employees. Nothing in this Agreement shall be deemed a waiver of any rights, statutory limitations on liability, or defenses applicable to the District or the County under the Act.

6. **Election Records.** The County shall maintain and keep control over all records created pursuant to this Agreement and to the elections relevant to this Agreement. The County shall respond to all public record requests related to this Agreement and the underlying elections and shall retain all election records consistent with the Government Records Access and Management Act, Utah Code Ann. §§ 63G-2-101 et seq. and all other relevant local, state and federal laws.

7. **Service Cancellation.** If the Agreement is canceled by the District as provided herein, the District shall pay the County on the basis of the actual services performed according to the terms of this Agreement. Upon cancellation of this Agreement, the County shall submit to the District an itemized statement for services rendered under this Agreement up to the time of cancellation and based upon the dollar amounts for materials, equipment and services set forth herein.

8. **Legal Compliance.** The Parties, as part of the consideration herein, shall comply with all applicable federal, state and county laws governing elections.

9. **Interlocal Agreement.** In satisfaction of the requirements of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended (“Interlocal Act”), in connection with this Agreement, the Parties agree as follows:

(a) This Agreement shall be approved by each Party, pursuant to § 11-13-202.5 of the Interlocal Act;

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(c) A duly executed original counterpart of the Agreement shall be filed with the keeper of records of each Party, pursuant to § 11-13-209 of the Interlocal Act;

(d) Each Party shall be responsible for its own costs of any action done pursuant to this Agreement, and for any financing of such costs; and

(e) No separate legal entity is created by the terms of this Agreement. To the extent that this Agreement requires administration other than as set forth herein, it shall be administered by the Clerk of the District and the County Clerk of the County, acting as a joint board. No real or personal property shall be acquired jointly by the Parties as a result of this Agreement. To the extent that a Party acquires, holds, and disposes of any real or personal property for use in the joint or cooperative undertaking contemplated by this Agreement, such Party shall do so in the same manner that it deals with other property of such Party.

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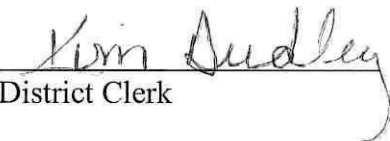
IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

DISTRICT

By: 

GENERAL MANAGER

ATTEST:


District Clerk

Approved as to form and compliance
with applicable law:

District Counsel

Date: May 19th, 2025

SUMMIT COUNTY

By: _____
Chair of the Summit County Council

ATTEST:

Summit County Clerk

11. **Governing Law.** This Agreement shall be governed by the laws of the State of Utah both as to interpretation and performance.

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IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

DISTRICT

By: _____
GENERAL MANAGER

ATTEST:

District Clerk

Approved as to form and compliance
with applicable law:



District Counsel

Date: 5/19/2025

SUMMIT COUNTY

By: _____
Chair of the Summit County Council

ATTEST:

Summit County Clerk

Approved as to form and compliance
with applicable law:

County Attorney

Date: _____

Exhibit A
2025 District Elections
Scope of Work for Election Services

The County shall provide to the District an Official Register as required by Utah Code Ann. § 20A-5-401, (as amended), upon request.

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The District shall be responsible for all Public Notice(s) required by law. The District may work with the County to publish notices jointly with other jurisdictions.

The District agrees to consolidate all elections administration functions and decisions in the County Clerk to ensure the successful conduct of multiple, simultaneous municipal elections. In a consolidated election, decisions made by the County regarding resources, procedures and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the District recognizes that such decisions, made for the benefit of the whole, may not be subject to review by the District.

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- Ballot Printing
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- Collection and Pick Up of ballots from ballot drop boxes
- Operation of up to (4) county wide vote centers (Exhibit C)

The District will provide the County Clerk with information, decisions, and resolutions and will take appropriate actions required for the conduct of the election in a timely manner.

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In the event of a state or county special election being held in conjunction with a municipal election, the scope of services and associated costs, and the method of calculating those costs, will remain unchanged. The costs will be divided between participating jurisdictions in a manner that is agreed upon by the jurisdictions involved. A nominal administrative fee will be charged to each jurisdiction sharing a ballot, not to exceed \$0.05 per active registered voter.

