



2191 East 6550 South – Uintah, Utah 84405

(801)479-4130

Office Hours M-W 9:00-5:00 Thr-Fri 9:00-1:00

Mayor Gordon Cutler

Council Members:

Michelle Roberts

Kristi Bell

Daniel Combe

Ross Patterson

UINTAH CITY COUNCIL  
TUESDAY, DECEMBER 2nd, 2025

6:00 p.m.

## AGENDA

Planning – Debra Wickizer  
Building Inspector-Jeff Monroe  
Treasurer – Mike Ulrich  
Sheriff – Lt. Slater  
Fire Chief – Britt Clark

### AGENDA ITEMS:

1. **MEETING CALL TO ORDER:**

PLEDGE OF ALLEGIANCE:

CONFLICT OF INTEREST:

2. **PUBLIC COMMENT (2 minutes per person):**

We would like to thank those of you who take the time to comment. We will not be addressing comments, and if it is appropriate, we will have staff investigate those items and get back to you or add them as future agenda items.

3. **CONSENT AGENDA: Action Item**

A. Approval of City Council Meeting Minutes – November 18, 2025

B. Approval of Invoices - None

C. Financial Reports – None

4. **PUBLIC HEARING:**

None

5. **OLD BUSINESS:**

None

6. **NEW BUSINESS:**

A. ORDINANCE 299-25 WILDLAND URBAN INTERFACE CODE: AN ORDINANCE OF UINTAH CITY, ADOPTING CHAPTER 11.11 ENTITLED "WILDLAND URBAN INTERFACE (WUI) BUILDING CODE" INCLUDING THE WUI SENSITIVE LANDS/HAZARD AREA MAP IN ACCORDANCE WITH THE 2025 UTAH LEGISLATURE HB 48; SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Presenter: Mayor Cutler

B. UINTAH DATA PRIVACY ACT

Presenter: Michelle Mortensen

7. **INFORMATIONAL ITEMS:**

A. Planning Commission Report: Planning Commission Chair Wickizer

B. Public Works Report: None

C. Sherriff's Report: None

D. Council Reports:

8. **MEETING ADJOURNMENT:**

**\*\*NOTICE\*\***

Uintah City does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provisions of services. If you are planning to attend this public meeting and due to a disability, need assistance in understanding or participating in the meeting, please contact the City Clerk at (801) 479-4130 at least four working days in advance of the meeting and we will try to provide whatever assistance may be required.

**\*Agenda items are flexible and may be moved in order, sequence, and time to meet the needs of the Council.**

Michelle Mortensen, Uintah City Recorder

Date



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**UINTAH CITY COUNCIL**  
**TUESDAY, NOVEMBER 18th, 2025**  
**6:00 p.m.**  
**MINUTES**

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City Council Members Present: Mayor Cutler, Council Member Bell, Council Member Combe, Council Member Roberts

City Council Members Absent: Council Member Patterson

City Staff Present: City Attorney Bryan Baron, City Recorder Michelle Mortensen, Lt. Slater, Planning Commission Chair Deb Wickizer

Attendees: Gloria Funk, Teague Sorenson, Jill Smith, Marilyn Pearson

**AGENDA ITEMS:**

1. **MEETING CALL TO ORDER:** Mayor Cutler called the meeting to order at 6:00 p.m.  
**PLEDGE OF ALLEGIANCE:** Led by Council Member Bell.  
**CONFLICT OF INTEREST:** None

2. **PUBLIC COMMENT:**  
None

3. **CONSENT AGENDA: Action Item**
- A. Approval of City Council Work Session and Meeting Minutes – October 21, 2025
  - B. Approval of Invoices - October
  - C. Financial Reports – October
  - D. Fraud Risk Assessment
    - Council Member Bell sent some corrections clarifying her comments that will be adjusted.
    - A motion was made by Council Member Roberts to approve the consent agenda with the corrections that Council Member Bell requested.
    - Council Member Bell seconded the motion.
    - Mayor Cutler asked if there was any discussion on the motion; there was none.
    - All in favor; the motion carries. Mayor Cutler aye; Council Member Bell aye; Council Member Combe aye; Council Member Roberts aye.

4. **OFFICIAL CANVASS OF VOTE FOR THE NOVEMBER 4<sup>th</sup> UINTAH CITY MUNICIPAL ELECTION:**

Presenter: City Recorder Michelle Mortensen

(official documents from the County will not be available until the evening of November 17<sup>th</sup>)

- Ms. Mortensen read the canvass of the votes. With 814 registered voters in Uintah; 326 ballots cast; and 40.05% voter turnout, the following are the results of the 2025 Municipal Election for Mayor for a 4-year term and two City Council seats for a 4-year term.
- In the race for **Uintah City Mayor ( 4 Year Term)**

