



## GRAND COUNTY COUNCIL REGULAR MEETING

Grand County Council Chambers  
125 East Center Street, Moab, Utah

### AGENDA

Tuesday, September 20, 2016

4:00 p.m.

- ☐ **Call to Order**
- ☐ **Pledge of Allegiance**
- ☐ **Approval of Minutes** (Diana Carroll, Clerk/Auditor)
  - A. August 16, 2016 (County Council Meeting) (Postponed from September 6, 2016)
  - B. August 30, 2016 (County Council Special Meeting: EMS Assessment Report) (Postponed from September 6, 2016)
  - C. September 6, 2016 (County Council Meeting)
- ☐ **Ratification of Payment of Bills**
- ☐ **Elected Official Reports**
- ☐ **Council Administrator Report**
- ☐ **Department Reports**
- ☐ **Agency Reports**
- ☐ **Citizens to Be Heard**
- ☐ **Presentations**
  - D. Public Defender Semi-Annual Report (Don Torgerson, Torgerson Law Offices, P.C.)
  - E. Museum of Moab Semi-Annual Report (John Foster, Museum Director)
  - F. Solid Waste Management District presentation on ongoing financial needs and obligations for purposes of later Council determination of Transient Room Tax (TRT) and/or other eligible allocations (Deborah Barton, District Manager, Solid Waste Management Special Service District No. 1)
- ☐ **Discussion Items**
  - G. Discussion on identifying community representation of a new working group to study and recommend options for long-term placement and sustainability of Emergency Medical Services as an agency (Andy Smith, EMS Director)
  - H. Discussion on calendar items and public notices (Ruth Dillon, Council Administrator)
- ☐ **General Business- Action Items- Discussion and Consideration of:**
  - I. Approving bid award for purchase of a truck for Emergency Medical Services (Andy Smith, EMS Director)
  - J. Approving proposed letter of intent to the Community Impact Fund Board (CIB) regarding a 2017 commitment of \$300,000 to the "Utah State University Regional Campus Development Set-aside Fund" on behalf of the CIB application entitled "Road and Utility Corridor for Workforce Housing, Commercial Development, and Higher Education Development" (Council Member Baird and Steven Hawks, Dean and Executive Director, USU-Moab)
  - K. Approving proposed wage adjustments for all employees working at the Family Support Center (Graig Thomas, Human Resources Director and Diana Carroll, Clerk/Auditor)

- L. Approving proposed scope of work-based reclassification and corresponding job description amendments of the Deputy Clerk/Auditor IV position (Graig Thomas, Human Resources Director and Diana Carroll, Clerk/Auditor)
- M. Approving proposed market-based & scope of work-based reclassification and corresponding job description and job title amendments of the Community Development Director position (Graig Thomas, Human Resources Director and Ruth Dillon, Council Administrator)
- N. Approving proposed market-based reclassification of the Airport Manager position (Graig Thomas, Human Resources Director and Ruth Dillon, Council Administrator)
- O. Approving draft letter to Moab City regarding a proposed annexation of multiple parcels located near 400 North and Stewart Lane (Community Development Representative)
- P. Adopting proposed resolution approving percentage allocations to Districts for funds to be received in calendar year 2017 from:
  - 1. UDOT-Appropriated+ Mineral Lease funds
  - 2. DWS-Appropriated Mineral Lease funds (formerly referred to as Mineral Bonus)
  - 3. State PILT (Payment in Lieu of Taxes)
- Q. Adopting proposed resolution approving Shumway Minor Record Survey (Community Development Representative)
- R. Adopting proposed resolution approving Brandstetter Minor Record Survey (Community Development Representative)
- ❑ **Consent Agenda- Action Items**
  - S. Ratifying the Chair's signature on a Department of Workforce Services Grant Agreement for Temporary Assistance for Needy Families (TANF) Grant Crisis & Respite Nurseries
- ❑ **Public Hearings- Possible Action Items**
  - T. Public Hearing to solicit public comment on a proposed Ordinance to amend the Land Use Code Section: Sec. 9.17 Site Plan Review - Amending site plan review for commercial or multi-family development by removing Planning Commission review (Community Development Representative)
- ❑ **General Council Reports and Future Considerations**
- ❑ **Closed Session(s)** (if necessary)
- ❑ **Adjourn**

**NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS.** In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend County Council meetings are encouraged to contact the County two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. T.D.D. (Telecommunication Device for the Deaf) calls can be answered at: (435) 259-1346. Individuals with speech and/or hearing impairments may also call the Relay Utah by dialing 711. Spanish Relay Utah: 1 (888) 346-3162

It is hereby the policy of Grand County that elected and appointed representatives, staff and members of Grand County Council may participate in meetings through electronic means. Any form of telecommunication may be used, as long as it allows for real time interaction in the way of discussions, questions and answers, and voting.

**At the Grand County Council meetings/hearings any citizen, property owner, or public official may be heard on any agenda subject.** The number of persons heard and the time allowed for each individual may be limited at the sole discretion of the Chair. On matters set for public hearings there is a three-minute time limit per person to allow maximum public participation. Upon being recognized by the Chair, please advance to the microphone, state your full name and address, whom you represent, and the subject matter. No person shall interrupt legislative proceedings.

**Requests for inclusion on an agenda and supporting documentation must be received by 5:00 PM on the Wednesday prior to a regular Council Meeting and forty-eight (48) hours prior to any Special Council Meeting.** Information relative to these meetings/hearings may be obtained at the Grand County Council's Office, 125 East Center Street, Moab, Utah; (435) 259-1346.

**A Council agenda packet is available at the local Library, 257 East Center St., Moab, Utah, (435) 259-1111 at least 24 hours in advance of the meeting.**

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**SEPTEMBER 20, 2016**  
**Agenda Item: D**

|                       |                                            |
|-----------------------|--------------------------------------------|
| <b>TITLE:</b>         | Public Defender Semi-Annual Report         |
| <b>FISCAL IMPACT:</b> | None                                       |
| <b>PRESENTER(S):</b>  | Don Torgerson, Torgerson Law Offices, P.C. |

**Prepared By:**

Ruth Dillon  
Council Administrator  
(435) 259-1347

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**BACKGROUND:**

As part of the Public Defender Agreement, a written report of services is required every six months. The agreements specify that the reports "shall include the number and types of cases or matters handled specifying the types and classes of:

- Offenses
- Courts
- Particular clients
- Non-jury trials
- Jury trials
- Hearings other than trials
- Plea-negotiated settlements
- Such other factors as may be reasonably requested by the county that do not violate attorney client privilege."

**ATTACHMENT(S):**

1. Reports dated September 6, 2016 and February 8, 2016

# TORGERSON LAW OFFICES, P.C.

454 EAST MAIN STREET, SUITE 100

PO BOX 955

PRICE, UT 84501

DON M. TORGERSON  
MANDIE J. TORGERSON

(435) 637-7011  
FAX (435) 636-0138  
[www.pricelawyers.com](http://www.pricelawyers.com)

September 6, 2016

Grand County Council  
125 East Center Street  
Moab, UT 84532

## ***Re: Grand County Public Defender Report***

Dear Grand County Council:

The total number of cases we have been appointed to is accurate, all other numbers are approximate.

Date of Reporting: February 1, 2016 – July 31, 2016

Total number of criminal case appointments: 78

- District Court: 73
- Justice Court: 5

Initial charges in the *Information*:

- 1<sup>st</sup> Degree Felony: 3
- 2<sup>nd</sup> Degree Felony: 15
- 3<sup>rd</sup> Degree Felony: 26
- Class A Misdemeanor: 35
- Class B Misdemeanor: 65
- Class C Misdemeanor: 22
- Infraction: 9

Orders to Show Cause: 18

Appeals from Justice Court: 0

Cases Dismissed after Information or Order to Show Cause filed: 6

Cases Settled/Negotiated: 50

- 1<sup>st</sup> Degree Felony: 0
- 2<sup>nd</sup> Degree Felony: 4
- 3<sup>rd</sup> Degree Felony: 9
- Class A Misdemeanor: 15
- Class B Misdemeanor: 31
- Class C Misdemeanor: 4
- Infraction: 0
  - Prison Sentence: 4
  - Jail Sentence: 22
  - Court Probation: 23
  - Supervised Probation: 14
  - Fine: 34
  - Community Service: 10
  - DNA Sample: 18
  - Assessment: 19
  - Restitution: 10
  - Drug Court: 0
- Plea in Abeyance: 2
- Probation Revoked and Reinstated: 8
- Probation Terminated Unsuccessfully: 5

Current active Juvenile Court cases: 39

Sincerely,

**TORGERSON LAW OFFICES, P.C.**

Don M. Torgerson  
[don.torgerson@gmail.com](mailto:don.torgerson@gmail.com)

DMT/kd

# **TORGERSON LAW OFFICES, P.C.**

454 EAST MAIN STREET, SUITE 100

PO BOX 955

PRICE, UT 84501

DON M. TORGERSON  
MANDIE J. TORGERSON

(435) 637-7011  
FAX (435) 636-0138  
[www.pricelawyers.com](http://www.pricelawyers.com)

February 8, 2016

Ruth Dillon  
Council Assistant  
Grand County Council  
125 East Center Street  
Moab, UT 84532

## ***Re: Grand County Public Defender Report***

Dear Grand County Council:

The total number of cases we have been appointed to is accurate, all other numbers are approximate.

Date of Reporting: July 2, 2015 – January 31, 2016

Total number of criminal case appointments: 98

- District Court: 92
- Justice Court: 6

Initial charges in the *Information*:

- 1<sup>st</sup> Degree Felony: 5
- 2<sup>nd</sup> Degree Felony: 15
- 3<sup>rd</sup> Degree Felony: 22
- Class A Misdemeanor: 59
- Class B Misdemeanor: 79
- Class C Misdemeanor: 19
- Infraction: 6

Orders to Show Cause: 23

Appeals from Justice Court: 0

Cases Dismissed after Information or Order to Show Cause filed: 13

Cases Settled/Negotiated: 84

- 1<sup>st</sup> Degree Felony: 0
- 2<sup>nd</sup> Degree Felony: 8
- 3<sup>rd</sup> Degree Felony: 14
- Class A Misdemeanor: 31
- Class B Misdemeanor: 45
- Class C Misdemeanor: 16
- Infraction: 1
  - Prison Sentence: 15
  - Jail Sentence: 25
  - Court Probation: 36
  - Supervised Probation: 12
  - Fine: 50
  - Community Service: 12
  - DNA Sample: 29
  - Assessment: 29
  - Restitution: 10
  - Drug Court: 1
- Plea in Abeyance: 2
- Probation Revoked and Reinstated: 13
- Probation Terminated Unsuccessfully: 9

Current active Juvenile Court cases: 40

Sincerely,

TORGERSON LAW OFFICES, P.C.



Don M. Torgerson

[don.torgerson@gmail.com](mailto:don.torgerson@gmail.com)

DMT/kd

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**SEPTEMBER 20, 2016**

Agenda Item: E

|                       |                                   |
|-----------------------|-----------------------------------|
| <b>TITLE:</b>         | Museum of Moab Semi-Annual Report |
| <b>FISCAL IMPACT:</b> |                                   |
| <b>PRESENTER(S):</b>  | John Foster, Museum Director      |

**Prepared By:**

Bryony Chamberlain  
Council Office  
Coordinator  
435-259-1346

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**BACKGROUND:**

Museum of Moab annual presentation.

**ATTACHMENT(S):**

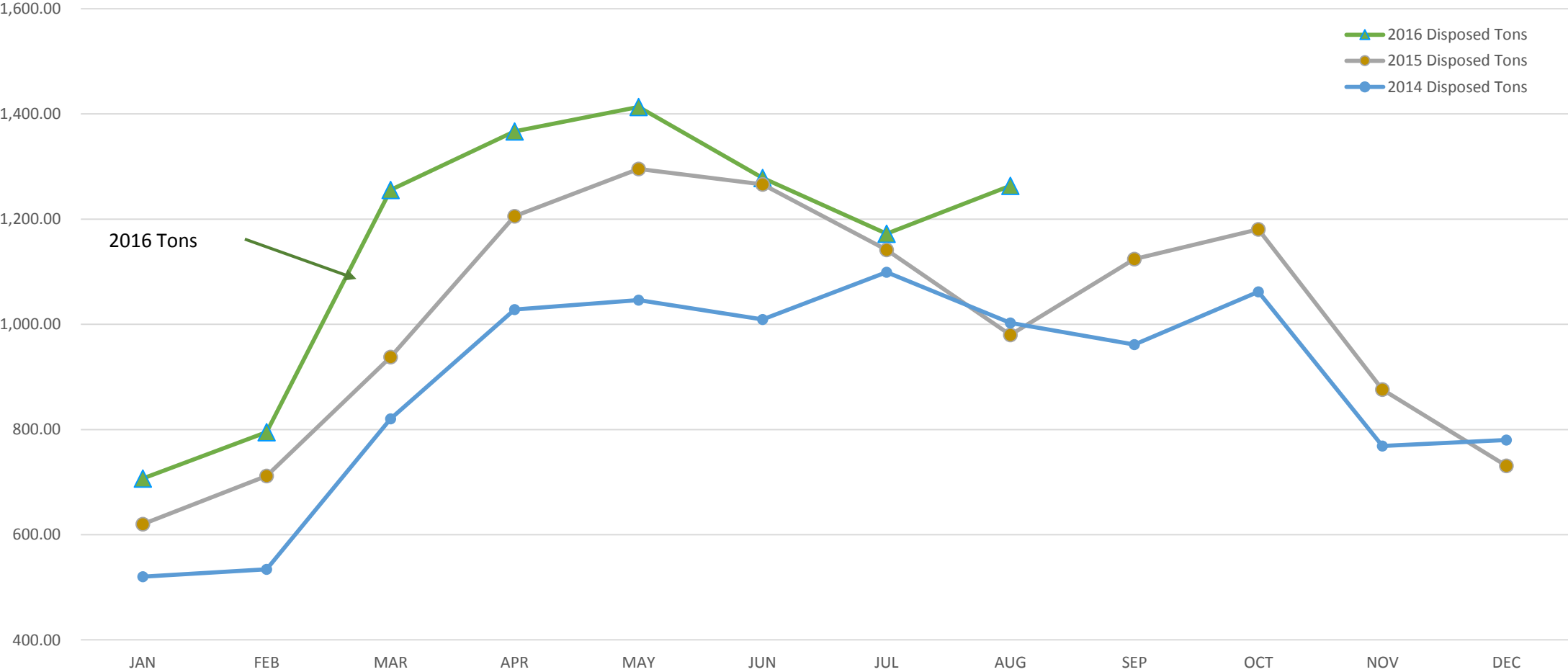
1. PowerPoint Presentation – To be provided