Exhibit B
2025 District Elections
Cost Estimate for Election Services

Below is the good faith estimate for the upcoming **2025 Municipal Elections** for the District. The District will be billed for fixed costs for each election plus a per ballot fee, based on the number of active registered voters. The number of active registered voters will be determined by the registration deadline, one week prior to each election.

Fixed Cost per Entity in Election			
Number of Participating Jurisdictions		Per District Rate	Total Fixed Cost
1		\$7,500.00	\$7,500.00
2		\$3,750.00	\$3,750.00
3		\$2,500.00	\$2,500.00
Estimated Cost per Ballot			
Number of Jurisdictions on Ballot Face	Active Registered Voters*	Per Ballot Rate	Total Per Ballot Cost
1	20,501	\$2.60	\$53,302.60
2	20,501	\$1.35 (half plus \$0.05)	\$27,676.35
3	20,501	\$0.92 (1/3 plus \$0.05)	\$18,860.92

* Current as of April 2025

Exhibit C
2025 District Elections
Core Vote Centers

2025 Locations
Kamas County Services Building 110 North Main Kamas, UT
Coalville City Hall 10 North Main Coalville, UT
Park City Municipal Marsac Building 445 Marsac Ave. Park City, UT
Sheldon Richins Building 1885 Ute Blvd. Park City, UT

Additional vote centers may be established by consent of both the District and the County, the cost of which will be borne by the District, and which would be in addition to the estimates provided in Exhibit B. In the County’s sole discretion, not all of the above vote centers may be used in a primary or general election. The vote centers used will be those in closest proximity to the district holding an election.

INTERLOCAL COOPERATION AGREEMENT
BETWEEN
SUMMIT COUNTY
on behalf of the
SUMMIT COUNTY CLERK'S OFFICE
-AND-
SUMMIT COUNTY SERVICE AREA #3

THIS AGREEMENT ("Agreement") is made and entered into the _____ day of _____, 2025, by and between SUMMIT COUNTY, a political subdivision of the State of Utah ("County"), on behalf of its Clerk's Office, and SUMMIT COUNTY SERVICE AREA #3 ("District"). The County and the District may be referred to collectively as the "Parties" and may be referred to individually as a "Party."

WITNESSETH:

WHEREAS, the County desires to provide the services of its Clerk's office to the District for the purpose of assisting the District in conducting the District's 2025 primary and general elections; and

WHEREAS, the District desires to engage the County for such services;

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

1. **Term.** County shall provide election services to the District commencing on the date this Agreement is executed, and terminating on January 1, 2026. The term of this Agreement may be extended by mutual agreement in writing signed by all Parties. Either Party may cancel this Agreement upon ninety (90) days written notice to the other party. Upon such cancellation,

each Party shall retain ownership of any property it owned prior to the date of this Agreement, and the District shall own any property it created or acquired pursuant to this Agreement.

2. **Scope of Work.** The services to be provided by the County, shall be as set forth in the Scope of Work, attached hereto and incorporated by reference as Exhibit A. Generally, the County Clerk shall perform all elections administration functions as set forth in Exhibit A and as needed to ensure implementation of the District's 2025 primary and general elections.

3. **Legal Requirements.** The County and the District understand and agree that the 2025 primary and general elections are the District's elections. The District shall be responsible for compliance with all legal requirements for these elections and shall direct the manner in which the elections are conducted. The County agrees to work with the District in complying with all legal requirements for the conduct of these elections and conduct these elections pursuant to the direction of the District. The District, not the County, is responsible to resolve any and all election questions, problems, and legal issues that are within the District's statutory authority.

4. **Cost.** In consideration of the services performed under this Agreement, the District shall pay the County an amount not to exceed the rate estimate given to the District by the County in Exhibit B. The County shall provide a written invoice to the District at the conclusion of the elections, and the District shall pay the County from the invoice within thirty (30) days of receiving it. The invoice shall contain the number of active registered voters as of one week before Election Day, the rate used, and jurisdictions participating in the election(s). In the case of a vote recount, election system audit, election contest, or similar event arising out of the District's election, the District shall pay the County's cost of responding to such events, based on a written invoice provided by the County. The invoice amount for these additional services may cause the total cost to the District to exceed the estimate given to the District by the County. For such consideration,

the County shall furnish all materials, labor and equipment to complete the requirements and conditions of this Agreement.