**Kristil Lee Bell** received 282 votes (100%)

- **In the race for Uintah City Council (4 Year Term), Vote for two:**

**Michelle H. Roberts** received 245 votes (41.67%)

**John Teague Sorenson** received 213 votes (36.22%)

**Benjamin R. Mitchell** received 130 votes (22.11%)

- Resulting in Kristi Lee Bell being elected as Mayor and Michelle H. Roberts and John Teague Sorenson being elected to fill the two open city council seats.
- Motion was made by Bell to accept the canvass
- Motion to accept was made by Council Member Combe

**5. OLD BUSINESS:**

None

**6. NEW BUSINESS:**

A. Resolution 25-1118 Adopting Written Procedures Governing Electronic Meetings

Presenter: Mayor Cutler

- Mayor Cutler stated that this has been talked about and we are at the point to approve this resolution with the recommendation to add the paragraph: c. For purposes of determining whether a quorum of the Uintah City Council or Uintah City Planning Commission is present, a member who participates in a meeting electronically in accordance with this Resolution shall be deemed present and shall be included in calculating a quorum.
- A motion was made by Council Member Roberts to approve with the addition of paragraph c per our attorney.
- Council Member Combe seconded the motion with the changes.
- Mayor Cutler asked if there was any discussion on the motion; there was none.
- All in favor; the motion carries.

**7. INFORMATIONAL ITEMS:**

A. Planning Commission Report:

None – The Mayor noted that Planning Commission Chair Wickizer will be resigning at the end of this year. Council Member Roberts thanked Chair Wickizer for her diligent, detail-oriented work, and wished her the best.

B. Public Works Report: Public Works Jack Burton

None

(Council Member Patterson arrived at 6:14)

C. Sherriff's Report: Lt. Slater

- Lt. Slater reported that we held the quarterly contract meeting last week. One thing to note is the past reports were calculating the traffic stops and those numbers have been changed to the number of calls per service not including traffic stops. The calls were pretty level, and crashes were down for October. All the crashes were out on Highway 89. The traffic stops were 146 this month so a huge increase. There were 63 tickets given. Council Member Bell asked if it is just this month or can we look at this number to continue. He noted that a huge reason behind the crashes is cell phone usage. Hopefully those behaviors extend to other cities. Moving forward you will see the traffic unit out here addressing the issues. The traffic unit has seen a 50% reduction of crashes.

D. Council Reports:

- Council Member Combe is working on the city park remodel and has a plan from the engineers. Next council meeting we should have something to present.
- Council Member Bell shared that the Waste Management meeting scheduled for today was postponed until next week. The purpose is to discuss potential adjustments.
- Council Member Roberts thanked Council Member Combe for the idea of participating in the trunk or treat held at the church. We will implement that moving forward. She is excited to have Jill and Liz back for U-days.
- Council Member Patterson explained that the road got painted on accident and we are waiting to see what is going to happen with that. We are looking at electronic speed signs to see if that is a good move or not. We also paved on the other side of Highway 89 and there is a lot of preparing for winter.
- Mayor Cutler stated that things are going well. Veteran's Day went well with placing the crosses up at the cemetery.

**8. MEETING ADJOURNMENT:**

- A motion was made by Council Member Roberts to adjourn city council meeting at 6:22
- Council Member Combe seconded the motion.
- Mayor Cutler asked if there was any discussion on the motion; there was none.
- All in favor; the motion carries.

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Michelle Mortensen, Uintah City Recorder

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Date

**ORDINANCE 299-25**

**WILDLAND-URBAN INTERFACE CODE**

**AN ORDINANCE OF UINTAH CITY, UTAH, ADOPTING CHAPTER 11.11 ENTITLED “WILDLAND-URBAN INTERFACE (WUI) BUILDING CODE” INCLUDING THE WUI SENSITIVE LANDS/HAZARAD AREA MAP IN ACCORDANCE WITH THE 2025 UTAH LEGISLATURE HB 48; SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Uintah City (City) is a municipal corporation, duly organized and existing under the laws of the State of Utah;

**WHEREAS**, *Utah Code Annotated* §10-8-84 and §10-8-60 allow municipalities in the State of Utah to exercise certain police powers and nuisance abatement powers, including but not limited to providing for safety and preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the City;

**WHEREAS**, the Utah State Legislature in 2025 enacted House Bill 48 entitled “Wildland Urban Interface Modifications,” which among other things requires counties and municipalities to adopt that Wildland-Urban Interface (WUI) building code, limits, and standards and to preserve WUI areas and protect properties at risk from wildfire;

**WHEREAS**, under the State Legislature’s 2025 House Bill 48, the Utah Division of Forestry, Fire and State Lands (“Division”) directed the City to create a “high-risk WUI map” which the City implements as part of its existing “Sensitive Lands/Hazard Area Overlay Map” to include the “high-risk WUI map” (WUI Map) and the statute establishes requirements for adoption of WUI building code with limits and standards for structures located in WUI areas;

**WHEREAS**, the City finds that the WUI and its required WUI Map is a topographical/geography sensitive lands/hazard area that is, the intermix or interface of structures and vegetation in proximity to wildland fuels that pose a threat to life, property and the public welfare, and that adoption of this Ordinance and Map provides for public safety, preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the City as a measure to reduce wildfire risk;