# Solid Waste District

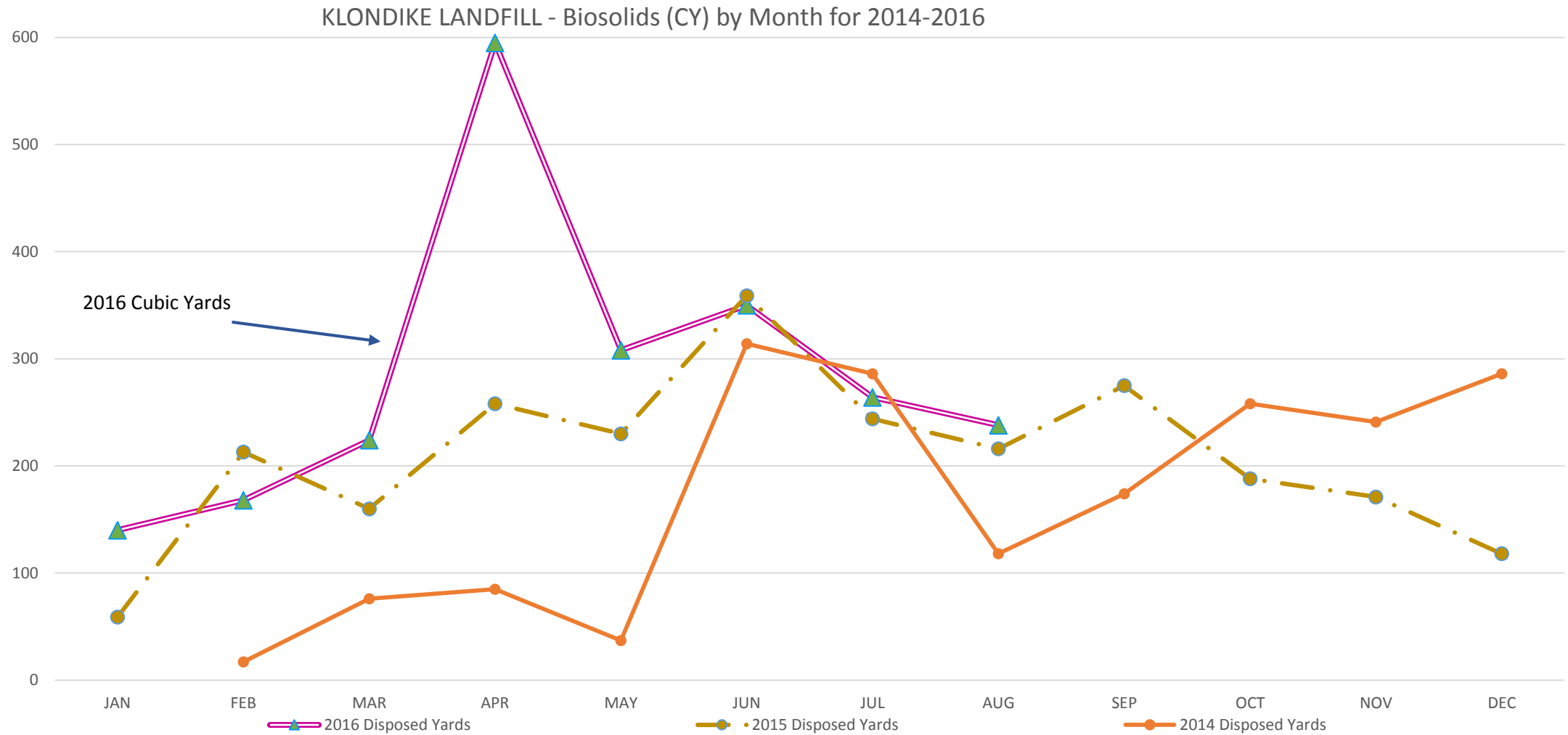
Operations Review and 2017 Budget Presentation

# KlondikeTonnnages (Class 1 – MSW)

KLONDIKE LANDFILL - MSW Disposed Tons by Month for 2013-2016

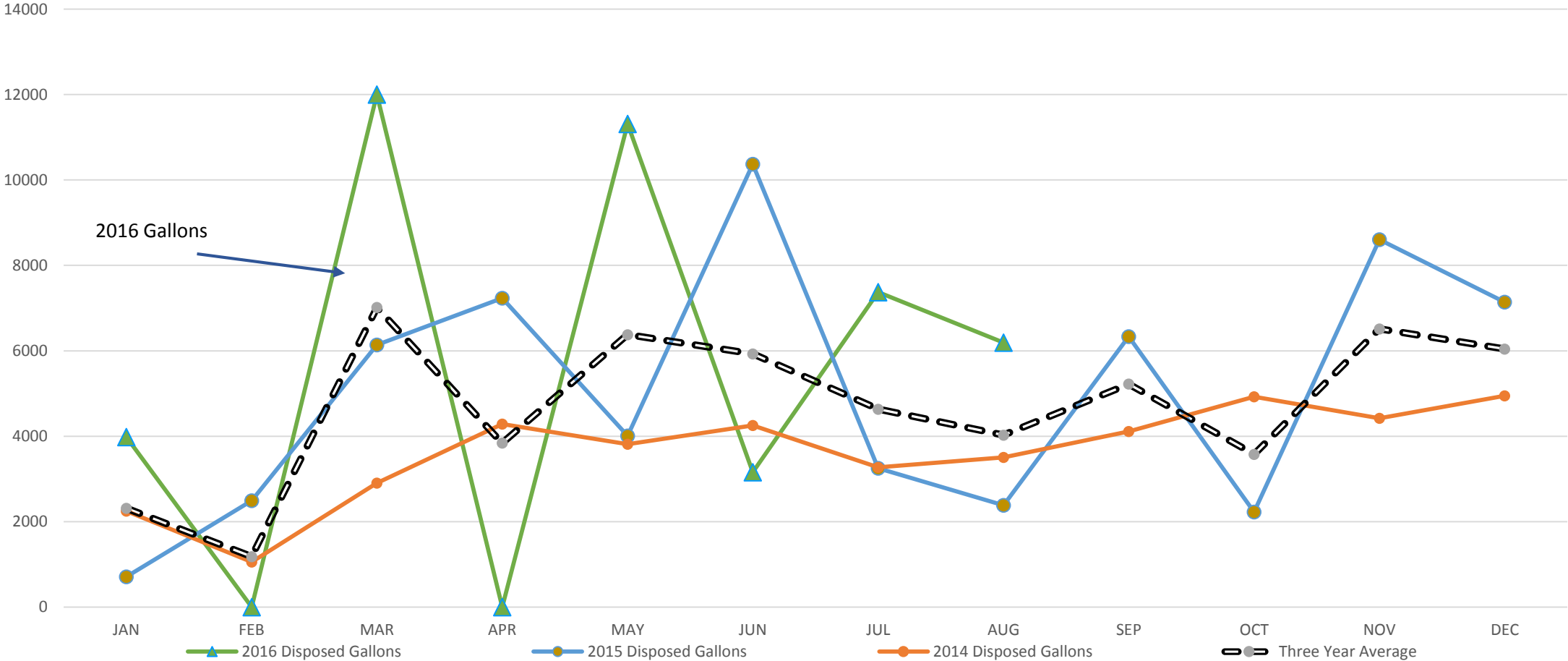


# Klondike Biosolids Impacts

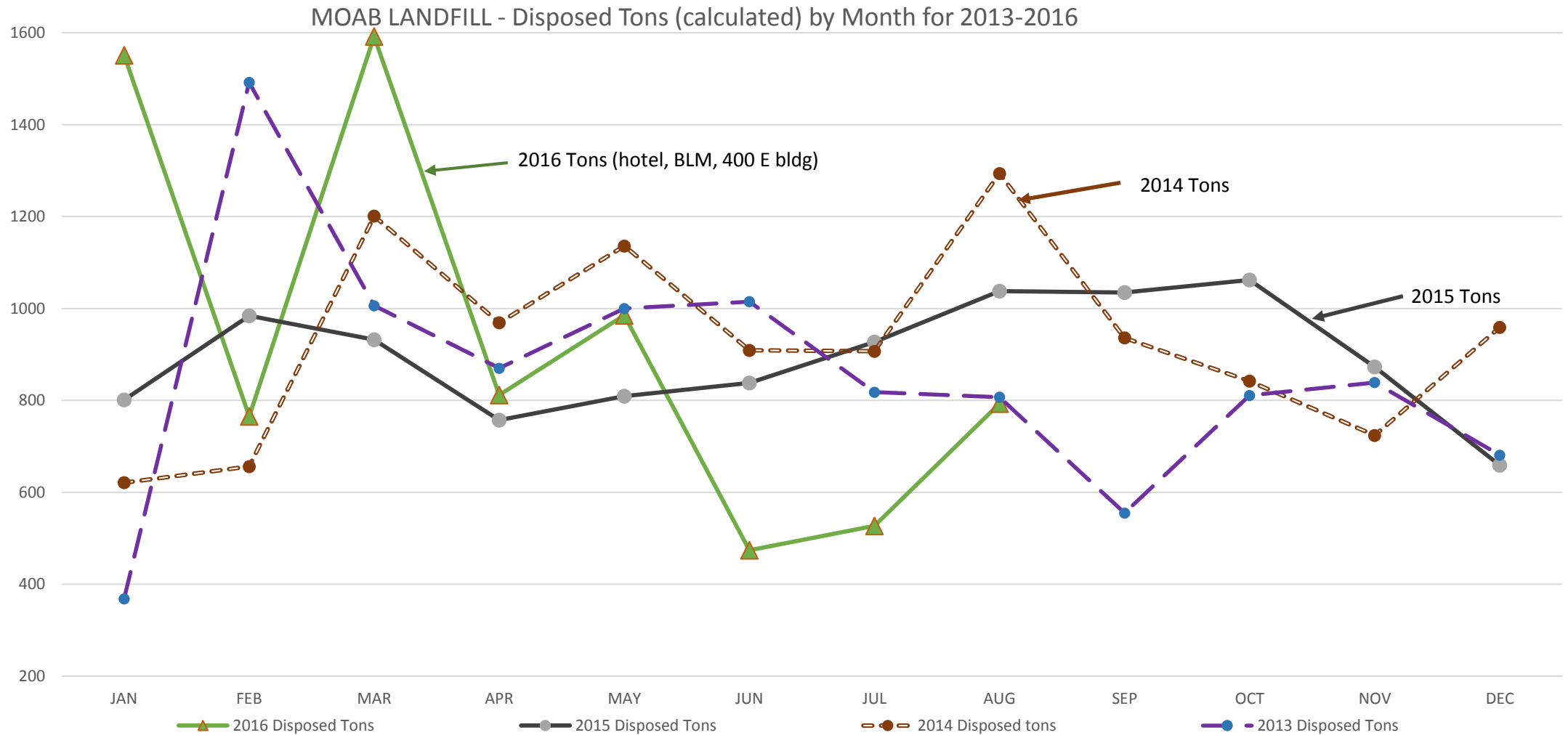


# Klondike Gallons (Waste Grease 2015-2016)

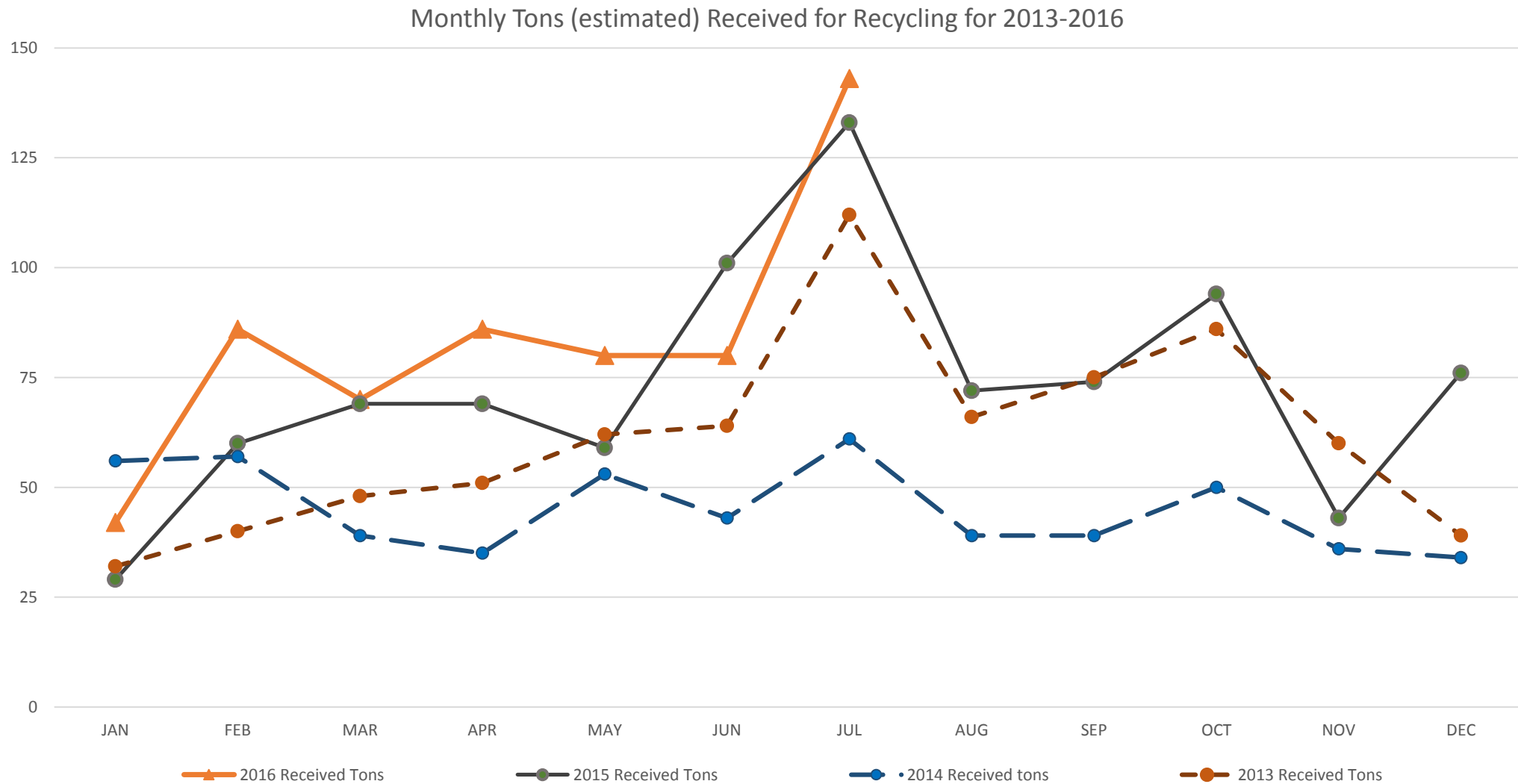
KLONDIKE LANDFILL - Waste Restaurant Black Grease (Gal) by Month for 2014-2016