5. **Governmental Immunity.** The District and the County are governmental entities and subject to the Governmental Immunity Act of Utah, Utah Code Ann. §§ 63G-7-101, et seq. ("Act"). Subject to the provisions of the Act, the District and County agree to indemnify and hold harmless the other Party, its agents, officers and employees from and against any and all actions, claims, lawsuits, proceedings, liability damages, losses and expenses (including attorney's fees and costs) arising out of or resulting from the performance of this Agreement to the extent the same are caused by any negligent or wrongful act or omission of that Party, its officers, agents and employees. Nothing in this Agreement shall be deemed a waiver of any rights, statutory limitations on liability, or defenses applicable to the District or the County under the Act.

6. **Election Records.** The County shall maintain and keep control over all records created pursuant to this Agreement and to the elections relevant to this Agreement. The County shall respond to all public record requests related to this Agreement and the underlying elections and shall retain all election records consistent with the Government Records Access and Management Act, Utah Code Ann. §§ 63G-2-101 et seq. and all other relevant local, state and federal laws.

7. **Service Cancellation.** If the Agreement is canceled by the District as provided herein, the District shall pay the County on the basis of the actual services performed according to the terms of this Agreement. Upon cancellation of this Agreement, the County shall submit to the District an itemized statement for services rendered under this Agreement up to the time of cancellation and based upon the dollar amounts for materials, equipment and services set forth herein.

8. **Legal Compliance.** The Parties, as part of the consideration herein, shall comply with all applicable federal, state and county laws governing elections.

9. **Interlocal Agreement.** In satisfaction of the requirements of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended ("Interlocal Act"), in connection with this Agreement, the Parties agree as follows:

(a) This Agreement shall be approved by each Party, pursuant to § 11-13-202.5 of the Interlocal Act;

(b) This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each Party, pursuant to Section 11-13-202.5 of the Interlocal Act;

(c) A duly executed original counterpart of the Agreement shall be filed with the keeper of records of each Party, pursuant to § 11-13-209 of the Interlocal Act;

(d) Each Party shall be responsible for its own costs of any action done pursuant to this Agreement, and for any financing of such costs; and

(e) No separate legal entity is created by the terms of this Agreement. To the extent that this Agreement requires administration other than as set forth herein, it shall be administered by the Clerk of the District and the County Clerk of the County, acting as a joint board. No real or personal property shall be acquired jointly by the Parties as a result of this Agreement. To the extent that a Party acquires, holds, and disposes of any real or personal property for use in the joint or cooperative undertaking contemplated by this Agreement, such Party shall do so in the same manner that it deals with other property of such Party.

10. **Counterparts.** This Agreement may be executed in counterparts by the District and the County.

11. **Governing Law.** This Agreement shall be governed by the laws of the State of Utah both as to interpretation and performance.

12. **Integration.** This Agreement, with attached exhibits, embodies the entire agreement between the Parties and shall not be altered except in writing signed by both Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

DISTRICT
By: 
GENERAL MANAGER

ATTEST:


District Clerk

Approved as to form and compliance
with applicable law:


District Counsel Date:

5-28-2025

SUMMIT COUNTY

By: _____
Chair of the Summit County Council

ATTEST:

Summit County Clerk

Approved as to form and compliance
with applicable law:

County Attorney

Date: _____

Exhibit A
2025 District Elections
Scope of Work for Election Services

The County shall provide to the District an Official Register as required by Utah Code Ann. § 20A-5-401, (as amended), upon request.

The District shall perform all administrative functions related to candidate filing requirements and all other requirements of Utah Code Ann. § 20A-9-203 (as amended), including all administrative functions related to financial disclosure reporting.

The District shall be responsible for all Public Notice(s) required by law. The District may work with the County to publish notices jointly with other jurisdictions.

The District agrees to consolidate all elections administration functions and decisions in the County Clerk to ensure the successful conduct of multiple, simultaneous municipal elections. In a consolidated election, decisions made by the County regarding resources, procedures and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the District recognizes that such decisions, made for the benefit of the whole, may not be subject to review by the District.