**WHEREAS**, House Bill 48 provides that adoption of the WUI limits and standards is required for the City to remain eligible for certain state reimbursements and funding related to wildfire mitigation and response;

**WHEREAS**, the City seeks to implement the WUI Building Code referenced in House Bill 48, and has considered its application within the City boundary and seeks to establish a local WUI Map consistent with state guidance;

**WHEREAS**, the City, in accordance with this unfunded State mandate, Weber Fire District, and the City’s departments, has completed preparation of a WUI Map, identifying areas within the City that

are subject to increased wildfire risk based on history, vegetation, fuels, topography, and structural exposure;

**NOW, THEREFORE,** be it ordained by the City Council of Uintah City as follows:

**Section 1: Repealer.** Any Ordinance or portion of the Municipal Code inconsistent with this Ordinance is hereby repealed and any reference thereto is hereby vacated.

**Section 2: Adoption.** Chapter \_\_\_\_ of the \_\_\_\_\_ *Municipal Code* is amended as follows:

**Chapter 11.11  
Wildland-Urban Interface Code**

**Sections:**

- 11.11.010 Definitions.**
- 11.11.020 WUI Building Code Adopted.**
- 11.11.030 Adoption of Wildland-Urban Interface (WUI) Map.**

**11.11.010 Definitions.**

For purposes of this Chapter, the following definitions apply:

1. "High-Risk WUI Property" means a property or structure located in the WUI Map where there may exist elevated wildfire risk exposure.
2. "Local fire authority" means Weber Fire District.
3. "WUI Building Code" means the most current version adopted by the State of Utah of the International Wildland-Urban Interface Code (IWUIC), a set of model regulations from the International Code Council (ICC) designed to reduce property loss from wildfires in areas where structures meet wildlands. It establishes requirements for building materials, construction methods, and land use to make structures and communities more resilient, including provisions for ignition-resistant construction, defensible space, emergency access, and water supply.
4. "WUI Map" means the Sensitive Lands/Hazard Area Map adopted by the City that include the WUI Area designated in said WUI Map.
5. "Wildland-Urban Interface (WUI) Area" means any area within the City boundary in which structures are adjacent to, intermingled with, or threatened by wildland fuels and which has been designated by map as subject to certain limits on development and the WUI Building Code.

**11.11.020 WUI Building Code Adopted.**

1. Adoption. The City hereby adopts and incorporates herein, by this reference, the most current version of the WUI Building Code as adopted by the State of Utah.
2. Applicability. The WUI Building Code shall only apply to all new structures, additions, renovations triggered by applicable thresholds, and landscaping/site work within the WUI Area as designated herein.
3. Conflict. Where a conflict exists between existing Municipal Code and the WUI Building Code adopted herein, the WUI of this Chapter provisions shall govern as provided by law.

4. Development. The City shall enforce the WUI Building Code as part of its subdivision, site plan, building permit, inspection, and code enforcement processes, in cooperation with the local fire authority and applicable City departments.
5. Grandfather. Existing structures within the WUI Zone are not required to retrofit. However, when an existing structure triggers a permit for renovation or addition, the permit review shall include compliance with this Chapter.

**11.11.030 Adoption of Wildland-Urban Interface (WUI) Map.**

1. Mapping. The Wildland-Urban Interface Area Map (“WUI Map”) the most current version of the WUI Map adopted by the Utah Division of Forestry, Fire and State Lands (“Division”), as amended and updated by the Division, is hereby adopted as the WUI Map. The WUI Map delineates those areas within the City that are determined to be at elevated risk of wildfire based on criteria including history, fuel conditions, structure exposure, vegetation type, density, slope, topography, geography, access limitations, and proximity to wildland fuels.
2. WUI Map. The City hereby adopts and approves the WUI Map, attached hereto and incorporated herein by reference as Exhibit A, as the Official WUI Map to be included in the City’s Sensitive land/Hazard Area Overlap Map and as a component of this Chapter.
3. Notice. The City shall provide written notice to all property owners of real property located within the WUI Area as designated on the WUI Map. The notice shall, at a minimum: (a) state that the property is located within the WUI Area; (b) summarize the applicable WUI Building Code and defensible-space requirements; (c) provide contact information for the City and the Division for additional guidance; and (d) identify any appeal or variance process available under the City’s land use and building codes.
4. Construction Limits. New structures or development within the area designated on the WUI Map shall comply with the WUI Building Code. Efforts shall be made to protect open WUI Area as part of open space, a conservation subdivision, or otherwise as part of site plan or other similar development approval.
5. Update. The City shall review and, if necessary, update the WUI Map at least once every five (5) years, or sooner if substantial changes occur in vegetation, fuel conditions, development patterns, or the State’s designated high-risk WUI mapping. Any update to the WUI Map shall be reviewed and adopted by ordinance or resolution of the City Council following a public process consistent with applicable State law and this Chapter.

