

EXECUTIVE ORDER No. 2023-1

**DESIGNATION, AUTHORIZATION AND DEPUTIZATION OF PERSONS TO EXECUTE
CONTRACTS AND SIGN DEEDS ON BEHALF OF SALT LAKE COUNTY**

WHEREAS, Section 17-53-316 of the Utah Code grants authority to the Salt Lake County Mayor, as County Executive, to issue executive orders to establish and implement an executive policy and practice;

WHEREAS, the Salt Lake County Mayor, as County Executive, is charged with the duty of executing all contracts for and on behalf of Salt Lake County, unless otherwise provided by statute, and to sign on behalf of the County all deeds that convey real property owned by Salt Lake County pursuant to Section 17-53-302 of the Utah Code and the Optional Plan for Salt Lake County Government;

WHEREAS, because of the volume of contracts, deeds and other documents the Salt Lake County Mayor is required to execute by state statute or county ordinance, it is in the best interest of the County for the Salt Lake County Mayor to designate, authorize and deputize other individuals to also execute contracts, sign deeds or other documents requiring her signature;

NOW, THEREFORE, I, Jennifer Wilson, Mayor of Salt Lake County, State of Utah, pursuant to the powers vested in me by the laws of the State of Utah, do hereby order the following:

1. That Darrin Casper as the Deputy Mayor of Finance and Administration, Catherine Kanter as Deputy Mayor of Regional Operations, Erin Litvack as Deputy Mayor of County Services, Katherine Fife as Associate Deputy Mayor of Salt Lake County, Jill Miller as Associate Deputy Mayor of Salt Lake County, and Lisa Hartman as Associate Deputy Mayor of Salt Lake County are hereby designated, authorized and deputized to execute bonds and other evidence of indebtedness, contracts and other documents including deeds of conveyance or pursuant to statute or ordinance requiring the signature of the Salt Lake County Mayor.
2. That Jason Yocom as Director of the Division of Contracts and Procurement is the Purchasing Agent for Salt Lake County and has signing authority for contracts and purchase orders which do not exceed one hundred thousand dollars (\$100,000.00) annually.
3. That Scott Baird as the Director of Public Works is hereby designated, authorized and deputized to execute contract amendments solely for the purpose of granting time extensions to deadlines in contracts between the State of Utah and Salt Lake County Flood Control Engineering Division or Public Works Engineering Division.

4. That Scott Baird as Director of Public Works and Martin Jensen as the Division Director for Parks and Recreation are hereby designated, authorized and deputized to execute contracts to acquire any interest in real property on behalf of Salt Lake County for Specific Capital Construction Projects using designated funds if the amount paid for the real property interest is no more than Twenty-Five Thousand Dollars (\$25,000.00).
5. That Martin Jensen as the Division Director for Parks and Recreation is hereby designated, authorized and deputized to execute the following types of contracts, provided the standard-form contract has prior approval as to form by the attorney: Recreation facility and equipment rental agreements, recreation facility license agreements, and recreational program agreements. Mr. Jensen may delegate this authority to associate division directors and facility managers provided such delegation of authority is in writing and indicates such designee by name and title.
6. That Durand Johnson as the Director of Clark Planetarium and Anna Marie Tueller and Jason Sill as the Associate Directors of Clark Planetarium are hereby designated, authorized and deputized to execute film license, rental, catering, productions sales, distributor/productions sales, Advertising/Marketing Services, Grant Applications and Education Consulting and Outreach contracts requiring the signature of the Salt Lake County Mayor for the Salt Lake County venue Clark Planetarium.
7. That Matt Castillo as Director of Arts and Culture, Melinda Cavallaro as Associate Director of Arts and Culture and Angela Vanderwell as Associate Director of Arts and Culture, are hereby designated, authorized and deputized to execute rental, merchandise and ticketing contracts requiring the signature of the Salt Lake County Mayor for the following Salt Lake County venues: Abravanel Hall, Janet Quinney Lawson Capitol Theatre, Mid Valley Performing Arts Center, Rose Wagner Performing Arts Center and the George S. and Dolores Doré Eccles Theater.
8. That Paul Leggett as the Division Director for Aging and Adult Services is hereby designated, authorized, and deputized to execute rental agreements for the senior centers owned and operated by Salt Lake County. Mr. Leggett may also execute Presenter Agreements for events held at those centers. Further, Mr. Leggett may delegate this authority to associate division directors and center managers employed by the County, provided such delegation of authority is in writing and indicates such designee by name and title.
9. The Salt Lake County Real Estate Manager, Derrick L. Sorensen, is hereby designated, authorized, and deputized for the limited purpose of executing closing documents, including settlement statements, escrow instructions, and disclosure forms, on behalf of Salt Lake County where the County is authorized to acquire or sell real property. Mr. Sorensen is also hereby designated, authorized, and deputized for the limited purpose of

executing contracts to acquire any interest in real property on behalf of Salt Lake County for Specific Capital Construction Projects using designated funds if the amount paid for the real property interest is no more than \$10,000.00, provided that the department and division head responsible for the Specific Capital Construction Project has given prior written authorization to the Salt Lake County Real Estate Manager acquire the real property for a qualifying amount.

10. That Tyson Kyhl as the Division Director of Facilities Management is hereby designated, authorized, and deputized to execute utility and permitting agreements on behalf of Salt Lake County where those agreements are associated with Facility Capital Projects as defined by Salt Lake County policy, and other agreements or documents related to incentive or energy savings programs offered by Rocky Mountain Power and Dominion Energy.
11. That Dina Blaes as the Director of the Office of Regional Development is hereby designated, authorized, and deputized to execute rental and owner-occupied rehabilitation loan and grant agreements, requiring the signature of the Salt Lake County Mayor.
12. That James Cooper as the Division Director for Library Services is hereby designated, authorized, and deputized to execute Utah State Library Division Grant Agreements, and facilities and equipment rental agreements for the libraries and the Viridian Center. Further, Mr. Cooper may delegate this authority to associate division directors, the Viridian event manger and library managers employed by the County, provided such delegation of authority is in writing and indicates such designee by name and title.

This Executive Order is effective upon execution and supersedes all prior Executive Orders on this issue.

SIGNED and APPROVED this 19 of January, 2023.

SALT LAKE COUNTY MAYOR

By: 

Jennifer Wilson

Date: January 19, 2023

Reviewed As To Form and Legality:

Ralph
Chamness

Digitally signed by Ralph
Chamness
Date: 2023.01.19 12:27:10
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Ralph Chamness
Chief Deputy District Attorney
Date: January 19, 2023