Services the County will perform for the District include, but are not limited to:

- Ballot Layout and Design
- Ballot Printing
- Ballot Mailings
- Program and Test Voting Equipment
- Program Electronic Voter Register
- Poll Worker & Office Worker Recruitment and Training
- Compensate Vote Center Poll Workers and Office Workers (Exhibit C)
- Delivery of Supplies and Equipment
- Tabulate and Report Election Results on County Website
- Provisional Ballot Verification
- Update Voter History Database
- Canvass reports on the evening of the 13th day after the election
- Conduct Audits (as required)
- Conduct Recounts (as needed)
- Election Day Administrative Support
- Collection and Pick Up of ballots from ballot drop boxes
- Operation of up to (4) county wide vote centers (Exhibit C)

The District will provide the County Clerk with information, decisions, and resolutions and will take appropriate actions required for the conduct of the election in a timely manner.

The County will provide a good faith estimate for budgeting purposes (Exhibit B). Election costs are based upon the offices scheduled for election, the number of voters, and the number of jurisdictions participating. The District will be invoiced for its share of the actual costs of the elections which will not exceed the estimated schedule in Exhibit B.

In the event of a state or county special election being held in conjunction with a municipal election, the scope of services and associated costs, and the method of calculating those costs, will remain unchanged. The costs will be divided between participating jurisdictions in a manner that is agreed upon by the jurisdictions involved. A nominal administrative fee will be charged to each jurisdiction sharing a ballot, not to exceed \$0.05 per active registered voter.

Exhibit B
2025 District Elections
Cost Estimate for Election Services

Below is the good faith estimate for the upcoming *2025 Municipal Elections* for the District. The District will be billed for fixed costs for each election plus a per ballot fee, based on the number of active registered voters. The number of active registered voters will be determined by the registration deadline, one week prior to each election.

Fixed Cost per Entity in Election			
Number of Participating Jurisdictions		Per District Rate	Total Fixed Cost
1		\$7,500.00	\$7,500.00
2		\$3,750.00	\$3,750.00
3		\$2,500.00	\$2,500.00
Estimated Cost per Ballot			
Number of Jurisdictions on Ballot Face	Active Registered Voters*	Per Ballot Rate	Total Per Ballot Cost
1	958	\$2.60	\$2,490.80
2	958	\$1.35 (half plus \$0.05)	\$1,293.30
3	958	\$0.92 (1/3 plus \$0.05)	\$881.36

* Current as of April 2025

Exhibit C
2025 District Elections
Core Vote Centers

2025 Locations
Kamas County Services Building 110 North Main Kamas, UT
Coalville City Hall 10 North Main Coalville, UT
Park City Municipal Marsac Building 445 Marsac Ave. Park City, UT
Sheldon Richins Building 1885 Ute Blvd. Park City, UT

Additional vote centers may be established by consent of both the District and the County, the cost of which will be borne by the District, and which would be in addition to the estimates provided in Exhibit B. In the County's sole discretion, not all of the above vote centers may be used in a primary or general election. The vote centers used will be those in closest proximity to the district holding an election.



Memorandum:

Date: July 30, 2025

To: Council Members

From: Shayne Scott

Re: Recommendation to Appoint Members to the Summit County Public Arts Program and Advisory Board

Advice and consent of the County Manager's recommendation to reappoint Heather Stamenov and Georgia Todd to serve on the Summit County Public Arts Program and Advisory Board. Terms of service expire July 31, 2028.

Appoint Robert Devaney, Glen Kutler, and Marion Zaniello to serve on the Summit County Public Arts Program and Advisory Board. Terms of service expire July 31, 2028.