**Section 3:** Severability. If a court of competent jurisdiction determines that any part of this Ordinance is unconstitutional or invalid, then such portion of this Ordinance, or specific application of this Ordinance, shall be severed from the remainder, which shall continue in full force and effect.

**Section 4:** Effective date. This Ordinance take effect immediately upon mayoral approval and posting.

PASSED AND ADOPTED by the City Council on this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

Approved as to form and for  
Compliance with state law:

\_\_\_\_\_  
City Recorder Michelle Mortensen

\_\_\_\_\_  
City Attorney Lauren Thomas

City Recorder

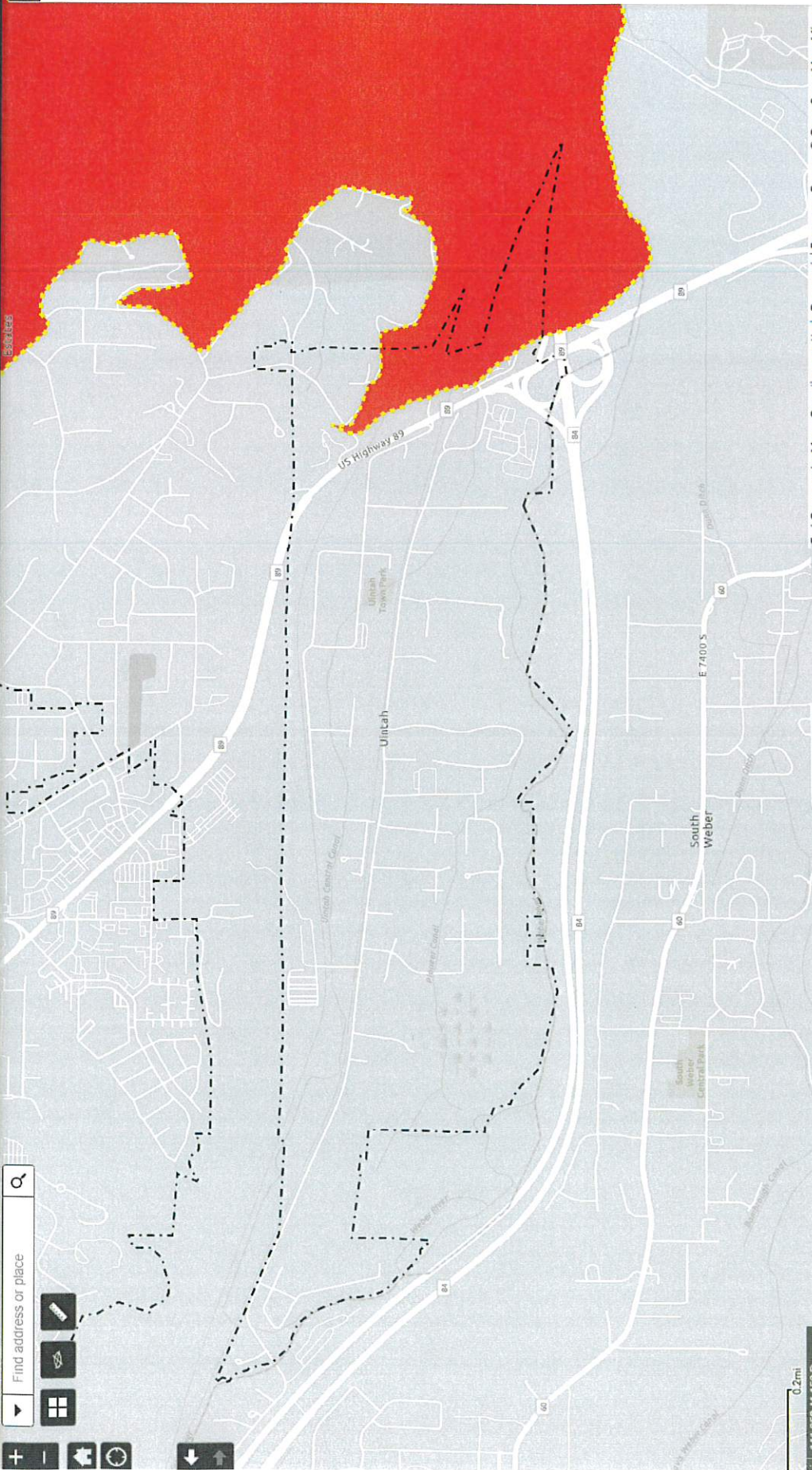
\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Date



Legend

- City Boundaries
- Fire Information
- Wildland Urban Interface





# Uintah City

## Data Privacy Policy

### I. Authority

This policy is established pursuant to the Government Data Privacy Act (Utah Code § 63A-19-101 et seq.), the Government Records Access and Management Act (GRAMA, Utah Code § 63G-2-101 et seq.), and the Utah Division of Archives and Records Services provisions for records management (Utah Code § 63A-12-100 et seq.). It aligns with state requirements for data privacy, records management, and data governance.

