

Town Contract No. \_\_\_\_\_  
County Contract No. \_\_\_\_\_

**INTERLOCAL COOPERATION AGREEMENT**  
**BETWEEN**  
**WEBER COUNTY**  
**on behalf of the**  
**WEBER COUNTY CLERK’S OFFICE, ELECTIONS DIVISION**  
**-AND-**  
**HUNTSVILLE TOWN**

THIS AGREEMENT is made and entered into the 2nd day of March, 2023, by and between WEBER COUNTY, a political subdivision of the State of Utah (“County”), on behalf of its Clerk’s Office, Elections Division, and Huntsville 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, Elections Division, to the Town for the purpose of assisting the Town in conducting the Town’s 2023 and 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 Weber County Clerk's Office, Elections Division, 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 2023 and 2025 primary and general municipal elections.

3. **Legal Requirements.** The County and the Town understand and agree that the 2023 and 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 Recorder 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



HUNTSVILLE TOWN  
By: *Reid Jensen*  
MAYOR

*Becki Endicott*  
Town Recorder

Approved as to form and compliance  
with applicable law:

  
\_\_\_\_\_  
Town Attorney

Date: 3.21.2023

BOARD OF COUNTY COMMISSIONERS  
OF WEBER COUNTY

By: \_\_\_\_\_  
Gage Froerer, Chair  
Commissioner Arrington Bolos voted \_\_\_\_\_  
Commissioner Harvey voted \_\_\_\_\_  
Commissioner Froerer voted \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Ricky Hatch, CPA  
Weber County Clerk/Auditor

Approved as to form and compliance  
with applicable law:

\_\_\_\_\_  
County Attorney

Date: \_\_\_\_\_

**Exhibit A**  
**2023 and 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).

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 County may additionally publish election notices at its own discretion, but this does not relieve the Town of its obligations to publish all public notices required by law.

The Town shall be responsible for collecting and delivering ballots that are placed in drop boxes within their Town to the County in a timely manner, in accordance with drop box procedures created by the County, and according to a schedule agreed upon by the Town and the County up through and including the end of Election Night. If the Town damages or loses any drop box items or collection supplies, then the Town shall pay the County the cost to replace such items. The County shall be responsible for collecting and delivering ballots that are placed in drop boxes within the County in a timely manner. The Town shall be given the collection schedule ahead of time, however any and all changes to the schedule or method of collection are at the discretion of the County. The Town shall be responsible for returning and delivering ballots on Election Night in accordance with drop box procedures created by the County and according to a schedule created by the County. The Town shall be responsible for locking their drop boxes at exactly 8pm on Election Night. If the Town damages or loses any drop box items or collection supplies, then the Town shall pay the County the cost to replace such items.

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 mailings;
- ballot printing;
- compensate vote center poll worker (Exhibit C);
- conduct audits (as required);
- conduct recounts (as needed);
- delivery of supplies and equipment;
- election day administrative support;
- operation of county wide vote centers (Exhibit C);
- poll worker recruitment and training;

- printing optical scan ballots;
- program electronic voter register;
- program and test voting equipment;
- provisional ballot verification;
- tabulate and report election results on County website; and
- update voter history database.

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.



**Exhibit B**  
**2023 and 2025 Municipal Elections**  
**Cost Estimate for Election Services**

Below is the good faith estimate for the upcoming *2023 and 2025 Municipal Elections* for Huntsville Town. The Town will be billed for the actual costs after each election, according to the County's cost per active registered voter. The per voter rate will not exceed \$2.25 per active registered voter per election. The number of active registered voters and cost per each will be determined by the registration deadline, one week prior to each election. See the table below for an estimated cost breakdown at the rate of \$2.25 per voter.

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 rate of \$2.25 per voter.

If one or more jurisdictions, other than the Town, hold a special election within the same precinct as the municipal election, then the Town shall pay the County the actual cost of the election for that precinct, divided by the number of participating jurisdictions within that precinct. See the table below for an estimated cost of an election with multiple participating jurisdictions at the rate of \$2.25.

A nominal administrative fee will be charged to each jurisdiction sharing a ballot, not to exceed \$0.05 per active registered voter.

<b>Example of the Impact of Cost Sharing Across Multiple Jurisdictions</b>			
<b>Number of Participating Jurisdictions</b>	<b>Active Registered Voters Per Precinct*</b>	<b>Estimated Rate</b>	<b>Total Cost Per Precinct</b>
1	418	\$2.25	\$940.50
2	418	\$1.17 (half plus \$0.05)	\$489.06
3	418	\$0.80 (1/3 plus \$0.05)	\$334.4

\*Largest precinct within municipality used as an example

<b>Estimated Cost per Election</b>		
<b>Active Registered Voters Per Municipality</b>	<b>Estimated Rate</b>	<b>Total Cost Per Municipality</b>
1,816	\$2.25	\$4,086

\*This table represents the total cost per municipality at the highest estimated rate, however cost is calculated per precinct (see table above)

**Exhibit C**  
**2023 Municipal Elections**  
**Core Vote Centers**

<b>2023 Locations*</b>
Weber Center
Ogden Valley Library
Weber County Fairgrounds

\*Vote Centers are subject to change in accordance with state law and the decision of the County.

Additional polling locations may be established by consent of both the Town and the County, the cost of which will be borne by the Town, and which would be in addition to the estimates provided in Exhibit B. The County does not guarantee that all vote centers will be used in a primary election.