The County Manager interviewed the following applicants on July 23, 2025:

Amy Eskind

Robert (Bob) Devaney

Glen Kutler

Marion Zaniello

Summit County Public Arts Program and Advisory Board
Three-year terms - Expiring July 31st of each year
Serving no more than three consecutive terms
5-9 voting members

Name	Email	Address	Contact #	Term Expiration	Terms	1 st Appointed	Reappointed
Matt Lawyer	mlawyer@summitcounty.org	3696 Blackstone Dr. #8 Park City, UT 84098	435-200-3210	2025	3	7/13/16	8/31/22
Jenny Diersen	jdiersen@summitcounty.org	PO Box 683632 Park City, UT 84060	770-539-3601	2025	3	7/13/16	8/31/22
Betsey Devaney Vice Chair	bdevaney@summitcounty.org	5491 Fairview Drive Park City, UT 84098	435-640-8200	2025	3	11/09/16	8/31/22
Megan Altman	Megancaltman@gmail.com	1628 W Silver Springs Rd Park City, UT 84098	435-602-3476	2027	2	2/8/24	8/28/24
Georgia Todd	gtodd@summitcounty.org	1642 Redstone Ave. #E Park City, UT 84098	434-960-4645	2025	1	8/31/22	
Lisa Bedell,	lbedell@summitcounty.org	3366 Crestline Drive Park City, UT 84060	917-838-4420	2027	3	7/25/18	8/28/24
Joerg Ruegemer	joerg@ruegemer.com	125 Parkview Place Park City, UT 84098	435-214-6721	2027	1	8/28/24	
Maureen Lahey Chair	mlahey@summitcounty.org	22 Sandstone Cove Park City, UT 84060	917-494-1628	2027	2	7/25/18	8/28/24
Heather Stamenov	hstamenov@summitcounty.org	31 White Pine Canyon Rd Park City, UT 84060	317-603-4664	2025	2	8/04/21	8/31/22
Jocelyn Scudder <i>PC/Summit County Arts</i>	jocelyn@pcscarts.org	PO Box 3596 Park City, UT 84060	801-847-0975				
Thea Henney <i>PC/Summit County Arts</i>	thea@pcscarts.org	PO Box 3596 Park City, UT 84060	435-659-9049				
Dan Compton <i>Summit County Library</i>	dcompton@summitcounty.org	1885 W Ute Blvd. Park City, UT 84098	435-615-3947				
Helen Strachan <i>Ex-officio/Attorney</i>	hstrachan@summitcounty.org	P.O. Box 128 Coalville, UT 84017	435-336-3064				

Last updated 9/5/24

**INTERLOCAL COOPERATION AGREEMENT
BETWEEN
SUMMIT COUNTY
on behalf of the
SUMMIT COUNTY CLERK'S OFFICE
-AND-
PARK CITY MUNICIPAL CORPORATION**

THIS AGREEMENT ("Agreement") is made and entered into the _____ day of _____, 2025, by and between SUMMIT COUNTY, a political subdivision of the State of Utah ("County"), on behalf of its Clerk's Office, and PARK CITY MUNICIPAL CORPORATION, a Utah municipal corporation, ("City"). The County and the City may be referred to collectively as the "Parties" and may be referred to individually as a "Party."

WITNESSETH:

WHEREAS, the County desires to provide the services of its Clerk's office to the City for the purpose of assisting the City in conducting the City's 2025 primary and general municipal elections; and

WHEREAS, the City desires to engage the County for such services;

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

1. **Term.** County shall provide election services to the City commencing on the date this Agreement is executed and terminating on January 1, 2026. The term of this Agreement may be extended by mutual agreement in writing signed by all Parties. Either Party may cancel this Agreement upon ninety (90) days written notice to the other party. Upon such cancellation, each

Party shall retain ownership of any property it owned prior to the date of this Agreement, and the City shall own any property it created or acquired pursuant to this Agreement.

2. **Scope of Work.** The services to be provided by the County shall be as set forth in the Scope of Work, attached hereto and incorporated by reference as **Exhibit A**. Generally, the County Clerk shall perform all elections administration functions as set forth in **Exhibit A** and as needed to ensure implementation of the City's 2025 primary and general municipal elections.

3. **Legal Requirements.** The County and the City understand and agree that the 2025 primary and general municipal elections are the City's elections. The City shall be responsible for compliance with all legal requirements for these elections and shall direct the manner in which the elections are conducted. The County agrees to work with the City in complying with all legal requirements for the conduct of these elections and conduct these elections pursuant to the direction of the City. To the extent possible, the County also agrees to coordinate any written elections communications from the County to candidates for City office with the City's election official, the City Recorder. The City, not the County, is responsible to resolve any and all election questions, problems, and legal issues that are within the City's statutory authority.