# Moab Tonnages (Class IV – CD/Yard)



# Recycled Tons Received for 2013-2016



# Budget Expenses by Major Category

| Solid Waste Special Service District #1                |             |  |                |  |             |
|--------------------------------------------------------|-------------|--|----------------|--|-------------|
| 1000 Sand Flats Road, PO Box 980, Moab, UT 84532-0980  |             |  |                |  |             |
| Ph: (435) 259-3867 email: gcswmss@gmail.com            |             |  |                |  |             |
| Enterprise Fund Budget 2017 (Preliminary DRAFT Budget) |             |  |                |  |             |
| Description                                            | 2015 Actual |  | 2016 Approved* |  | 2017 Budget |
| <u>EXPENDITURES</u>                                    |             |  |                |  |             |
| Payroll Expenditures                                   |             |  |                |  |             |
| Salaries and Benefits                                  | 452,152     |  | 579,523        |  | 615,675     |
| Total Payroll                                          | 452,152     |  | 579,523        |  | 615,675     |
| Operating Expenditures                                 |             |  |                |  |             |
| Other Operating Expenses                               | 180,070     |  | 150,363        |  | 150,363     |
| Professional Fees                                      | 6,164       |  | 53,540         |  | 63,040      |
| Utilities                                              | 9,634       |  | 9,125          |  | 12,870      |
| Insurance and Bonds                                    | 18,035      |  | 25,500         |  | 25,800      |
| Depreciation                                           | 149,977     |  | 137,232        |  | 162,972     |
| Repairs and Maintenance                                | 28,300      |  | 35,640         |  | 62,380      |
| Total Operating (non payroll)                          | 392,180     |  | 411,400        |  | 477,425     |
| Capital Expenditures                                   |             |  |                |  |             |
| Capital Outlay/Interfund Transfers                     | 398,290     |  | 300,000        |  | 328,108     |
| Total Operating & Capital                              | 790,470     |  | 711,400        |  | 805,533     |
| Total Expenditures                                     | 1,242,622   |  | 1,290,923      |  | 1,421,208   |

# Proposed Revenue Sources

| Solid Waste Special Service District #1                |             |                |             |           |
|--------------------------------------------------------|-------------|----------------|-------------|-----------|
| 1000 Sand Flats Road, PO Box 980, Moab, UT 84532-0980  |             |                |             |           |
| Ph: (435) 259-3867 email: gcswmss@gmail.com            |             |                |             |           |
| Enterprise Fund Budget 2017 (Preliminary DRAFT Budget) |             |                |             |           |
| Description                                            | 2015 Actual | 2016 Approved* | 2017 Budget |           |
| <u>REVENUES</u>                                        |             |                |             |           |
| Operating Revenues                                     |             |                |             |           |
| Landfill Charges and Fees (Tipping Fees)               | 498,735     | 514,877        |             | 578,958   |
| Recycling Sales                                        | 110,189     | 91,007         |             | 83,330    |
| Total Operating Revenue                                | 608,924     | 605,884        |             | 662,288   |
| Other Revenue                                          |             |                |             |           |
| Asset Sales                                            | 4,750       | 15,500         |             | 500       |
| Interest Earned                                        | 6,103       | 5,640          |             | 5,640     |
| Interfund Transfers/Loans/Grants                       | 385,000     | 227,800        |             | 152,300   |
| Total Other Revenue                                    | 395,853     | 248,940        |             | 158,440   |
| Administrative/Government Revenue                      |             |                |             |           |
| Transient Room Tax                                     | 270,000     | 360,000        |             | 400,000   |
| Mineral Lease                                          |             |                |             | -         |
| Total Administrative/Government Revenue                | 270,000     | 360,000        |             | 400,000   |
| Total Revenues                                         | 1,274,777   | 1,214,824      |             | 1,220,728 |

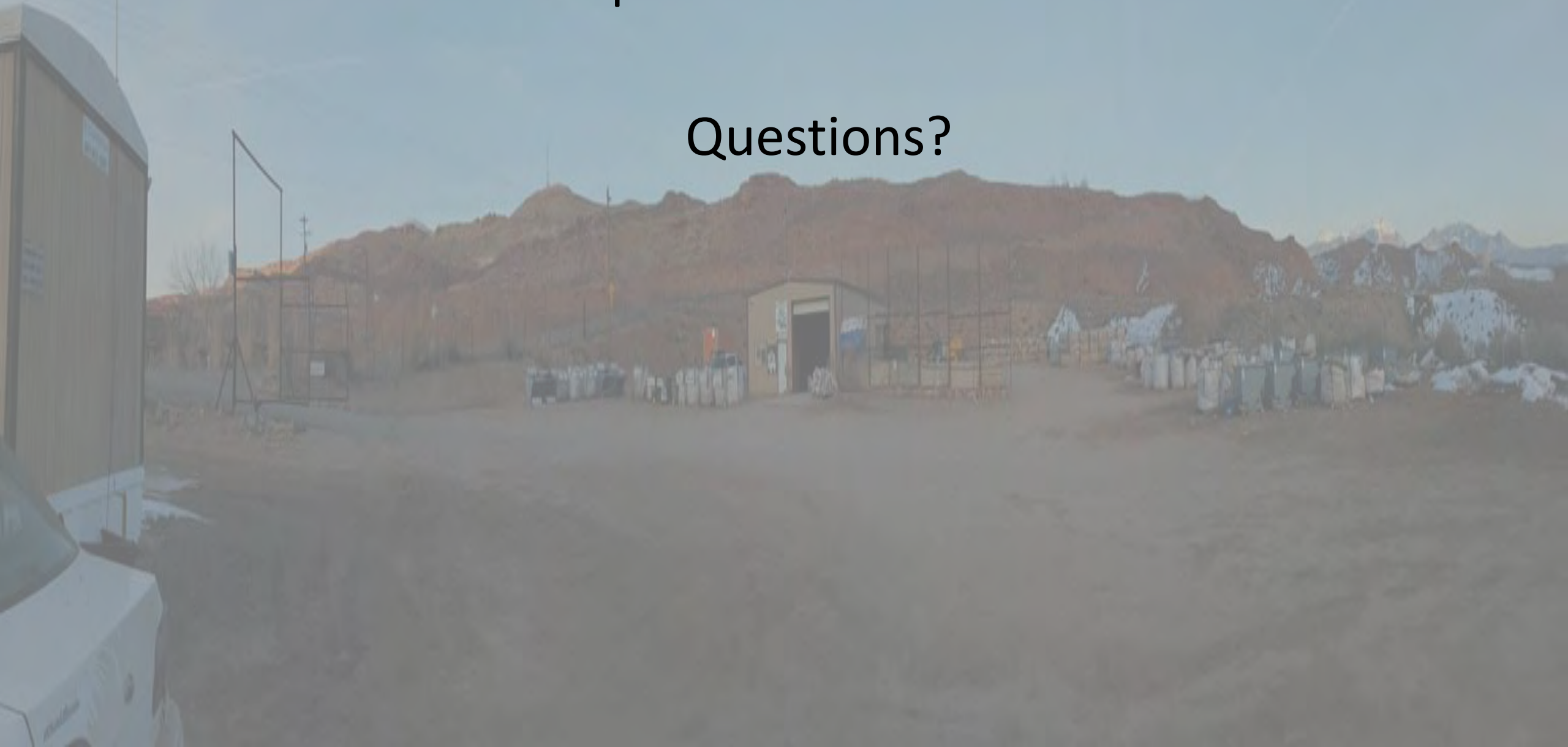
# Solid Waste Special Service District #1

Our continued mission is to manage an environmentally safe and fiscally sound solid waste and recycling asset for the community and region for our citizens, our businesses, our geographically large community as well as for our visitors.

We are revising our long term management plan and will be hosting a public workshop on December 1, 2016 at the MARC from 6 pm to 8 pm to discuss goals for the community.

# Solid Waste Special Service District #1

Questions?



**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**SEPTEMBER 20, 2016**

Agenda Item: G

|                       |                                                                                                                                                                                                |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TITLE:</b>         | Discussion on identifying community representation of a new working group to study and recommend options for long-term placement and sustainability of Emergency Medical Services as an agency |
| <b>FISCAL IMPACT:</b> | N/A                                                                                                                                                                                            |
| <b>PRESENTER(S):</b>  | Andy Smith, EMS Director                                                                                                                                                                       |

**Prepared By:**

Andy Smith  
EMS director

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**BACKGROUND:** At the end of August the Grand County Council heard a report from Safe Tech Solutions about the current state of the EMS department. Safe Tech made several recommendations, one of which was to establish a committee to research the topic of the proper home and ownership for the EMS service. I would like to hear from the council as well as share my thoughts on how to proceed with this endeavor. I feel it's imperative that this process start soon.

# September 2016

| August 2016 |    |    |    |    |    |    | October 2016 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  |
|             | 1  | 2  | 3  | 4  | 5  | 6  |              |    |    |    |    |    | 1  |
| 7           | 8  | 9  | 10 | 11 | 12 | 13 | 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 14          | 15 | 16 | 17 | 18 | 19 | 20 | 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 21          | 22 | 23 | 24 | 25 | 26 | 27 | 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 28          | 29 | 30 | 31 |    |    |    | 23           | 24 | 25 | 26 | 27 | 28 | 29 |
|             |    |    |    |    |    |    | 30           | 31 |    |    |    |    |    |

| Sunday | Monday                                                                                                                                                                               | Tuesday                                                                                                                                                                                                                                                                                                        | Wednesday                                                                                                                | Thursday                                                                                                                                                                                                                           | Friday                                                                                                                                                  | Saturday |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 28     | 29                                                                                                                                                                                   | 9:00AM Council Workshop: EMS Assessment (Chambers)                                                                                                                                                                                                                                                             | Uintah Basin Energy ... ♦ Vernal, UT, Uint                                                                               |                                                                                                                                                                                                                                    | 2                                                                                                                                                       | 3        |
|        |                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                | 5:00PM Agenda Summaries Due                                                                                              | 8:00AM UT Outdoor Summit - Mayor Dave - Featured Speaker (Ogden Eccles Conference Center)<br>5:30PM Mosquito Abatement District (District Office)<br>7:00PM Grand Water & Sewer Service Agency (District Office)                   |                                                                                                                                                         |          |
| 4      | Labor Day<br>8:00AM County Offices Closed                                                                                                                                            | 8:30AM Safety & Accident Review Committee (Chambers)<br>4:00PM County Council Meeting (Chambers)                                                                                                                                                                                                               | 7                                                                                                                        | 3:30PM Sand Flats Stewardship Committee (Chambers)<br>4:00PM Solid Waste Management SSD (District Office)<br>5:30PM Library Board (Library)<br>7:00PM Thompson Springs Water SSD (Thompson)                                        | 9:00AM Pre - Budget Workshop (Chambers)<br>10:00AM Historical Preservation Commission (Grand Center)<br>12:00PM CIB Interagency Workshop (Grand Center) | 10       |
| 11     | 12:30PM Council on Aging (Grand Center)<br>1:00PM Affordable Housing Task Force (Chambers)<br>5:00PM Airport Board (Chambers)<br>7:00PM Conservation District (Youth Garden Project) | 10:00AM Travel Council Advisory Board (Chambers)<br>12:00PM Trail Mix Committee (Grand Center)<br>5:00PM National Forest Plan Revision - Open House (Grand Center)<br>5:30PM OSTA Advisory Committee (OSTA)<br>6:00PM Cemetery Maintenance District (Sunset Memorial)<br>6:00PM Transportation SSD (Road Shed) | 5:00PM Agenda Summaries Due<br>6:00PM Planning Commission (Chambers)<br>7:00PM Thompson Springs Fire District (Thompson) | 12:00PM Housing Authority Board (City Chambers)<br>1:30PM Exemplary / Performance Review Committee Meeting (Chambers)<br>4:00PM Arches SSD (Fairfield Inn & Suites)<br>7:00PM Grand Water & Sewer Service Agency (District Office) | 10:00AM BLM Coordination Meeting (Chambers)                                                                                                             | 17       |
| 18     | 19                                                                                                                                                                                   | 12:00PM Chamber of Commerce (Zions Bank)<br>4:00PM County Council Meeting (Chambers)                                                                                                                                                                                                                           | UAC's USACCC Fall Conference ♦ Vernal                                                                                    |                                                                                                                                                                                                                                    | 23                                                                                                                                                      | 24       |
|        |                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                | 1:00PM Moab Area Watershed Partnership (Water District Office)<br>6:00PM Recreation SSD (City Chambers)                  | 12:00PM Local Emergency Planning Committee (Fire Dept)<br>1:00PM Association of Local Governments (ALG) (Price)<br>5:30PM Canyonlands Healthcare SSD (Moab Regional Hospital )                                                     | 9:00AM Budget Workshop (Chambers)                                                                                                                       |          |
| 25     | 26                                                                                                                                                                                   | 2:45PM Mental Health Board (Green River)<br>5:00PM Public Health Board (Green River)                                                                                                                                                                                                                           | 5:00PM Agenda Summaries due<br>6:00PM Planning Commission (Chambers)                                                     | 29                                                                                                                                                                                                                                 | 9:00AM Budget Workshop (Chambers)<br>11:30AM Joint City/County Council Meeting (if needed) (County Council Chambers)                                    | 1        |