### II. Purpose

The purpose of this policy is to document the Uintah City's ("City") privacy program, including its practices and procedures for handling personal data in compliance with the Government Data Privacy Act. This policy is designed to safeguard individual privacy rights, promote transparency, maintain the security and integrity of personal data, and ensure accountability in the City's operations.

This policy will guide the City's current and future personal data practices and help ensure they remain in alignment with applicable law. It is intended to work in concert with the City's approved records retention schedule and the Uintah City Personal Data Inventory, which identifies the specific forms, systems, and records series through which the City collects and retains personal data.

### III. Scope

This policy applies to all City employees and officials who create, manage, or have access to records containing personal data as part of their duties. It also applies to any contractors or service providers that may access or process personal data on the City's behalf to the same extent as City employees. The policy covers all personal data that the City collects and processes.

### IV. Definitions

- A. Personal Data:** For purposes of this policy, "personal data" means information that is linked or reasonably linkable to an identified or identifiable individual. In practice, this includes information such as an individual's name, contact details, and any other information that could be used to identify them. "Sensitive personal data," as defined below, is a subset of personal data that is subject to heightened safeguards under this policy.
- B. Sensitive Personal Data:** For purposes of this policy, "sensitive personal data" includes government-issued identification numbers (such as Social Security numbers, driver's license numbers, and employer identification numbers), financial account or payment

card information, and other information that could expose an individual to a substantial risk of harm (such as identity theft) if misused or disclosed without authorization. Sensitive personal data is subject to heightened safeguards under this policy.

## **V. Personal Data Collection and Use**

Uintah City collects personal data only to the extent reasonably necessary to carry out its municipal functions and legal obligations. Based on the Uintah City Personal Data Inventory, the primary categories of personal data and their uses are as follows:

- A. Utility and Billing Records:** Residents who apply for or receive City utility services provide personal data through forms and systems including, but not limited to, the application for utilities, payment arrangement forms, and equal pay applications.

The types of personal data collected in connection with utility accounts include:

- Name
- Service and mailing address
- Contact information (telephone number, email address)
- Other limited account-related information (such as marital status)

This personal data is used solely for the purpose of establishing and managing utility accounts, billing and collecting payments, administering equal-pay or payment-arrangement programs, and communicating with account holders about their services. Certain account data is managed within the City's financial and utility billing software (such as Caselle) and online payment platform (Xpress Bill Pay), as described in Section VIII.

- B. Parks, Facilities, Public Works, and Cemetery Records:** The City collects personal data to schedule and manage the use of public facilities and services, including: park reservation forms, dumpster request forms; and cemetery plot purchase records.

The personal data collected typically includes:

- Name
- Physical and/or mailing address
- Phone number and/or email address

This information is used to schedule and administer facility rentals or services, issue invoices or receipts, maintain accurate cemetery ownership and contact records, and communicate with residents and users as needed.

- C. Land Use, Building Permits, and Business Licensing:** The City collects personal data through its land use, permitting, and licensing processes, including: building permits;

land use applications; conditional use permit applications; and business license applications.

Personal data in these processes generally includes:

- Name and contact information (address, phone, email);
- Subject property addresses and related information;
- State Contractor License numbers (for applicable contractors); and
- Employer Identification Numbers (EIN) for businesses.

This personal data is used to evaluate, issue, and administer permits and land use approvals, maintain official records of permitted construction and development, and regulate businesses operating within the City's jurisdiction.

**D. Court and Citation Records:** The City's justice court and related processes collect personal data through forms and records such as: citations; plea-in-abeyance agreements; small claims court forms; and other court information or personal information forms.

The personal data collected typically includes:

- Name and contact information (address, phone, email);
- Driver's license numbers or similar identifiers; and
- Other information necessary to process citations, court cases, and related obligations.

This information is used for case processing, court scheduling, enforcement of court orders, and retention of court records.

**E. Employment, Payroll, and Benefits Records:** For its employees and job applicants, the City collects personal data through documents such as: job applications; W-2 forms and other payroll-related records; and insurance and benefits enrollment forms.

Personal data collected in this context may include:

- Name, address, and contact information;
- Social Security numbers;
- Employment and position information;
- Insurance and benefits enrollment information; and
- Other information necessary to manage payroll, benefits, and personnel records.

This data is used for recruitment, hiring and selection, payroll administration, tax reporting, benefits administration, and to comply with applicable employment and tax laws.

**F. Online Payment and Webform Submissions:** The City's website and related online services allow residents to submit certain requests and payments electronically. For example:

- Webform submissions may collect name, address, phone number, and email address in order to route and respond to resident requests; and
- Xpress Bill Pay collects personal data and payment card information to process online payments for utility bills and other City fees.

Uintah City receives only the information necessary to credit payments and maintain account records (such as the payer's name, address, email, and payment status). Full payment card data is processed and retained by Xpress Bill Pay in accordance with that vendor's own security and retention policies.

**G. Other Personal Data:** The City may collect additional categories of personal data as described in the Uintah City Personal Data Inventory, as programs and services evolve. The City will ensure that any new collection of personal data is evaluated through its privacy program, added to the Personal Data Inventory, and reflected in updated privacy notices and retention schedules as needed.

