

## **EXHIBIT A -SCOPE OF SERVICES**

### ***I. Duties of the Arbitrator***

The duties of the Arbitrator are as provided in C.R.S. § 39-8-101, et seq., including C.R.S. § 39-8-102(2)(i) which provides that:

The county board of equalization shall have the authority to appoint arbitrators who are experienced in property valuation to conduct hearings pursuant to subsection (1) of this section on behalf of the county board of equalization and to make findings and submit recommendations to the county board of equalization for its final action. However, no person shall be appointed as an arbitrator pursuant to the provisions of this paragraph (i) in any county during any property tax year in which such person represents or has represented any taxpayer in such county in any matter relating to the protest and appeal of property valuation or to the abatement or refund of property taxes. In addition, no person appointed as an arbitrator pursuant to the provisions of this paragraph (i) shall represent any taxpayer who appeared in any hearing before such arbitrator in any matter subsequent to such hearing relating to the protest and appeal of property valuation or to the abatement or refund of property taxes.

### ***II. Scope of Services***

- Provide arbitration services to the County as necessary to conduct hearings on all timely filed petitions for appeals of property valuations. The County will endeavor to work with the arbitrator's availability when scheduling hearings. All hearings will be conducted at the Park County Administration offices, located at 856 Costello Avenue, Fairplay, Colorado 80440 either in person or virtually if necessary.
- The procedure at the arbitration hearing will be informal and strict rules of evidence will not be applied except as necessitated in the opinion of the arbitrator by the requirements of justice. All questions of law and fact will be determined by the arbitrator.
- The arbitrator may issue or cause to be issued subpoenas for the attendance of witnesses and for the production of books, records, documents, and other evidence and shall have the power to administer oaths. Subpoenas so issued shall be served and, upon application to the district court by the petitioner or the County Board of Equalization or the arbitrator, enforced in the manner provided by law for the service and enforcement of subpoenas in civil actions.

- The arbitrator's decision shall be made in accordance with applicable Colorado property tax laws. The arbitrator's decision shall be in writing and signed by the arbitrator. The arbitrator shall deliver a copy of his/her decision to the parties personally or by registered mail within ten days of the hearing. Such decision shall be final and not subject to review.
  
- An arbitrator shall be immune from civil liability arising from participation as an arbitrator and for all communications, findings, opinions, and conclusions made in the course of his/her duties under the applicable laws.