# October 2016

| September 2016 |    |    |    |    |    |    | November 2016 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |
|                |    |    |    | 1  | 2  | 3  |               |    | 1  | 2  | 3  | 4  | 5  |
| 4              | 5  | 6  | 7  | 8  | 9  | 10 | 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 11             | 12 | 13 | 14 | 15 | 16 | 17 | 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 18             | 19 | 20 | 21 | 22 | 23 | 24 | 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 25             | 26 | 27 | 28 | 29 | 30 |    | 27            | 28 | 29 | 30 |    |    |    |

| Sunday | Monday                                                                                                                                              | Tuesday                                                                                                                                                                                                                                                                                             | Wednesday                                                                                                                               | Thursday                                                                                                                                                                                                                                         | Friday                                                                                                                         | Saturday |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------|
| 25     | 26                                                                                                                                                  | 27<br>♦ 2:45PM Mental Health Board (Green River)<br>♦ 5:00PM Public Health Board (Green River)                                                                                                                                                                                                      | 28<br>♦ 5:00PM Agenda Summaries due<br>♦ 6:00PM Planning Commission (Chambers)                                                          | 29                                                                                                                                                                                                                                               | 30<br>♦ 9:00AM Budget Workshop (Chambers)<br>♦ 11:30AM Joint City/County Council Meeting (if needed) (County Council Chambers) | 1        |
| 2      | 3<br>♦ 8:30AM Assured Housing Breakfast Q & A (Chambers)<br>♦ 4:00PM Noxious Weed Control Board (Grand Center)<br>♦ 5:00PM Airport Board (Chambers) | 4<br>♦ 8:30AM Safety & Accident Review Committee (Chambers)<br>♦ 4:00PM County Council Meeting (Chambers)<br>♦ 5:00PM Meet and Greet (Outdoor Summit) (Lions Park)                                                                                                                                  | 5<br>♦ 7:30AM UT Outdoor Summit (Red Cliff's Lodge)<br>♦ 8:00AM Utah Air & Energy Symposium (Hilton Salt Lake City Center)              | 6<br>♦ 5:30PM Mosquito Abatement District (District Office)<br>♦ 7:00PM Grand Water & Sewer Service Agency (District Office)                                                                                                                     | 7<br>♦ 9:00AM Budget Workshop (Chambers)                                                                                       | 8        |
| 9      | 10<br>♦ 12:30PM Council on Aging (Grand Center)<br>♦ 7:00PM Conservation District (Youth Garden Project)                                            | 11<br>♦ 12:00PM Trail Mix Committee (Grand Center)<br>♦ 2:00PM USU Advisory Board (USU Moab)<br>♦ 3:00PM Travel Council Advisory Board (Chambers)<br>♦ 5:30PM OSTA Advisory Committee (OSTA)<br>♦ 6:00PM Cemetery Maintenance District (Sunset Memorial)<br>♦ 6:00PM Transportation SSD (Road Shed) | 12<br>♦ 5:00PM Agenda Summaries Due<br>♦ 6:00PM Planning Commission (Chambers)<br>♦ 7:00PM Thompson Springs Fire District (Thompson)    | 13<br>♦ 4:00PM Solid Waste Management SSD (District Office)<br>♦ 7:00PM Thompson Springs Water SSD (Thompson)                                                                                                                                    | 14<br>♦ 9:00AM Budget Workshop (Chambers)                                                                                      | 15       |
| 16     | 17                                                                                                                                                  | 18<br>♦ 12:00PM Chamber of Commerce (Zions Bank)<br>♦ 4:00PM County Council Meeting (Chambers)                                                                                                                                                                                                      | 19<br>♦ 6:00PM Recreation SSD (City Chambers)                                                                                           | 20<br>♦ 12:00PM Housing Authority Board (City Chambers)<br>♦ 1:30PM Exemplary / Performance Review Committee Meeting (Chambers)<br>♦ 4:00PM Arches SSD (Fairfield Inn & Suites)<br>♦ 7:00PM Grand Water & Sewer Service Agency (District Office) | 21<br>♦ 9:00AM Budget Workshop (Chambers)                                                                                      | 22       |
| 23     | 24                                                                                                                                                  | 25<br>♦ 3:00PM Moab Tailings Project Steering Committee (Chambers)                                                                                                                                                                                                                                  | 26<br>♦ 1:00PM Homeless Coordinating Committee (Zions Bank)<br>♦ 5:00PM Agenda Summaries due<br>♦ 6:00PM Planning Commission (Chambers) | 27<br>♦ 9:00AM Canyon Country Partnership (River History Museum, Green River)<br>♦ 1:00PM Association of Local Governments (ALG) (Price)<br>♦ 5:30PM Canyonlands Healthcare SSD (Moab Regional Hospital)                                         | 28<br>♦ 9:00AM Budget Workshop (Chambers)                                                                                      | 29       |
| 30     | 31                                                                                                                                                  | 1<br>♦ 8:30AM Safety & Accident Review Committee (Chambers)<br>♦ 4:00PM County Council Meeting (Chambers)                                                                                                                                                                                           | 2016 UASD Annual Conve... ♦ Ogden Eccles Conference ...                                                                                 |                                                                                                                                                                                                                                                  | 4<br>♦ 5:30PM Mosquito Abatement District (District Office)<br>♦ 7:00PM Grand Water & Sewer Service Agency (District Office)   | 5        |

| Date             | Event Name                                             | Permit Status                                                                                                                              |
|------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SEPTEMBER</b> |                                                        |                                                                                                                                            |
| 1-12             | Moab Music Festival                                    | Permitted                                                                                                                                  |
| 2-6              | Labor Day Safari, Red Rock Four Wheelers               | Permit not required - Not over 100 on a single trail at one time, BLM & SITLA Permits required for JS routes.                              |
| 7-11             | RMAR Rendezvous, Ride with Respect                     | Permit not required - not over 100                                                                                                         |
| 9-11             | Blazer Bash                                            | Permit not required - not over 100, using Old City Park for gathering places, BLM & SITLA Permits required for JS routes                   |
| 15-18            | Melon Nights                                           | Permitted                                                                                                                                  |
| 18-22            | Moab Zombie Hunt, The Hummer Club/Hummer Happening     | Permit not required - not over 100, using Rotary Park, BLM & SITLA Permits required for JS routes                                          |
| 19-21            | Solihull Society, Land Rover National Rally            | Permit not required - Not over 100 on a single trail at one time, BLM & SITLA Permits required for JS routes. Organized event held at OSTA |
| 21-27            | Moab Gay Adventure Week & Moab Pride Festival          | Permit not Required - Swanny Park                                                                                                          |
| 22-25            | Mother of All Boogies (Skydiving Festival)             | Permitted                                                                                                                                  |
| 28-10/2          | Red Rockin' XsX / ATV-UTV, OSTA                        | Permit not required - Not over 100 on a single trail at one time, BLM & SITLA Permits required for JS routes. Organized event held at OSTA |
|                  | Slickrock Thriller / Utah HS Mountain Bike Race        | 2015 Event, No Schedule for 2016                                                                                                           |
| 30-10/2          | Outerbike, Western Spirit Cycling                      | Permitted                                                                                                                                  |
| <b>OCTOBER</b>   |                                                        |                                                                                                                                            |
| 1                | Moab Century Tour - Skinny tire                        | Permitted                                                                                                                                  |
| 5-10             | Plein Air Moab                                         | Permit not required - not over 100                                                                                                         |
| 6-11             | North American XJ Association Event                    | No advertisement or info from website                                                                                                      |
| 9-11             | 55th Annual Moab Rock Gem and Mineral Show             | Permit not required - OSTA Event                                                                                                           |
| 8-10             | Moab Rocks Bike Stage Race - TransRockies US LP        | Cancelled for 2016                                                                                                                         |
| 15               | Moab Epic Mountain Bike Safari (Race) (Gravity Play)   | Permit in process                                                                                                                          |
| 17-18            | Barrel\$ for Buck\$, OSTA                              | Permit not required - OSTA Event                                                                                                           |
| 22-24            | Jeep JAMBOREE                                          | Permit not required - main event held in city limits, not over 100, BLM & SITLA Permits required for routes                                |
| 27-30            | Moab Ho Down Mountain Bike & Film Festival 10th Annual | Permit not Required - not over 100, BLM permit required for routes                                                                         |

| Date |         | Event Name                     | Permit Status           |
|------|---------|--------------------------------|-------------------------|
|      | 22-23   | The Other Half, 13.1 mile race | Permitted               |
|      |         | Pumpkin Chuckin' Festival      | Cancelled for 2015/2016 |
|      | 28-30   | Moab Craggin' Classic          |                         |
|      | 30-11/4 | Moab Folk Camp                 |                         |



## Employment Opportunities

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### **Emergency Medical Technician - Basic**

Posted March 15, 2016 8:00 AM | Closes September 30, 2016 3:00 PM

Job Summary Under the supervision of the Director of Emergency Medical services , this position requires current Utah Emergency Medical ... [Full Description](#)

[Apply Online](#)

### **GCSO - Assistant Food Service Manager in Jail**

Posted February 19, 2016 | Closes September 30, 2016 3:00 PM

Apply Online Job Summary Under the supervision of the Food Service Manager, assists in planning menus, ordering supplies, and preparing meals for persons... [Full Description](#)

### **GCSO Corrections Officer**

Posted May 10, 2016 | Closes September 30, 2016 5:00 PM

Apply Online Job Summary Under the supervision of the Assistant Jail Commander the Corrections Officer is a sworn member of the Sheriff's Office whose work... [Full Description](#)

### **GCSO Drug Court Tracker**

Posted May 10, 2016 | Closes September 30, 2016 5:00 PM

Apply Online Job Summary The Deputy Sheriff Drug Court Tracker under the direction of the Sheriff provides efficient public safety to the citizens of Grand County,... [Full Description](#)

### **Noxious Weed Control Technician (Seasonal)**

Posted August 22, 2016 9:00 AM | Closes September 16, 2016

Job Summary Under the direction of the Weed Supervisor the Weed Technician performs a variety of work associated with grant funding which may include collection of data... [Full Description](#)

[Apply Online](#)

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**SEPTEMBER 20, 2016**

Agenda Item: I

|                       |                                                                            |
|-----------------------|----------------------------------------------------------------------------|
| <b>TITLE:</b>         | Approving bid award for purchase of a truck for Emergency Medical Services |
| <b>FISCAL IMPACT:</b> | \$35,455.00, in budget.                                                    |
| <b>PRESENTER(S):</b>  | Andy Smith, Director Grand County EMS                                      |

**Prepared By:**

Andy Smith  
Director  
Grand County EMS

**FOR OFFICE USE ONLY:**

Attorney Review:

**RECOMMENDATION:**

I move to approve the bid award for the purchase of a new Ford F-150 pick-up truck from Ken Garff Ford of American Fork, Utah, in the amount of 35,455 under the Utah State Government Contract and authorize the Chair to sign all associated documents.

**BACKGROUND:**

This vehicle will replace a 2003 Ford F-250 the department currently operates as a Quick Response and general utility unit. Within county policy we try to replace or put vehicles in reserve that are over 10 years old or have over 100,000 miles on them. This purchase was budgeted for in the 2016 EMS budget.

**ATTACHMENT(S):**

1. Price Quote

Ken Garff Ford

(801) 763-6810

DEALER 56B 557

VIN 1FTEWLEPXGKP32287

F15X 4X4 SUPERCREW - 145  
 2016 MODEL YEAR  
 YZ OXFORD WHITE  
 JB BLACK SPORT 40/CONSOLE/40  
 INCLUDED ON THIS VEHICLE  
 EQUIPMENT GROUP 302A  
 XLT SERIES  
 REAR VIEW CAMERA  
 SIRIUS XM SATELLITE RADIO  
 REMOTE START SYSTEM  
 REVERSE SENSING SYSTEM  
 SYNC 3  
 110V/400W OUTLET  
 POWER-SLIDING REAR WINDOW  
 REAR-WINDOW DEFROSTER  
 LED BOX LIGHTING  
 OPTIONAL EQUIPMENT/OTHER  
 99P 2.7L V6 ECOBOOST W/AUTO S/S  
 446 ELEC 6-SPEED AUTO W/TOW MODE  
 .275/65R 18 OWL ALL-TERRAIN  
 6900# GVWR PACKAGE  
 153 FRONT LICENSE PLATE BRACKET  
 17B BLIS (BLIND SPOT INFO SYSTEM)  
 SELECTSHIFT TRANSMISSION  
 47E PRO TRAILER BACKUP ASSIST  
 50N VOICE-ACTIVATED NAVIGATION  
 53A TRAILER TOW PACKAGE  
 MIRROR MAN FOLD W/POWER GLASS  
 AUTO START/STOP  
 622 2.7L V6 ECOBOOST PAYLOAD PKG  
 .3.73 ELECTRONIC LOCK RR AXLE  
 655 36GAL EXTENDED RANGE FUEL TANK  
 67T INTEGRATED TRAILER BRAKE CONT  
 862 XLT SPORT APPEARANCE PACKAGE  
 .18" SIX-SPOKE MACH-ALUM WHEEL  
 TOTAL OPTIONS/OTHER  
 TOTAL VEHICLE & OPTIONS/OTHER  
 DESTINATION & DELIVERY  
 TOTAL BEFORE DISCOUNTS  
 ##SPECIAL ADDED DISCOUNTS#  
 XLT LUX CHROME OR SPRT  
 TOTAL SAVINGS  
 TOTAL FOR VEHICLE

Suggested Retail Price  
 40635.00  
 5245.00  
 795.00  
 500.00  
 NC  
 500.00  
 NC  
 795.00  
 895.00  
 750.00  
 395.00  
 275.00  
 300.00  
 9950.00  
 50585.00  
 1195.00  
 51780.00  
 2000.00-  
 2000.00-  
 49780.00

Invoice Amount  
 37790.00  
 4825.00  
 732.00  
 460.00  
 NC  
 460.00  
 NC  
 732.00  
 824.00  
 691.00  
 364.00  
 253.00  
 276.00  
 9157.00  
 46947.00  
 1195.00  
 48142.00  
 1840.00-  
 1840.00-  
 84.96

FUEL CHARGE  
 SHIPPING WEIGHT 4743 LBS.