**H. Sensitive Personal Data:** Certain City processes necessarily involve sensitive personal data, such as:

- Social Security numbers on W-2 forms and insurance enrollment documents;
- Driver's license numbers on citations and plea-in-abeyance agreements;
- Contractor license numbers on building permits; and
- Employer Identification Numbers (EINs) on business license applications;
- Payment card data processed through Xpress Bill Pay.

The City treats these data elements as sensitive personal data and implements heightened safeguards for their protection, including limiting access to authorized personnel and coordinating with third-party service providers to ensure appropriate security controls are in place.

## **VI. Data Minimization and Use Limitation**

The City only collects the personal data that is reasonably required to accomplish a clearly defined purpose, and no more. Personal data will be processed and used only for the purpose for which it was collected and for closely related operational purposes. In accordance with Utah law, personal data provided by an individual will only be used for the purposes identified in the privacy notice given to that individual. If the City ever needs to process personal data for a

purpose other than what was originally disclosed, it will first update this policy and the relevant privacy notices to reflect the new use and ensure ongoing compliance.

## **VII. Privacy Notices and Transparency**

In compliance with the Government Data Privacy Act, the City provides clear privacy notices to individuals at the point of data collection, and maintains a public privacy notice on its website:

- A. Personal Data Collection Notice:** Whenever the City requests or collects personal data from an individual, the City will provide a privacy notice to that individual at the time of collection. This notice will inform the individual about how their personal data will be used and managed. Specifically, if the personal data being collected is not classified as a public record under GRAMA, the notice will describe:
- i. the purposes for which the data is being collected and intended to be used;
  - ii. any consequences for refusing to provide the data (for instance, the City may be unable to open a utility account or process an application without certain information);
  - iii. the classes of recipients with whom the City may share the data (for example, City staff, the City's software vendors such as Caselle or Xpress Bill Pay, state or federal agencies such as the IRS, or insurance carriers); and
  - iv. the record series in which the data will be maintained (for example, "Utility account records – GRS 1119," "Park reservation records – GRS 648," "Justice court case files – GRS 2034," etc.).

The City will provide notices in a manner consistent with Utah Code § 63A-19-402(3). For personal data processing that primarily serves a public safety or security purpose (such as any security cameras the City may operate at municipal facilities), the City may satisfy the notice requirement by posting a clear privacy notice about those activities on its website.

Upon request, the City will provide an individual with the applicable privacy notice for any personal data that the individual previously provided.

- B. Website Privacy Notice:** The City maintains its own official website, and in accordance with Utah Code § 63A-19-402.5, the City provides a website privacy notice accessible on the site's homepage. This website privacy notice informs users about the following key points:
- i. the identity of the governmental entity operating the website (Uintah City);
  - ii. how to contact the City for any questions or concerns (e.g. phone number, email, or mailing address for the City's office);
  - iii. how a user can access personal data or other information the City may have about them, request correction or amendment of their personal data, and how

- to file a complaint with the state Data Privacy Ombudsperson regarding the City's data practices; and
- iv. instructions for an "at-risk" government employee (as defined in Utah Code § 63G-2-303) on how they may request that their personal information be classified as a private record under GRAMA.

These notices may be combined for the sake of convenience and will be available via a clear link on the website's homepage, so that users can easily find this information.

Through these measures, the City aims to ensure that individuals are informed about how their personal data will be used and protected at the time they engage with the City. The City's goal is to be transparent about its data practices and to provide individuals with confidence that their personal information is handled lawfully and responsibly.

### **VIII. Data Sharing and Disclosure**

Uintah does not sell personal data under any circumstances. Selling personal data is strictly prohibited.

The City uses personal data primarily within its own operations and shares it externally only when necessary to perform services or comply with law. Personal data is disclosed to:

- A. **Internal users:** City departments and officials who require the information to perform their official duties (for example, utility billing staff, planning and zoning staff, court staff, payroll and benefits personnel).
- B. **Third-party service providers and vendors:** Limited personal data is shared with vendors that assist the City in performing governmental functions, such as:
  - Financial and utility billing software providers for payroll and utility account administration;
  - Online payment processors for processing credit card and electronic payments;
  - Insurance companies for administering employee health and other benefits; and
  - Other contractors or service providers as documented in the Uintah City Personal Data Inventory.

These third parties are authorized to use personal data only for the specific services they provide to the City and are required, by contract or applicable law, to protect the confidentiality and security of the personal data they process on the City's behalf.

- C. **Other governmental entities:** Personal data may be shared with other governmental entities when required by law or necessary to carry out legitimate governmental purposes, such as:
  - Reporting payroll and tax information to the Internal Revenue Service (IRS) and state tax agencies;



- Coordinating with courts or law enforcement agencies; or
- Complying with state or federal reporting requirements.

