

EXECUTIVE ORDER No. 2025-1

**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, Arlyn Bradshaw 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 is hereby designated, authorized, and deputized to execute contracts and purchase orders not exceeding 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 for the purpose of granting time extensions to deadlines and/or changes in work and cost in contracts between the State of Utah and Salt Lake County Flood Control Engineering Division or Public Works Engineering Division. Kade Moncur as the Division Director of Flood Control Engineering and

Public Works Engineering is hereby designated, authorized, and deputized to execute contract amendments not to exceed fifty thousand dollars (\$50,000.00) 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 Christopher Otto 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 Kade Moncur as the Division Director for Engineering and Flood Control is hereby designated, authorized, and deputized to execute the following: (1) Work Order Amendments for Flood Control Pool Contracts that involve time extensions and/or cost adjustments within the approved budget; (2) Change Orders for Flood Control Construction Contracts: time extensions and/or cost adjustments within approved budget; (3) Change Orders for Flood Control Consulting Contracts: time extensions and/or cost adjustments within the approved budget; and, (5) Final Pay Applications for Flood Control Construction Contracts: involving retention releases and warranty periods within the existing approved budget.
6. That Christopher Otto 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 review as to form by the District Attorney: (1) Parks and Recreation facility, field, pavilion, and equipment rental or use agreements; (2) Parks and Recreation facility license, use, or rental agreements; and (3) recreational program agreements. Mr. Otto may delegate this authority to associate division directors, facility managers, and regional managers, provided such delegation of authority is in writing and indicates such designee by name and title.
7. That Durand Johnson as the Director of Clark Planetarium and Anna Marie Tueller and Jason Sills as the Associate Directors of Clark Planetarium and Kunbi Adekunle as the Fiscal Manager 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.
8. 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, filming location, 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 Dore Eccles Theater. Mr. Castillo is hereby designated, authorized, and deputized to execute artist contracts for community events, with artist fees less than \$5,000.00 per engagement, requiring the signature of the Salt Lake County Mayor.

9. 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 Contractor Agreements for presentations, classes, exhibitions, and one-on-one services provided in those centers. Further, Mr. Leggett may delegate this authority to associate division directors, section leadership, and center managers employed by the County, provided such delegation of authority is in writing and indicates such designee by name and title.
10. That Carolyn Hansen as the Division Director for Youth Services is hereby designated, authorized, and deputized to execute Contractor Agreements for presentations, classes, exhibitions, and one-on-one services provided by Youth Services. Further, Ms. Hansen may delegate this authority to an associate division director provided such delegation of authority is in writing and indicates such designee by name and title.
11. That Justin Hawes as the Salt Lake County Real Estate Director is hereby designated, authorized, and deputized to execute licenses or permits authorizing the temporary use of real property owned by Salt Lake County and to execute 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. Hawes is also 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 ten thousand dollars (\$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 to acquire the real property for a qualifying amount.
12. 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.
13. That Lauren Littlefield as the Interim Director of the Office of Regional Development is hereby designated, authorized, and deputized to execute rental and owner-occupied

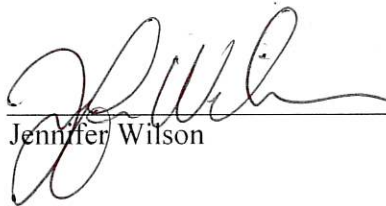
rehabilitation loan and grant agreements, requiring the signature of the Salt Lake County Mayor.

14. That Joey McNamee 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, Ms. McNamee may accept donations of cash or personal property made to the Library with a value of One Thousand Dollars (\$1,000.00) or less and may delegate this authority to associate division directors, the Viridian event manager, 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 22 of July, 2025.

SALT LAKE COUNTY MAYOR

By: 
Jennifer Wilson

Reviewed As To Form and Legality:

**Ralph
Chamness**

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Chamness
Date: 2025.07.22 09:12:11
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Ralph Chamness
Chief Deputy District Attorney