84.96

This Invoice may not reflect the final cost of the vehicle in view of the possibility of future rebates, allowances, discounts and incentive awards from Ford Motor Company to the dealer.

|                                   |               |                    |        |                      |     |              |  |                             |  |             |  |
|-----------------------------------|---------------|--------------------|--------|----------------------|-----|--------------|--|-----------------------------|--|-------------|--|
| Sold to                           |               | Order Type         |        |                      |     | Ramp Code    |  | Batch ID                    |  | Price Level |  |
| Ship to (if other than above)     |               | Date Inv. Prepared |        | Item Number          |     | Transit Days |  |                             |  |             |  |
|                                   |               | Ship Through       |        |                      |     |              |  |                             |  |             |  |
| Invoice & Unit Identification NO. |               |                    |        | Final Assembly Point |     |              |  | Finance Company and/or Bank |  |             |  |
| HB                                | Invoice Total | A & Z Plan         | D Plan | X Plan               | FPA | AA           |  |                             |  |             |  |
|                                   |               |                    |        |                      |     |              |  |                             |  |             |  |

This invoice to be used for the billing of vehicles only

Dealer's copy

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**SEPTEMBER 20, 2016**

Agenda Item: J

|                       |                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TITLE:</b>         | Approving proposed letter of intent to the Community Impact Fund Board (CIB) regarding a 2017 commitment of \$300,000 to the "Utah State University Regional Campus Development Set-aside Fund" on behalf of the CIB application entitled "Road and Utility Corridor for Workforce Housing, Commercial Development, and Higher Education Development" |
| <b>FISCAL IMPACT:</b> | \$300,000                                                                                                                                                                                                                                                                                                                                             |
| <b>PRESENTER(S):</b>  | Council Member Baird and Steven Hawks, Dean and Executive Director, USU-Moab                                                                                                                                                                                                                                                                          |

**Prepared By:**

Chairman Tubbs  
etubbs@grandcounty  
utah.net

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approved the proposed letter of intent to the Community Impact Fund Board (CIB) regarding a 2017 commitment of \$300,000 to the "Utah State University Regional Campus Development Set-aside Fund" on behalf of the CIB application entitled "Road and Utility Corridor for Workforce Housing, Commercial Development, and Higher Education Development" and authorize the Chair to sign all associated documents.

**BACKGROUND:**

During its' 9/9 Budget Workshop the County Council received an update on the status of development for the potential USU Regional Campus. The priority at this stage is to obtain funding to complete the infrastructure (see attached request). The County has voiced strong support for this project and has, in past years created a set-aside fund totaling \$175,000. USU Moab intends to apply to the CIB for some of the Infrastructure funding in a loan/grant combination request. The County intends to continue making contributions to the set-aside fund in the amount(at least) of \$75,000 per year. Given that the CIB application is scheduled to be submitted on Oct. 1, 2016, the County believes a greater "match" for the grant would increase the chances of receiving an award. As a result the Council discussed providing a lump sum of \$300,000 to the set-aside fund in the 2017 budget year, to cover the contribution amount for the next four years (2017 thru 2020).

The letter of intent clearly states that the Grand County Budget for year 2017 will not have been adopted by the time the CIB application will be submitted, but, barring unforeseen circumstances, the set-aside fund will receive the \$300,000.00.

**ATTACHMENT(S):**

1. USU Request
2. County Proposed Letter of Intent (to be provided)
3. Resolution 3047



125 West 200 South  
Moab, UT 84532

September 13, 2016

Dear Grand County Council Members;

Thank you for the support that you continue to show for USU Moab and the development of a future campus.

Working in close cooperation with the County, Moab City is preparing to apply for CIB funding to develop infrastructure (roads, utilities, etc.) necessary for the establishment of a USU Moab campus on property owned by the University south of town. In support of the CIB application, I would like to request that the County Council allocate \$300,000 from the 2017 budget to the set aside fund that was previously created to support the development of a USU Moab campus. A \$300,000 allocation would bring the fund balance up to \$525,000. The City of Moab currently has \$375,000 in its set-aside fund, and the City is also being asked for additional allocations. SITLA and other stakeholders are also being asked for allocations. The goal is to create a cash match to include in the CIB proposal that will increase the likelihood of grant funding as opposed to loans.

This show of support will allow us to leverage future requests and shorten the timeline for the development of a campus. I would be happy to make a presentation to the Council at any time, or respond to any questions or concerns.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steven R. Hawks". The signature is fluid and stylized, with a long horizontal stroke extending to the left.

---

**Steven R. Hawks**, EdD, MBA  
Dean and Executive Director, Moab and Southwest Region  
Regional Campuses & Distance Education  
Utah State University

**RESOLUTION NO. 3047**

**RESOLUTION CORRECTING RESOLUTION NO. 30341 ESTABLISHING THE  
UTAH STATE UNIVERSITY REGIONAL  
CAMPUS DEVELOPMENT SET-ASIDE FUND**

**WHEREAS**, Grand County has identified support for a higher education campus in Moab, the County Seat, as an important economic driver; and

**WHEREAS**, development of a destination higher education campus in the Moab area would help create a more sustainable community by creating and promoting educational and cultural opportunities for visitors and residents, by creating long term opportunities for business growth and diversification of the local economy, by creating mechanisms for new partnerships and industry development within the community, and by adding to the vibrancy and vitality of the community; and

**WHEREAS**, the Higher Education Action Team ("HEAT") was formed in 2008 by Utah State University ("USU"), with support by both the City of Moab and Grand County, to create a needs assessment for the development of a higher education campus in Moab; and

**WHEREAS**, HEAT has identified a location for the campus, along with a vision for programmatic incremental development of a campus; and

**WHEREAS**, the USU Moab Education Center Advisory Board was created in 2010 to facilitate and oversee the development of a USU Regional Campus; and

**WHEREAS**, significant progress has been made in moving toward development of a USU Regional Campus as a destination higher education facility in concert with the vision developed by HEAT; and

**WHEREAS**, the student base of the USU Moab Education Center has increased exponentially over the past several years, new faculty in target programs have been hired, new programs have been implemented, facilities have been expanded and intense planning and marketing efforts have been undertaken; and

**WHEREAS**, all of these efforts show a commitment on the part of the community to bring to full fruition the development of a USU Regional Campus as a destination higher education facility in Moab within the next 5-7 years; and

**WHEREAS**, local government support of the development of higher education opportunities in a community has been identified as playing a crucial role in the success of such efforts in other communities; and

**WHEREAS**, Grand County fully supports the efforts of USU in creating a USU Regional Campus in the Moab area; and

**WHEREAS**, Grand County allocated \$75,000 in the Grand County 2015 Calendar Year Budget toward development of a USU Regional Campus; and

**WHEREAS**, Grand County wishes to correct in Resolution No. 30341 any reference to "57 years" by replacing such reference(s) with "5-7 years";

**NOW THEREFORE**, we, the Governing Body of Grand County do hereby resolve to amend Resolution No. 30341 to correct any reference to "57 years" by replacing such reference(s) with "5-7 years", such resolution having approved creation of the Utah State University Regional Campus Development Set-aside Fund with the following parameters:

1. Grand County will create an account within the County's accounting system as a long term savings account for contributions toward development of a USU Regional Campus.

2. The express intent for the use of the funds in the savings account shall be for the development of a newly constructed USU Regional Campus that satisfies the vision of the HEAT committee. It is not the intent that these funds will be used for maintenance and operation purposes or to support existing higher education facilities or programs in any way.
3. Disbursement of funds from the savings account shall be entirely up to the discretion of the County Council, subject to proper budgeting and purchasing procedures for all expenses.
4. Any funds deposited into this savings account will remain under the full control and authority of Grand County. In the event that Grand County deems that it is in the interest of the County to reallocate the funds from the savings account to some other County purpose, the County may do so by following all appropriate legal and budgetary requirements.
5. The County will consider its annual contribution to the savings account in the final budget adjustment at the end of each calendar year. Said contribution shall be entirely up to the County's discretion and shall take into consideration the full financial situation of the County.
6. It is understood that USU may represent to other funding sources that any funds in the savings account may be counted as available as matching funds for request or receipt of other funding.
7. It is the intent of this savings account that USU will continue to proceed with development of a USU Regional Campus, within 5-7 years. It is understood that if significant progress toward this goal is not made within five years of the date of this resolution, the County may choose to discontinue the fund and allocate the funds to other projects.

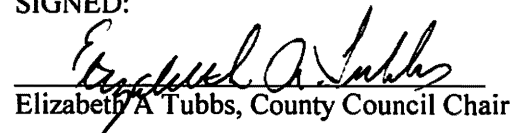
Passed and adopted by action of the Governing Body of Grand County, Utah in open session this 16<sup>th</sup> day of June, 2015.

ATTEST:



Diana Carroll, Clerk/Auditor

SIGNED:

  
Elizabeth A. Tubbs, County Council Chair

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**SEPTEMBER 20, 2016**

Agenda Item: K

|                       |                                                                                            |
|-----------------------|--------------------------------------------------------------------------------------------|
| <b>TITLE:</b>         | Approving proposed wage adjustments for all employees working at the Family Support Center |
| <b>FISCAL IMPACT:</b> | \$40,672/Yr. – plus associated retirement contribution increase                            |
| <b>PRESENTER(S):</b>  | Graig Thomas – HR Director, Diana Carroll – Clerk/Auditor                                  |

**Prepared by:**

**GRAIG THOMAS**  
**G.C. HR Director**  
**435-259-1323**  
**GTHOMAS@GRAND**  
**COUNTYUTAH.NET**

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the proposed wage adjustments for all employees working at the Family Support Center such that they are administered within the Grand County Grade/Step wage system, effective retroactively to July 1, 2016 and authorize the Chair to sign all associated documents.

**BACKGROUND:**

For the past few years the Grand County Family Support Center has been operating under a grant that restricted wages to the point that it has become extremely difficult to recruit and retain qualified employees.

On July 1, 2016 the Center was awarded an additional grant of \$450,000 (over the next three years) which gives rise to the opportunity to increase wages to a level that is competitive with the those paid for comparable positions elsewhere. (In this regard we have used wages paid at the Support Center located in Price, Utah as our bench mark.)

In implementing these new wage levels, we are recommending that these employees/positions be assigned Grand County grades and steps (as shown on Attachment 1) and that they be administered under the pay for performance program.

**ATTACHMENT(S):**

1. Proposed position, grade and wage rate chart for the G.C. Family Support Center.

**G.C. Family Support Center Positions, Grades and Hourly Wage Rates**

|                              | <b>Current</b> | <b>Carbon County</b> | <b>Proposed</b> | <b>Fiscal Impact</b> |
|------------------------------|----------------|----------------------|-----------------|----------------------|
| Director 1 (FT)              | \$15.30        | \$25.00              | 17/5 \$25.22    | \$20,633             |
| Crisis Nursery Worker 2 (FT) | \$8.88         | \$13.00              | 6/1 \$13.10     | \$17,555             |
| ON Call Direct Staff 3 (PT)  | \$9.06         | \$10.00              | 1/1 \$10.26     | <u>\$2,484</u>       |
|                              |                |                      |                 | <b>\$40,672</b>      |

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**SEPTEMBER 20, 2016**

Agenda Item: L

|                       |                                                                                                                                              |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TITLE:</b>         | Approving proposed scope of work-based reclassification and corresponding job description amendments of the Deputy Clerk/Auditor IV position |
| <b>FISCAL IMPACT:</b> | \$4,306/Yr. – plus associated retirement contribution increase                                                                               |
| <b>PRESENTER(S):</b>  | Graig Thomas – HR Director, Diana Carroll – Clerk/Auditor                                                                                    |

**Prepared by:**

**GRAIG THOMAS**  
**G.C. HR Director**  
**435-259-1323**  
**GTHOMAS@GRAND**  
**COUNTYUTAH.NET**

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the proposed scope of work-based reclassification and corresponding job description amendments of the Deputy Clerk/Auditor IV (Grade 6) position to Deputy Clerk/Auditor II (Grade 9), using a new uniformly written job description and to compensate the incumbent for expanded responsibilities retroactive to April 1, 2016 and authorize the Chair to sign all associated documents.

**BACKGROUND:**

On April 1, 2016 EMS contracted with Health Services Integration, Inc. (HSI) for billing services.

This change has resulted in a huge work-load in the Clerk/Auditor's Office.

In the past, EMS accounts receivable was all done by the previous billing service. Those accounts are now billed through HSI, but the payment is now mailed directly to the Clerk/Auditor's Office, direct deposited or through credit card payments. This means we now must notify HSI of the payment and make a receipt for the payment.

During August alone, 111 payments were processed in the office and another 28 were processed by direct deposit or credit card. There will be on-going monthly maintenance of each of these new accounts.

In addition, the new billing contract did not take-over existing accounts from the previous billing company. We have taken over the monthly billing of 417 active accounts. There are 112 accounts with pending insurance billings, 160 accounts who actively make monthly payments and 145 accounts that are past due and have relatively no activity but require a monthly billing.