**D. Public records and legal requests:** The City may disclose personal data in response to a lawful public records request under GRAMA, consistent with record classification rules and after appropriate review and redaction of private, controlled, or protected information. Personal data may also be disclosed pursuant to court orders, subpoenas, or other legal processes.

Any sharing of personal data with outside entities will be limited to what is necessary and lawful, and will be documented in contracts, data-sharing agreements, or internal procedures, as appropriate.

### **IX. Data Retention and Disposal**

The City retains and disposes of records containing personal data in accordance with its approved records retention schedule, which is aligned with the Utah General Retention Schedules and documented in the Uintah City Personal Data Inventory. Each form, system, or record type listed in the inventory is associated with an applicable record series and retention period.

If personal data must be retained longer due to an ongoing matter (such as a pending GRAMA request, audit, litigation hold, or other legal requirement), the City will retain it as required. Once those obligations are satisfied, the data will be disposed of without unreasonable delay.

Records containing personal data will be destroyed or deleted in a manner appropriate to their format (for example, secure shredding of paper records or secure deletion of electronic records) such that the personal data cannot be reconstructed or read.

### **X. Data Security and Breach Notification**

The City implements reasonable administrative, technical, and physical safeguards to ensure that personal data is protected against unauthorized access, use, alteration, or destruction. Examples of these safeguards include:

- restricting access to personal data only to those City personnel who need it for their job duties (access controls and staff confidentiality obligations);
- maintaining secure passwords and user authentication for electronic systems;
- using updated anti-malware software and secure network practices for City IT resources; and
- physically securing paper records or devices that contain personal information.

In the event of a security incident or data breach involving personal data, the City will promptly take steps to contain and investigate the incident in accordance with its incident response procedures. A “data breach” is defined generally as any unauthorized access, acquisition,

disclosure, or loss of personal data held by the City. If the City discovers a data breach that affects personal data, it will fulfill all notification obligations required under the Government Data Privacy Act and other applicable laws.

If a data breach is discovered that involves 500 or more individuals' personal data, the City will notify the Utah Cyber Center (Utah Department of Technology Services) and the Utah Office of the Attorney General without unreasonable delay (and no later than five days after discovery of the breach).

For any data breach (regardless of size), the City will document the incident internally by creating an internal incident report and will cooperate fully with state authorities (such as the Cyber Center) to mitigate the breach and prevent future incidents.

If a data breach is likely to result in harm or affects the privacy of individuals, the City will provide timely notice to the affected individuals or their legal guardians. Such notice to individuals will be given after the City has determined the scope of the breach and secured its systems, and it will be provided without unreasonable delay, consistent with the requirements of Utah Code § 63A-19-406. The breach notification to individuals will include information about what happened, the types of personal data involved, steps the City is taking to address the breach, and advice on what the individuals can do to protect themselves. Notification may be provided via written letters, electronic means, or other methods most likely to reach the affected persons.

## **XI. Training and Compliance**

Maintaining compliance with data privacy requirements is an ongoing effort, and the City assigns general responsibilities to ensure adherence to this policy and applicable laws:

- A. Employee Training:** All City employees who have access to personal data as part of their job duties are required to complete data privacy training as mandated by the Government Data Privacy Act. New employees must complete the approved privacy training within 30 days of starting employment, and all relevant employees must undergo refresher privacy training at least annually thereafter.
- B. Chief Administrative Officer:** The City's Executive Director will designate a Chief Administrative Officer (CAO) for privacy and records. The CAO is responsible for oversight of the City's records management and data privacy program. The CAO's duties include implementing this policy, ensuring compliance with the Government Data Privacy Act, and coordinating with state oversight bodies (such as the State Archives and the Utah Office of Data Privacy) as needed. The CAO will also ensure that the City inventories its personal data processing activities and that any new processing activity is reviewed for compliance prior to implementation.

- C. Records Officer:** The CAO may appoint another employee to be the Records Officer, or the CAO may fulfill the responsibilities of the Records Officer. The Records Officer is responsible for the day-to-day management of City records, including classification of records, maintaining the retention schedule, and handling records requests. The Records Officer serves as the liaison with the Utah Division of Archives and Records Services for records scheduling, retention, and disposition matters.
- D. Privacy Issues/Data Requests:** Employees must immediately report to the CAO/Records Officer any potential privacy issues, such as if personal data is requested by an outside party or if a possible security incident is detected, so that proper procedures can be followed.
- E. Privacy Program Reporting:** The City's CAO shall prepare an annual privacy program report as required by Utah Code § 63A-19-401.3. Such a report (due by the end of each calendar year) will include information such as whether the City has formally initiated its privacy program, a summary of the City's privacy practices, any improvements made or planned, the types of personal data the City shares (if any), and the percentage of employees who have completed the required privacy training.

## **XII. Policy Updates and Review**

The City will review and update this policy as needed to reflect any changes in law, technology, or City practices. At a minimum, the policy will be reviewed annually to ensure it remains accurate and effective. Updates to the policy will be approved by the City's Council. Any material changes will be communicated to City personnel and, where appropriate, noted in the City's public-facing privacy notice.