4. **Cost.** In consideration of the services performed under this Agreement, the City shall pay the County an amount not to exceed the rate estimate given to the City by the County in **Exhibit B**. The County shall provide a written invoice to the City at the conclusion of the elections, and the City shall pay the County from the invoice within thirty (30) days of receiving it. The invoice shall contain the number of active registered voters as of one week before Election Day, the rate used, and jurisdictions participating in the election(s). In the case of a vote recount, election system audit, election contest, or similar event arising out of the City's election, the City shall pay the County's cost of responding to such events, based on a written invoice provided by

the County. The invoice amount for these additional services may cause the total cost to the City to exceed the estimate given to the City by the County. For such consideration, the County shall furnish all materials, labor and equipment to complete the requirements and conditions of this Agreement.

5. **Governmental Immunity.** The City and the County are governmental entities and subject to the Governmental Immunity Act of Utah, Utah Code Ann. §§ 63G-7-101, et seq. (“Act”). Subject to the provisions of the Act, the City and County agree to indemnify and hold harmless the other Party, its agents, officers and employees from and against any and all actions, claims, lawsuits, proceedings, liability damages, losses and expenses (including attorney’s fees and costs) arising out of or resulting from the performance of this Agreement to the extent the same are caused by any negligent or wrongful act or omission of that Party, its officers, agents and employees. Nothing in this Agreement shall be deemed a waiver of any rights, statutory limitations on liability, or defenses applicable to the City or the County under the Act.

6. **Election Records.** The County shall maintain and keep control over all records created pursuant to this Agreement and to the elections relevant to this Agreement. The County shall respond to all public record requests related to this Agreement and the underlying elections and shall retain all election records consistent with the Government Records Access and Management Act, Utah Code Ann. §§ 63G-2-101 et seq. and all other relevant local, state and federal laws.

7. **Service Cancellation.** If the Agreement is canceled by the City as provided herein, the City shall pay the County on the basis of the actual services performed according to the terms of this Agreement. Upon cancellation of this Agreement, the County shall submit to the City an

itemized statement for services rendered under this Agreement up to the time of cancellation and based upon the dollar amounts for materials, equipment and services set forth herein.

8. **Legal Compliance.** The Parties, as part of the consideration herein, shall comply with all applicable federal, state and county laws governing elections.

9. **Interlocal Agreement.** In satisfaction of the requirements of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended (“Interlocal Act”), in connection with this Agreement, the Parties agree as follows:

(a) This Agreement shall be approved by each Party, pursuant to § 11-13-202.5 of the Interlocal Act;

(b) This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each Party, pursuant to Section 11-13-202.5 of the Interlocal Act;

(c) A duly executed original counterpart of the Agreement shall be filed with the keeper of records of each Party, pursuant to § 11-13-209 of the Interlocal Act;

(d) Each Party shall be responsible for its own costs of any action done pursuant to this Agreement, and for any financing of such costs; and

(e) No separate legal entity is created by the terms of this Agreement. To the extent that this Agreement requires administration other than as set forth herein, it shall be administered by the City Recorder of the City and the County Clerk of the County, acting as a joint board. No real or personal property shall be acquired jointly by the Parties as a result of this Agreement. To the extent that a Party acquires, holds, and disposes of any real or personal property for use in the joint or cooperative undertaking contemplated by

this Agreement, such Party shall do so in the same manner that it deals with other property of such Party.

10. **Counterparts.** This Agreement may be executed in counterparts by the City and the County.

11. **Governing Law.** This Agreement shall be governed by the laws of the State of Utah both as to interpretation and performance.

12. **Integration.** This Agreement, with attached exhibits, embodies the entire agreement between the Parties and shall not be altered except in writing signed by both Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

PARK CITY MUNICIPAL
CORPORATION, a Utah municipal
Corporation

Signed by:
By: Nann Worel
677758CB46444F6...
Nann Worel, Mayor

ATTEST: DocuSigned by:
Michelle Kellogg
E5E905BB533E431
City Recorder

Approved as to form and compliance
with applicable law:

Signed by:
Margaret Plane
11B3B6F4ACF34C7...
City Attorney

Date: 6/2/2025

SUMMIT COUNTY, a political subdivision of the
state of Utah

By: _____
Chair of the Summit County Council

ATTEST:

Summit County Clerk

Approved as to form and compliance
with applicable law:

County Attorney

Date: _____

Exhibit A

2025 Municipal Elections

Scope of Work for Election Services

The County shall provide to the City an Official Register as required by Utah Code Ann. § 20A-5-401, (as amended), upon request.