The increased work-load requires the Deputy Clerk/Auditor IV position to perform the same duties as the Deputy Clerk II. Therefore, we recommend reclassifying the IV position to the II position, using a new uniformly written job description for both incumbents.

We understand that budget is coming up and this should be done at that time, but due to circumstances beyond my control, the change happened April 1, 2016 and the Deputy IV has been doing the A/R work since that time.

**ATTACHMENT(S):**

1. Proposed Job Description
2. Step & Grade Chart

# Grand County Job Description

|                    |                                         |
|--------------------|-----------------------------------------|
| <b>Job Title:</b>  | Deputy Clerk/Auditor <a href="#">WJ</a> |
| <b>Department:</b> | Clerk/Auditor                           |
| <b>Location:</b>   | 125 East Center Street – Moab, UT 84532 |
| <b>Reports To:</b> | County Clerk/Auditor                    |

|                          |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Pay Range:</u></b> | <b><u>Type of Position:</u></b>                                                                                                                                | <b><u>Job Status:</u></b>                                                                                                                                                                                                                                                                                                          |
| Grade <a href="#">69</a> | <input checked="" type="checkbox"/> Full time<br><input type="checkbox"/> Part time<br><input type="checkbox"/> Seasonal<br><input type="checkbox"/> Emergency | <input type="checkbox"/> Exempt<br><input checked="" type="checkbox"/> Non-exempt<br><input type="checkbox"/> Grant funded<br><input type="checkbox"/> Enterprise<br><input type="checkbox"/> Public Safety<br><input type="checkbox"/> Safety Sensitive<br><input type="checkbox"/> On-call<br><input type="checkbox"/> Appointed |
| Revised 1/2014           |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                    |

## **Job Summary**

The Deputy Clerk/Auditor works under the direct supervision of the Grand County Clerk/Auditor performing a variety of general clerical and departmental specific office tasks to expedite the daily processes, operations, services and statutory obligations of the office of the Grand County Clerk/Auditor.

## **Supervision**

**Received:** County Clerk/Auditor

**Given:** None

## **Essential Duties**

- Receives and receipts cash and checks with a high degree of accuracy into general ledger accounts; closes out and balances daily; makes deposit with Treasurer's Office.
- Assists County Clerk/Auditor in necessary preparations for elections.
- Provides customer service assistance functions including but not limited to issuing copies of vital records such as marriage licenses, passports and other related public documents; process applications and documentation according to established procedures; verifies personal information and explains the procedures of the Clerk/Auditor's Office and laws governing each type of record.
- Responsible to greet and assist customers at the counter and on the telephone and promptly responds to inquiries related to the functions of the office. Directs other callers to the proper office or individual.
- Receives the mail and distributes it to the various departments immediately upon receipt. Opens and date stamps mail addressed to the Clerk/Auditor's Office and distributes mail to the appropriate person in the Clerk/Auditor office i.e. accounts payable, payroll, insurance, etc.
- Issues marriage licenses by reviewing the application for completeness, accepting fees and preparing the document. Prepares and maintains database of license purchases, issues the certified copy and provides data to the Utah Department of Vital Records.
- Issues and tracks business license applications. Prepares and maintains database of current businesses and completes the renewal process each year.
- [Responsible for managing the County property and equipment inventory records including maintaining computerized fixed asset records and overseeing the physical inventories and tagging of equipment items. This position will reconcile detailed fixed asset records with the financial accounting records including additions, deletions, adjustments transfers, etc on all fixed assets to comply with GASB34 requirements.](#)
- [Responsible for managing the County Impact Fee records including maintaining computerized data on all Impact Fees collected. This position will reconcile detailed Impact Fee records with the financial accounting records](#)
- [Assist in the preparation and process of complex bi-weekly payroll.](#)

- Prepares and maintains accounts receivable data monitoring accounts to ensure timely billing and payment receipts.
- Assists in the administration of grants and grant compliance, including review of applications and ensures compliance with grant requirements. Maintains required financial records on grant expenditures. Maintains grant files including submitting requests for reimbursements.
- Performs account analysis and reconciliation, closely monitors budgets maintaining compliance of County procurement policies.
- May be required to transcribe minutes of County Council meetings and assists in updating and maintenance of minute indexes.
- Assists in the management of various permanent records such as contracts, ordinances and resolutions, assures proper filing of records, monitors access to records and files, makes copies and distributes according to government records management laws and guidelines.
- Performs a variety of other departmental support tasks and all other related duties as assigned by supervisor, including assisting the duties of other Office staff.

### **Knowledge, Skills & Abilities**

#### **Knowledge of:**

- General office practices, procedures and equipment
- Word processing/typing and spreadsheets
- Microsoft Word and Excel required
- Office equipment, including but not limited to: computer, laser printer, copy machine, fax machine, calculator, scanner, etc.
- Accounting software preferably Caselle.
- Accounts Receivable and Payroll practices and procedures.

#### **Skills in:**

- Basic math
- The use of computers and computer related peripherals.
- Self motivation and ability to maintain concentration
- Document and report composition
- Organization, time management and working independently.

#### **Ability to:**

- Use correct grammar, spelling and punctuation.
- Follow written and verbal instructions.
- Communicate effectively verbally and in writing.
- Work independently and maintain concentration and flexibility with regard to fast changes in task assignments as well as multiple task assignments.
- Gather and analyze information.
- Learn Caselle software.
- Establish and maintain effective working relationships with public, county employees and other professionals.
- Maintain sensitive and confidential information.
- Use tact and self control when communicating.
- Maintain files, records and reports.
- Travel out of town to meet training and/or certification requirements

### ***Physical Demands***

- Moderate lifting, pushing, pulling, reaching and bending is involved.
- Must be able to lift at least 50 pounds.
- Must be able to use a ladder.
- Work is normally performed in a sitting position.
- Manual dexterity required is moderate.
- Effort exerted is minimal and for short, intermittent periods of time.

### **Working Conditions**

- Works in climate controlled office conditions most of the time.
- Typically sits at a desk occasionally walks, stands or stoops.
- Works for sustained periods of time maintaining concentrated attention to detail.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds.

### **Education & Experience**

- ~~High school diploma or equivalent.~~
- ~~Two (2) years related clerical experience.~~
- Bachelor's degree or Three (3) years experience and/or training related to clerical and payroll knowledge and skills and equivalent combination of education and experience may be considered when screening applicants.

### **Special Requirements**

- Possess a valid State of Utah Driver's License.
- Must successfully pass and maintain all requirements of criminal and financial history background checks.
- Successful completion of pre-employment drug screening is required.
- A one year probationary period is a prerequisite to this position.
- Will be required to occasionally travel to attend out of town training

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.*

## 2016 Grand County Hourly Step and Grade Chart

| STEP  | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      | 11      | 12      | 13      | 14      | 15      |
|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| GRADE |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| 1     | 10.2602 | 10.5762 | 10.8923 | 11.2192 | 11.5571 | 11.8949 | 12.2544 | 12.6251 | 13.0065 | 13.3880 | 13.7912 | 14.2054 | 14.6303 | 15.0771 | 15.5239 |
| 2     | 10.7724 | 11.0994 | 11.4371 | 11.7750 | 12.1347 | 12.4942 | 12.8648 | 13.2570 | 13.6494 | 14.0637 | 14.4779 | 14.9135 | 15.3605 | 15.8291 | 16.3086 |
| 3     | 11.3174 | 11.6551 | 12.0039 | 12.3635 | 12.7342 | 13.1154 | 13.5078 | 13.9219 | 14.3361 | 14.7610 | 15.2078 | 15.6656 | 16.1342 | 16.6137 | 17.1041 |
| 4     | 11.8949 | 12.2437 | 12.6251 | 13.0065 | 13.3988 | 13.7912 | 14.2054 | 14.6303 | 15.0664 | 15.5132 | 15.9817 | 16.4612 | 16.9515 | 17.4638 | 17.9869 |
| 5     | 12.4834 | 12.8539 | 13.2463 | 13.6494 | 14.0527 | 14.4779 | 14.9135 | 15.3605 | 15.8182 | 16.2867 | 16.7771 | 17.2786 | 17.8017 | 18.3358 | 18.8916 |
| 6     | 13.1046 | 13.4970 | 13.9002 | 14.3034 | 14.7283 | 15.1751 | 15.6329 | 16.1235 | 16.6029 | 17.1041 | 17.6163 | 18.1395 | 18.6844 | 19.2510 | 19.8288 |
| 7     | 13.7584 | 14.1725 | 14.5976 | 15.0335 | 15.4803 | 15.9491 | 16.4284 | 16.9187 | 17.4203 | 17.9433 | 18.4882 | 19.0332 | 19.6107 | 20.1993 | 20.8097 |
| 8     | 14.4449 | 14.8701 | 15.3169 | 15.7855 | 16.2542 | 16.7446 | 17.2457 | 17.7580 | 18.2920 | 18.8370 | 19.3928 | 20.0030 | 20.6024 | 21.1909 | 21.8012 |
| 9     | 15.1751 | 15.6221 | 16.0906 | 16.5702 | 17.0715 | 17.5838 | 18.1067 | 18.6517 | 19.2075 | 19.7851 | 20.3845 | 20.9949 | 21.6159 | 22.2699 | 22.9456 |
| 10    | 15.9272 | 16.4067 | 16.8970 | 17.3984 | 17.9214 | 18.4555 | 19.0114 | 19.5779 | 20.1664 | 20.7767 | 21.3981 | 22.0410 | 22.7059 | 23.3813 | 24.0789 |
| 11    | 16.7228 | 17.2349 | 17.7473 | 18.2812 | 18.8260 | 19.3928 | 19.9813 | 20.5806 | 21.1909 | 21.8229 | 22.4879 | 23.1527 | 23.8501 | 24.5693 | 25.3104 |
| 12    | 17.5401 | 18.0850 | 18.6408 | 19.1967 | 19.7742 | 20.3328 | 20.9730 | 21.6050 | 22.2480 | 22.9127 | 23.6103 | 24.3187 | 25.0378 | 25.7900 | 26.5638 |
| 13    | 18.4446 | 18.9894 | 19.5672 | 20.1448 | 20.7550 | 21.3761 | 22.0193 | 22.6732 | 23.3489 | 24.0463 | 24.7765 | 25.5175 | 26.2804 | 27.0650 | 27.8715 |
| 14    | 19.3602 | 19.9485 | 20.5371 | 21.1690 | 21.8012 | 22.4551 | 23.1307 | 23.8175 | 24.5257 | 25.2450 | 26.0080 | 26.7925 | 27.5990 | 28.4273 | 29.2881 |
| 15    | 20.3192 | 20.9403 | 21.5725 | 22.2154 | 22.8802 | 23.5558 | 24.2641 | 25.0054 | 25.7353 | 26.5092 | 27.2940 | 28.1222 | 28.9723 | 29.8332 | 30.7159 |
| 16    | 21.3326 | 21.9865 | 22.6403 | 23.3270 | 24.0246 | 24.7438 | 25.4848 | 26.2477 | 27.0214 | 27.8387 | 28.6672 | 29.5281 | 30.4108 | 31.3262 | 32.2635 |
| 17    | 22.4116 | 23.0872 | 23.7847 | 24.4932 | 25.2232 | 25.9970 | 26.7707 | 27.5771 | 28.4055 | 29.2556 | 30.1384 | 31.0430 | 31.9693 | 32.9281 | 33.9090 |
| 18    | 23.5342 | 24.2206 | 24.9617 | 25.7136 | 26.4874 | 27.2830 | 28.1004 | 28.9396 | 29.8115 | 30.7050 | 31.6313 | 32.5796 | 33.5495 | 34.5629 | 35.5982 |
| 19    | 24.7001 | 25.4412 | 26.2040 | 26.9889 | 27.7952 | 28.6454 | 29.5063 | 30.3891 | 31.3043 | 32.2416 | 33.2007 | 34.2034 | 35.2277 | 36.2848 | 37.3638 |
| 20    | 25.9316 | 26.7162 | 27.5119 | 28.3401 | 29.1902 | 30.0622 | 30.9665 | 31.8929 | 32.8519 | 33.8327 | 34.8572 | 35.9035 | 36.9714 | 38.0830 | 39.2166 |
| 21    | 27.2312 | 28.0520 | 28.8875 | 29.7573 | 30.6497 | 31.5653 | 32.5147 | 33.4876 | 34.4944 | 35.5243 | 36.6002 | 37.6986 | 38.8199 | 39.9861 | 41.1773 |
| 22    | 28.5928 | 29.4547 | 30.3319 | 31.2493 | 32.1822 | 33.1435 | 34.1405 | 35.1619 | 36.2191 | 37.3005 | 38.4301 | 39.5836 | 40.7610 | 41.9855 | 43.2363 |
| 23    | 30.0224 | 30.9274 | 31.8485 | 32.8073 | 33.7913 | 34.8006 | 35.8476 | 36.9201 | 38.0301 | 39.1655 | 40.3517 | 41.5626 | 42.7991 | 44.0847 | 45.3980 |
| 24    | 31.5236 | 32.4738 | 33.4409 | 34.4477 | 35.4808 | 36.5407 | 37.6400 | 38.7660 | 39.9316 | 41.1239 | 42.3693 | 43.6408 | 44.9389 | 46.2890 | 47.6679 |
| 25    | 33.0997 | 34.0976 | 35.1129 | 36.1700 | 37.2549 | 38.3677 | 39.5220 | 40.7043 | 41.9282 | 43.1800 | 44.4878 | 45.8229 | 47.1859 | 48.6034 | 50.0513 |
| 26    | 34.7546 | 35.8024 | 36.8686 | 37.9786 | 39.1175 | 40.2863 | 41.4981 | 42.7395 | 44.0246 | 45.3390 | 46.7122 | 48.1139 | 49.5453 | 51.0335 | 52.5539 |
| 27    | 36.4923 | 37.5925 | 38.7120 | 39.8775 | 41.0734 | 42.3005 | 43.5729 | 44.8765 | 46.2258 | 47.6060 | 49.0477 | 50.5197 | 52.0224 | 53.5853 | 55.1815 |
| 28    | 38.3171 | 39.4721 | 40.6476 | 41.8713 | 43.1270 | 44.4155 | 45.7516 | 47.1204 | 48.5372 | 49.9864 | 51.5002 | 53.0456 | 54.6235 | 56.2646 | 57.9407 |

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**SEPTEMBER, 20 2016**

Agenda Item: M

|                       |                                                                                                                                                                                  |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TITLE:</b>         | Approving proposed market-based & scope of work-based reclassification and corresponding job description and job title amendments of the Community Development Director position |
| <b>FISCAL IMPACT:</b> | \$14,361/year – plus associated retirement contribution increase                                                                                                                 |
| <b>PRESENTER(S):</b>  | Graig Thomas – HR Director, Ruth Dillon – Council Administrator                                                                                                                  |

**Prepared by:**

**GRAIG THOMAS**  
**G.C. HR DIRECTOR**  
**435-259-1323**  
**GTHOMAS@GRAND**  
**COUNTYUTAH.NET**

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the proposed market-based & scope of work-based reclassification, corresponding job description amendments of the Community Development Director position and update job title to Community and Economic Development Director, to amend the Community Development Director (Grade 21/Step1) to Community and Economic Development Director (Grade 22/Step 7) and adjust wages to reflect competitive market conditions effective the first full pay period in January, 2017 and authorize the Chair to sign all associated documents.