# Uintah City

## Website Privacy Notice and Personal Data Collection Notice

**Effective Date:** January 1, 2026

**Contact:** For questions or concerns about this notice or your personal data, please contact us at:

**Uintah City**

2191 E 6550 S, Uintah, UT 84405

Phone: (801) 479-4130

Email: [m.mortensen@uintahcity.gov](mailto:m.mortensen@uintahcity.gov)

### 1. About This Website

This website is operated by Uintah City, a municipal corporation in the State of Utah. The City provides a variety of municipal services, including utilities, land use and building permitting, business licensing, justice court services, parks and recreation, cemetery administration, and general city administration.

### 2. Personal Data Collected

The City collects personal data only when you choose to provide it, or when it is needed to deliver a service. Examples include:

- **Utility services:** When you apply for utilities, request payment arrangements, or use equal-pay programs, you may provide your name, service address, mailing address, phone number, email address, and related account information.
- **Parks, public works, and cemetery services:** When you reserve a park facility, request a dumpster, or purchase a cemetery plot, you may provide your name, address, phone number, email address, and other information necessary to process your request.
- **Land use, building, and business licensing:** When you submit a building permit, land use application, conditional use permit, or business license application, you may provide your name, contact information, property or business address, state contractor license number, or employer identification number (EIN), as applicable.
- **Court and citation processing:** When you respond to a citation, enter into a plea-in-abeyance agreement, file a small claims case, or otherwise interact with the City's court, you may provide your name, address, phone number, email, driver's license number, and other information needed to process your case.
- **Employment and benefits:** When you apply for a job or are employed by the City, you may provide personal information such as your name, address, contact information, Social Security number, and benefits information through employment and insurance forms.

- **Online forms and webform submissions:** When you submit a request or question through an online form, you may provide your name, address, phone number, email, and the subject of your request.
- **Online payments:** When you pay utility bills or other City fees online through Xpress Bill Pay, you provide your name, address, email address, and payment information. Xpress Bill Pay processes and stores payment card data under its own privacy and security practices; Uintah City receives only the information needed to apply the payment to your account and maintain accurate billing records.

All such information is used solely for the purposes described at the point of collection and in this notice, and is retained in accordance with the City's approved records retention schedule and the Utah General Retention Schedules.

### **3. Website Logs, Tracking, and Cookies**

The City's website may automatically collect limited technical information that your browser sends when you visit any website, such as:

- Internet Protocol (IP) address;
- Browser type and version;
- The date and time of your visit; and
- The pages you view.

This information is used only for system administration, security, and to improve the website's functionality.

The City's website may use basic "cookies" or similar technology that are necessary for the site to function properly (for example, to maintain a login session). The City does **not** use cookies or similar technologies for advertising or behavioral tracking.

If you follow a link from the City's website to a third-party site (including Xpress Bill Pay or other vendors), that third party may set its own cookies and apply its own privacy practices. This notice does not govern those third-party sites.

### **4. Security and Confidentiality**

The City takes reasonable steps to protect personal data collected through this website from unauthorized access, use, or disclosure. This includes administrative, technical, and physical safeguards appropriate to the nature of the data and the systems involved.

Access to personal data is limited to City personnel and service providers who need the information to perform their duties and who are obligated to protect its confidentiality.

### **5. Use and Sharing of Data**

The City uses personal data collected through this website only for the purposes identified above or closely related operational purposes, such as:

- Providing requested services (utility billing, reservations, permits, etc.);
- Communicating with you about your account, request, or case;
- Maintaining accurate records and complying with legal requirements; and
- Improving City services and website functionality.

The City does not sell personal data. The City may share information with:

- Third-party vendors and service providers (such as Caselle and Xpress Bill Pay) that process data on the City's behalf under contract;
- Insurance carriers and other entities as necessary to administer employee benefits;
- State and federal agencies such as the IRS for tax reporting; and
- Other governmental entities or courts as required by law.

The City may also disclose information to comply with GRAMA requests, subpoenas, court orders, or other legal processes, subject to applicable record classification and redaction requirements.

## **6. Your Privacy Rights**

Under Utah law, you may have the right to:

- Request access to personal data that the City maintains about you;
- Request correction or amendment of your personal data if it is inaccurate or incomplete; and
- Request an explanation of how your personal data is used.

To exercise these rights, contact the City using the information listed at the top of this notice. The City will respond to your request in accordance with applicable Utah law, including GRAMA and the Government Data Privacy Act.

You also have the right to submit a complaint about the City's data practices to the Utah Office of Data Privacy and the state Data Privacy Ombudsperson. Information about how to file a complaint is available on the State of Utah's website.

## **7. Privacy for At-Risk Government Employees**

If you are an at-risk government employee (as defined in Utah Code § 63G-2-303), you may request to have your personal data classified as a private record. Contact the City to make this request or for more information.

## **8. Changes to This Notice**

This notice may be updated to reflect changes in the City's privacy practices or applicable law. The most recent version will always be posted on this page.