The City shall perform all administrative functions related to candidate filing requirements and all other requirements of Utah Code Ann. § 20A-9-203 (as amended), including all administrative functions related to financial disclosure reporting.

The City shall be responsible for all Public Notice(s) required by law. The City may work with the County to publish notices jointly with other jurisdictions.

The City agrees to consolidate all elections administration functions and decisions in the County Clerk to ensure the successful conduct of multiple, simultaneous municipal elections. In a consolidated election, decisions made by the County regarding resources, procedures and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the City recognizes that such decisions, made for the benefit of the whole, may not be subject to review by the City.

Services the County will perform for the City include, but are not limited to:

- Ballot Layout and Design
- Ballot Printing
- Ballot Mailings
- Program and Test Voting Equipment
- Program Electronic Voter Register
- Poll Worker & Office Worker Recruitment and Training
- Compensate Vote Center Poll Workers and Office Workers (Exhibit C)
- Delivery of Supplies and Equipment
- Tabulate and Report Election Results on County Website
- Provisional Ballot Verification
- Update Voter History Database
- Canvass reports on the evening of the 13th day after the election
- Conduct Audits (as required)
- Conduct Recounts (as needed)
- Election Day Administrative Support
- Collection and Pick Up of ballots from ballot drop boxes
- Operation of up to (4) county wide vote centers (**Exhibit C**)

The City will provide the County Clerk with information, decisions, and resolutions and will take appropriate actions required for the conduct of the election in a timely manner.

The County will provide a good faith estimate for budgeting purposes (Exhibit B). Election costs are based upon the offices scheduled for election, the number of voters, and the number of

jurisdictions participating. The City will be invoiced for its share of the actual costs of the elections which will not exceed the estimated schedule in Exhibit B.

In the event of a state or county special election being held in conjunction with a municipal election, the scope of services and associated costs, and the method of calculating those costs, will remain unchanged. The costs will be divided between participating jurisdictions in a manner that is agreed upon by the jurisdictions involved. A nominal administrative fee will be charged to each jurisdiction sharing a ballot, not to exceed \$0.05 per active registered voter.

Exhibit B
2025 Municipal Elections
Cost Estimate for Election Services

Below is the good faith estimate for the upcoming **2025 Municipal Elections** for the City. The City will be billed for fixed costs for each election plus a per ballot fee, based on the number of active registered voters. The number of active registered voters will be determined by the registration deadline, one week prior to each election.

Fixed Cost per Entity in Election			
Number of Participating Jurisdictions		Per City Rate	Total Fixed Cost
1		\$7,500.00	\$7,500.00
2		\$3,750.00	\$3,750.00
3		\$2,500.00	\$2,500.00
Estimated Cost per Ballot			
Number of Jurisdictions on Ballot Face	Active Registered Voters*	Per Ballot Rate	Total Per Ballot Cost
1	5617	\$2.60	\$14,604.2
2	5617	\$1.35 (half plus \$0.05)	\$7,582.95
3	5617	\$0.92 (1/3 plus \$0.05)	\$5,167.64

* Current as of April 2025

Exhibit C
2025 Municipal Elections
Core Vote Centers

2025 Locations
Kamas County Services Building 110 North Main Kamas, UT
Coalville City Hall 10 North Main Coalville, UT
Park City Municipal Marsac Building 445 Marsac Ave. Park City, UT
Sheldon Richins Building 1885 Ute Blvd. Park City, UT

Additional vote centers may be established by consent of both the Municipality and the County, the cost of which will be borne by the Municipality, and which would be in addition to the estimates provided in Exhibit B. In the County's sole discretion, not all of the above vote centers may be used in a primary or general election. The vote centers used will be those in closest proximity to the municipality holding an election.