**BACKGROUND:**

In light of the compensation increases approved for elected officials in December of 2015, the Council requested that the compensation of all exempt employees also be reviewed. Furthermore, on August 16, 2016 the council passed a resolution establishing a market based compensation evaluation process for wage adjustments and the reclassification of positions within the County. This action is the first of these evaluations.

To wit, in the past year and one half there has been steady growth in the number and variety of community and economic development initiatives within Grand County. This growth has resulted in the position of Community Development Director evolving into a larger role encompassing economic development strategies as well. Consequently, the position needs to be reclassified and the grade and wages revised to reflect this growth in responsibilities and the corresponding market for the talent required to support these activities.

**ATTACHMENT(S):**

1. Market Analysis: Community and Economic Development Director
2. Grand County Community and Economic Development Job Description
3. Descriptions of jobs used in Market Analysis

## Market Analysis: Community and Economic Development Director

(Based On Current Market Vacancies)

| Location             | Pop.          | Job Title                          | Salary Range                     |
|----------------------|---------------|------------------------------------|----------------------------------|
| Springville, UT      | 29,700        | Community Development Director     | \$77,100 - \$116,800             |
| Gunnison, CO         | 15,000        | Community & Economic Dev. Director | \$82,940 - \$116,200             |
| Vadnais Heights, MN  | 13,000        | Planning/Com. Development Director | \$83,200 - \$99,800              |
| Warrenton, VA        | 9,900         | Dir. Planning & Com. Development   | \$88,400 - \$105,000             |
| Lake Saint Louis, MO | 14,000        | Community Development Director     | \$81,600 - \$91,800              |
| City of Moab, UT     | 5,400         | Community Services Director        | \$70,000 - \$90,000              |
| <b>AVG.</b>          | <b>14,500</b> |                                    | <b>AVG. \$80,540 - \$103,226</b> |

|                         |                |                                     |                            |
|-------------------------|----------------|-------------------------------------|----------------------------|
| <b>Grand County, UT</b> | <b>* 9,400</b> | <b>Community Dev. Director (21)</b> | <b>\$56,641 - \$85,648</b> |
|-------------------------|----------------|-------------------------------------|----------------------------|

**21/1 = \$56,641**

### Recommendation

|                                                |                            |
|------------------------------------------------|----------------------------|
| <b>Community &amp; Economic Dev. Dir. (22)</b> | <b>\$59,473 - \$89,931</b> |
|------------------------------------------------|----------------------------|

**\*Plus daily average of 10,000 Tourists**

**22/7 = \$71,012**

**\$14,361 increase**

## Grand County

### Job Description

|                                                                                      |                         |                    |
|--------------------------------------------------------------------------------------|-------------------------|--------------------|
| <b>Job Title:</b> County Community <a href="#">and Economic</a> Development Director |                         |                    |
| <b>Department:</b> Community <a href="#">and Economic</a> Development                |                         |                    |
| <b>Location:</b> 125 East Center Street, Moab, Utah 84532                            |                         |                    |
| <b>Reports to:</b> County Council Administrator                                      |                         |                    |
| <b>Pay Range:</b> <del>2122</del><br><br><b>Revised:</b> <a href="#">06/2016</a>     | <b>Type of Position</b> | <b>Job Status</b>  |
|                                                                                      | X Full-time             | X Exempt           |
|                                                                                      | D Part-time             | D Non Exempt       |
|                                                                                      | D Seasonal              | D Safety Sensitive |
|                                                                                      | D Temporary             | D On Call          |
|                                                                                      | X Benefits              | D Public Safety    |

### Job Summary

Under the direct supervision of the Council Administrator, the Community [and Economic](#) Development Director [performs professional, administrative, and managerial duties related to directing, organizing and managing the Community and Economic Development Department, including planning, zoning, economic development, regional developments, federal grant administration, and code enforcement.](#) The CED Director works with households, businesses, and developers within the County, Planning Commission, hearing officer, ad hoc committees, and regional development agencies ~~manages planning projects, land use applications, performs professional level planning activities, provides ongoing support to the County Council, Planning Commission, Board of Adjustment and ad hoc committees~~ on all matters pertaining to the General Plan, land use, and [economic](#) development; ~~M~~ makes reports and recommendations regarding ~~P~~ planning ~~& Z~~ and zoning applications, permits, [the County](#) Land Use Code, ~~and~~ General Plan, [and other strategic plans](#); ~~P~~ performs technical reviews and presents ~~this~~ analyses [and findings](#) to the applicant, general public, Planning Commission, County Council, [regional economic development committees](#), and others as necessary. The ~~CEDCommunity Development~~ Director is responsible for preparing all planning [and economic development](#) related reports for the County Council, Planning Commission, and the Council Administrator.

### Supervision

Given: Supervises all employees within the Community [and Economic](#) Development Department

Received: County Council Administrator

### **Essential Duties**

- Oversees the preparation and administration of the department budget including time sheet sign offs and invoices, etc.
- Responsible for coordinating delicate and volatile community issues affecting land owners, business owners, developers, and County boards, commissions, and councils.
- [Conducts public meetings and hearings as needed to solicit public response, and provide explanation of policy and project options.](#)
- Supervises, trains, evaluates, directs, and disciplines the Community and Economic Development Department.
- Promotes inter-local cooperation and coordination. Participates in negotiations.
- Responds to public inquiries, complaints, and requests.
- Submits an annual report of the activities of the Community and Economic Development Department as requested.
- Conducts annual performance reviews for each subordinate.
- Performs other duties as assigned.
- [Manages a GIS data system including the creation of data and maps.](#)
- [Makes recommendations on the development of public facilities and infrastructure related to community and economic development.](#)

### **Community Development**

- Prepares, maintains, updates and implements the County's General Plan process; including visioning, gathering data, organizing statistical information; writing reports; recommending goals, policies, and programs; working with County staff and citizen groups.
- Administers the County Development Code, including zoning, subdivision, and other County ordinances. Interprets the Development Code as needed.
- [Works closely with land owners, architects, builders, and developers to explain the County's plans, programs, and regulations.](#)
- Ensures that new developments are consistent with the plans of the County.
- Ensures development applications are processed efficiently and that a high level of customer service is provided through the application process.
- Provides staff support and planning advice to the County Council, Planning Commission, Hearing Officer, and committees as assigned.
- Establishes [and periodically reviews](#) bond release policy, procedures, and requirements [and ensures compliance with State regulations.](#)
- Oversees the management of contract engineers.
- Performs relevant planning research, and presents results to the Planning Commission, Board of Adjustment, County Council, and various citizen groups.
- Interacts with developers and with the public as necessary in conflict resolution.
- Prepares written correspondence, graphic and verbal communications to applicable parties.
- Manages the Development Review Team (DRT), assisting in processing development applications in conformance with the County regulations and policies.
- [Prepares staff reports, resolutions, and ordinances.](#)

- Drafts Requests for Proposals (RFPs) and Bid Proposals for community development related projects.
- Serves as a County representative to the Interlocal Housing Task Force.
- Collaborates with County department heads to establish code enforcement procedures and oversees land use code enforcement issues.
- Serves as a County representative on the Grand County Trail Mix Committee and Moab Area Watershed Partnership (MAWP).
- Serves on the Grand County Special Events Coordinating Committee.
- Monitors legislation and regulations relating to land use planning and regulation, and reports findings to the appropriate stakeholders.

### **Economic Development**

- Facilitates, coordinates, and stimulates economic development in the community through capacity building, expansion and retention of existing local enterprises, and land-use planning.
- Directs the development and maintenance of the Economic Development Element of the County's General Plan with the assistance from other County staff, boards, and committees.
- Participates in the development of community goals, and recommends and implements program objectives, policies and priorities.
- Identifies industry sector opportunities for economic development.
- Establishes metrics used to monitor and evaluate economic development.
- Collaborates with representatives from the City and County, USU Moab, Moab Area Chamber of Commerce, Moab Small Business Development Center (SBDC), Southern Utah Realtors Association, Utah Guides and Outfitters and other groups that contribute to local economic activities.
- Works with the Grand County Airport manager to maximize the economic development potential associated with Canyonlands Field Airport.
- Meets with the public, entrepreneurs, developers, business organizations, and the Travel Council to market Grand County and to encourage economic development within the County.
- Develops and maintains personal relationships with statewide entities, including the Governor's Office of Economic Development (GOED), Economic Development Corporation of Utah (EDC-Utah), Governor's Office of Energy Development, Utah Office of Tourism, Utah Department of Workforce Services, United States Department of Agriculture (USDA) Rural Development, World Trade Center Utah (WTC-Utah), Manufacturing Extension Program (MEP.org), and others.
- Writes grants for economic development planning, events, trainings, and marketing.
- Participates in the Business Expansion and Retention (BEAR) funded activities.
- Serves as a County representative to the USU Moab Dean's Advisory Council, supports the development of a four-year USU Moab campus through research, fundraising, and infrastructure planning, and makes recommendations on workforce training programs.
- Assists in the planning of Moab's Annual Business Summit.
- Develops marketing strategies designed to promote the community as a business destination.
- Responds to inquiries regarding economic data, trends, and resources, such as industrial and commercial development opportunities.
- Provides information services on matters of economic health, property tax issues, economic and real estate trends, and regional, domestic, and international development.

- [Makes presentations to business and community groups.](#)
- [Maintains knowledge of current community goals, objectives, programs, and services; Federal economic and urban development agencies' programs such as Community Development Block Grants \(CDBG\); community resources and development needs; current local and nationwide trends; and the principles and practices of economic development](#)
- [Attends classes, conferences, and educational seminars to maintain knowledge of best practices in planning laws and/or regulations related to community and economic development issues and trends.](#)
- [Speaks to various community leaders, business owners, and citizen groups; hosts meetings, seminars and luncheons to educate and disseminate economic development information](#)
- [Identifies and addresses specific problems or issues existing County business owners face.](#)
- [Works closely with City and County staff, the Housing Authority of Southeastern Utah, Community Rebuilds, and other local housing-related entities to develop attainable housing needed to support economic development.](#)
- [Monitors legislation and regulations relating to economic development, and reports findings to the appropriate stakeholders.](#)
- [Maintains files of all potential economic development property in the County and provides listings to the EDC-Utah Sure Sites database. Prepares appropriate information for presentation to potential businesses, the County Council, and City representatives.](#)

### **Knowledge, Skills & Abilities:**

#### ***Knowledge of:***

- Principles and practices of community development, [economic development, and](#) local government operation and structures.
- [Urban planning and design, including transportation, strategic planning, site plan and subdivision review.](#)
- [Economic development incentive programs.](#)
- [State land use law.](#)
- [State economic development programs and their relationship with land use planning.](#)
- Zoning ordinances and their relationship with the uniform building code.
- Code enforcement practices.
- Map reading, interpretation, and familiarity with legal descriptions.
- Principles of public relations.
- Principles of project management.

#### ***Skills in:***

- Microsoft applications including Word and Excel.
- Basic computer programs and word processing.
- Document and report composition.
- Analytical problem solving.

- Organization and working independently.
- Records management.
- Creative design and solutions to complex development concerns.

***Ability to:***

- Research relevant information to inform personnel and the public regarding County ordinances and procedures.
- Read plans and blueprints.
- Understand and analyze good budgeting practices.
- Prioritize tasks.
- Establish effective working relationships with employees and the public.
- Establish meaningful goals and priorities.
- Professionally furnish and obtain information from other departments.
- Effectively communicate verbally, graphically and in writing; as well as effectively work with County employees, elected and appointed bodies, businesses and developers; contacts with other departments, furnishing and obtaining information; interfacing with other governmental agencies; while requiring tact and judgment to deal with and influence people, and maintain a well-developed sense of timing and self-control.
- Apply general principles and ordinances effectively.
- Analyze statistical information and their applications. Analyze community and economic development data and situations, while evaluating other alternatives, and then recommending effective courses of action.
- Write concise reports and recommendations.

**Physical Demands**

- Typically sits at a desk, or consistently walking standing or stooping.
- Works for sustained periods of time maintaining concentrated attention to detail.
- Occasionally will lift, carry, push, pull or otherwise move objects weighing up to 30 pounds.

**Working Conditions**

- Work is performed in an office or other environmentally controlled room.
- Work is busy and fast-paced.
- Abundant mental effort is required daily; pressure and fatigue may be present during an average work day; moderate exposure to stress, deadlines and night meetings; field work and exposure to traffic and construction site hazards, dust, and noise; moderate climbing/balancing and constant stooping and kneeling are required.

### **Education & Experience**

- Graduation, with a Bachelor Degree from an accredited college or university with a degree in planning or a closely related field.
- At least two years full time paid experience in urban planning or related field with progressively increasing responsibility.
- Preference will be given to those with a Master degree; which may be substituted for two years paid professional urban planning experience.

### **Special Requirements**

- Must possess a valid driver's license.
- American Institute of Certified Planner (AICP) Certification is preferred.
- Must successfully pass a criminal history background check.
- Successful completion of pre-employment drug screening is required.
- A twelve-month probationary period is a prerequisite to this position.
- Will be required to occasionally travel to attend out of town meetings and training.
- Will be occasionally required to attend evening meetings.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.*

# Community Development Director

*July 19, 2016 - August 10, 2016*

**Location:** Springville, UT

**Salary Range:** Grade 27, \$77,072.05 - \$116,747.80

**Exempt/Non-Exempt:** Exempt

**Benefits:** Full Benefits package

**Employment Type:** Full Time

**Department:** Community Development

**Description:** Under the general direction of the Mayor and supervision of an Assistant City Administrator, this person is accountable for all activities, programs and services of Springville City's Community Development Department, including responsibility over:

- Short-and-long-range planning, budget preparation and administration and leadership of the Community Development Department;
- Preparing for and managing the Planning Commission and Board of Adjustment;
- Guiding City policy pertaining to the General Plan; and
- City's business licensing.

**Duties:** Essential Functions

- Directs planning and zoning activities for Springville City.
- Oversees plan review for compliance with City Code.
- Responsible for the assessing of permit, impact and other fees and their collection.
- Answers questions from staff and general public.
- Processes Planning Commission applications and serves as administrator and support staff for the Planning Commission.
- Responsible for the preparation of agendas, support materials and minutes for Planning Commission.
- Works with City Recorder and City Attorney to draft new zoning ordinances or amendments to zoning ordinances.
- Conducts planning studies on current and future development and coordinates with the City Economic Advisory Commission.
- Responsible to encourage economic development within the community.
- Supervises staff and activities of Building Division.
- Directs, plans and implements policies and procedures for Department.
- Trains, evaluates and implements personnel policy activities with employees in Department.
- Participates with City Administrator in developing Department budget and oversees expenditures of funds.

- Represents City with news media, citizens and professional organizations in matters pertaining to planning, zoning and building inspections.
- Prepares reports to Mayor and Council on Department activities and status of developments within the City, and on controversial issues pertaining to Department.
- Acts as Zoning Administrator and the City official in processing Board of Adjustment applications and serves as support staff for the Board of Adjustment.
- Responsible for preparation of agendas, support materials and minutes for Board of Adjustment.
- Supervises City's business licensing and renewals, including drafting business license policies, ordinances, ordinance amendments.
- Responsible for keeping accurate and complete records in Department as required.

**Qualifications:** Graduation from accredited college or university, with bachelor's degree in city planning, public administration or related field, along with five years of experience in a supervisory position in areas of community development or planning, or any equivalent combination of education and experience. Master's degree and membership in the American Institute of Certified Planners are preferred.



# Director of Community & Economic Development

## Gunnison County

### Grand Junction, Colorado Area

#### Job description

Full-time position, \$82,941 - \$116,208 plus benefits.

Gunnison County is now accepting applications for a full time **Director of Community and Economic Development** with full benefits. Working under the general direction of the County Manager, the Director of Community & Economic Development is a full member of the executive team and performs a variety of supervisory and administrative work for the Community Development Department, as well as oversight of special projects and other functions of the County related to community and economic development. In addition, this position also provides supervision and management oversight of the contractual relationship with the Gunnison Crested Butte Tourism Association.

The ideal candidate will have a Bachelors and Masters in Planning, Public Administration, or related fields; 10 plus years of public sector leadership and management experience; 10 plus years of experience in managing complex development review systems; significant experience leading, managing and executing complex planning projects; proven experience obtaining grants and stakeholder support to fund projects; and proven experience in negotiating complex development agreements. Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.



MINNESOTA CITY JOBS  
invites applications for the position of:  
**Planning/Community  
Development Director**

Vadnais Heights

An Equal Opportunity Employer

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**SALARY:**

Annually  
\$83,179.00 - \$99,819.00

**OPENING DATE:** 06/17/16

**CLOSING DATE:** 07/25/16 04:00 PM

**JOB POSTING:**

**Planning/Community Development Director**

The City of Vadnais Heights (population 13,000) is seeking a Planning/Community Development Director responsible for planning, performing, and developing short and long range planning and community development activities, economic and redevelopment efforts, and supervising the building inspection program of the City. This position serves as principal planner, zoning administrator, and community development director. The position will develop zoning land use ordinances and serve as staff support to various boards, commissions and City Council.

Requirements include a bachelor's degree (master's preferred) from an accredited institution in urban planning or related field. A minimum five years planning experience is required with a municipality, county or township, or with a consultant to municipalities, or equivalent. Five years supervisory experience preferred.

Annual salary range is \$83,179 - \$99,819 DOQ, plus benefits.

Full job announcement and requirements may be obtained on the city's website at <http://www.cityvadnaisheights.com/>.

Position closes Monday, July 25, 2016 at 4:00 p.m. EOE

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## Director of Planning and Community Development

### TOWN OF WARRENTON

Warrenton, VA

Pop. 9,900

#### DUTIES:

- Coordinates and supervises building code enforcement, zoning ordinances, land use ordinances, and environmental code enforcement activities; reviews and processes related plans, applications and permits;
- Researches and prepares information for staff, commissions, Town Council, property owners, and other customers with an interest in land within the Town;
- Oversees the update and maintenance of the Comprehensive Plan;
- Prepares and administers departmental budget.

#### REQUIREMENTS:

- Bachelor's degree in regional and urban planning, public administration or a related field (Master's degree preferred).
- At least five years of public or private sector experience as a planning director, deputy or assistant, or as a department head in a public or private organization with similar or significantly greater complexity.
- American Institute of Certified Planners (AICP) and Certified Zoning Administrator (CZA) certifications are preferred.
- Experience in advising public bodies on a broad range of planning and development matters and proven ability to work effectively with a diverse, engaged and motivated

Town Council, Planning Commission, Board of Zoning Appeals, Architectural Review Board and Community.

- Ability to attend evening meetings.

To view position profile and to apply, please visit  
[www.warrentonva.gov](http://www.warrentonva.gov) (<http://www.warrentonva.gov>)

The application deadline is August 15, 2016.

Hiring range: \$88,387 - \$105,000, DOQ

#### EXPERIENCE LEVEL

Mid II (4-8 years)

#### AICP LEVEL

Preferred

#### SPECIALTY

Community Development

#### SALARY RANGE

\$90,000 - \$105,000

#### CONTACT INFORMATION

##### Resource URL

<http://www.warrentonva.gov> (<http://www.warrentonva.gov>)

##### Email

[bgodfrey@warrentonva.gov](mailto:bgodfrey@warrentonva.gov)  
(mailto:bgodfrey@warrentonva.gov)

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## Community Development Director

### CITY OF LAKE SAINT LOUIS

Lake Saint Louis, MO

Pop. 14,000

**Starting Pay:** \$81,634 – \$91,838/year

This is a salaried full-time, 40 hour per week position which includes a full range of benefits including paid time off, sick leave, holidays, employee health, dental, life, vision, disability and retirement. Hours are generally 8:30-5:00 M-F.

### JOB DESCRIPTION

Directs and oversees planning activities for the city: reviews and analyzes proposals and development plans; drafts comments and reports for consideration by the Planning and Zoning Commission and Board of Aldermen; makes recommendations as requested.

Attends monthly Planning and Zoning Commission and Board of Adjustments meetings; records minutes; reviews and analyzes all appeals and requests for variances; makes recommendations.

Attends all Board of Aldermen meetings; advises the Board as requested.

Directs, supervises, and evaluates department staff; disciplines, hires, and dismisses personnel.

Supervises and directs code enforcement activities: interprets codes; receives complaints and requests; responds to complaints and/or delegates to appropriate personnel; communicates outcome of complaints to City Administrator, Mayor, and other personnel as needed; recommends code changes as warranted.

Communicates with developers and project applicants to ensure compliance with city codes and ordinances and policies adopted by the Planning and Zoning Commission and Board of Aldermen.

Develops the annual department budget; monitors, authorizes, and approves expenditures.

Administers the Subdivision Improvement Escrows and Grading Escrows required by the city: prepares escrow documents, prepares bills for presentation to the Board of Aldermen, arranges inspections to determine stage of completion, and authorizes release of funds.

Prepares street dedication requests for Board consideration.

Reviews and approves sign permit applications; issues permits.

Performs other related duties as assigned.

## **REQUIREMENTS**

- Bachelor's degree in planning or related field. AICP certification desired but not required.
- Minimum of 3-5 years related experience

## **ACCEPTABLE SUBSTITUTIONS OR MINIMUMS FOR EDUCATION AND EXPERIENCE**

Other combinations of experience and education that meet the minimum requirements may be substituted.

## **TO APPLY**

Please submit resume and cover letter to:

City of Lake Saint Louis Human Resources  
200 Civic Center Drive  
Lake Saint Louis, MO 63367

or email to [hr@lakesaintlouis.com](mailto:hr@lakesaintlouis.com)  
(<mailto:hr@lakesaintlouis.com>)

**Position open until filled. Resume review begins Friday, July 29, 2016.**

## **EXPERIENCE LEVEL**

Mid II (4-8 years)

## **AICP LEVEL**

Desirable

## City of Moab Community Services Director

**Job Description – General Purpose:** Performs a variety of professional, administrative, and supervisory duties in administering the Community Service Department including; Management of Comprehensive and Current Planning, Zoning, Affordable Housing, Code Enforcement, Building Services and Special Events Permitting; Planning Commission and City Council review; Relevant operations of the Planning and Building Services offices. As a member of the Community Services Department and Executive Team; Models and supports an emphasis on organizational development, training and skill development, problem-solving, critical thinking, effective communication and continuous improvement.

**Communication and Customer Service –** The position should support and reinforce open-minded and solution-oriented staff response to customer needs. In looking at issues and problems from the customer's point of view and finds ways to address these issues and concerns while balancing the needs of the City and ensuring consistency with adopted policies. The position will strive to respect and appreciate each individual's differences, and to work effectively with all people and their diverse backgrounds.

**Staff Management -**Supervises, directs, evaluates and coordinates staff, handles employee concerns and problems, assigns work, counsels employees and conducts disciplinary and other personnel actions.

**Planning and Zoning –** Prepares and administers the Planning Department's budget; Approves purchases for the Planning Department subject to available funds; Monitors expenditures for budget compliance. Develops general master plan programs for overall planning operations including updates of land use, zoning, subdivision, transportation and housing studies; Administers local planning, and transportation planning programs. Interprets federal, state and local regulations and ordinances. Formulates planning policy recommendations for presentation to the Planning Commission; Presents findings and recommendations on planning matters to City Council members. Reviews and recommends development proposals for compliance with various developmental regulations and with principles and practices of effective planning and land use; Approves subdivision plats for recording in County Recorder's Office; Oversees the collection, organization and maintenance of social, economic, governmental, regulatory and census data for use in technical studies and reports; Directs and participates in studies and collection of data in the field as needed. Requisitions graphic and narrative reports on land use data. Conducts annexation studies; Prepares and presents specific reapportionment proposals. Serves on various boards, committees and commissions. Consults with and advises developers, contractors, members of the general public, various organizations and agencies, elected officials and attorneys on planning related issues and legal matters relating to planning functions. Prepares, maintains and/or oversees the preparation of required documentation including, but not limited to: budget and long-range improvement plan, administrative and special reports, ordinances and resolutions, technical study reports, maps and charts, agendas, personnel policies and procedures, employee job descriptions, routine correspondence, etc. Performs public speaking duties. Assists with special projects and may substitute for staff in periods of temporary absence. Attends meetings, seminars and training sessions as required to remain knowledgeable of departmental operations, to discuss planning related subjects and to promote improved job

performance. Evaluates information to determine feasibility of proposals and identifies factors requiring amendment on a frequent basis. Act as the lead in the re-development of the zoning, planning and building codes.

Code Enforcement – manages the code enforcement program including development of a proactive code enforcement policy; Works with Zoning staff to ensure education and clear processes. Works with prosecutor on specific cases to ensure compliance and/or summons is issued; Works with Police Department to obtain assistance when necessary for the delivery of notices and summons.

Building Services – management of building services including plan review and building inspections processes whether through the County, a consultant or City staffing.

Affordable Housing – Acts as the liaison for the Affordable Housing Task Force. Lead efforts by the City in the development of policies and projects. Works with other department heads in the development of essential housing.

Management of Budget – Annually, the Director must develop a draft budget for consideration by the City Manager, and ultimately the City Council. Once the budget is approved, the Director must manage their budget and provide oversight of each Division's budget. Reporting Relationships: The Community Services Director works under the general supervision of the City Manager. This position manages a variety of staff including Planning, Zoning, Building and Special Events staff as well as temporary positions, volunteers and consultants.

Knowledge, Skills and Abilities: Professional Competencies – As a leadership position within the Department of Community Services the Director shall have and utilize the following competencies:

~ **Dealing with Ambiguity:** has the ability to work well within an evolving environment; remains effective when the vision, direction and/or path is unclear.

~ **Strategic Agility:** continuously adapts and adjusts; can create strategies for innovative solutions that best fit the organization; actively monitors possible implementation problems and evolving needs, and selects efficient and effective alternatives.

~ **Political Savvy:** creates consensus through good interpersonal skills and has a strong understanding of political issues; maintains high ethical standards while working subtly and effectively with organizational structure; avoids missteps by calculating the outcome and consequences of alternative courses of action based on a realistic assessment of the situation.

~ **Organizational Agility:** has the ability to perform within all levels of the organization and obtain successful outcomes; interacts with internal and external stakeholders and customers in a manner that supports organizational values.

~ **Motivating Others:** facilitates a positive work environment that supports peak performance; has the ability to determine what encourages others; and demonstrates an ability to delegate while fostering independent decision-making.

~ **Innovation Management:** actively solicits and fosters the ideas of others, evaluating those ideas for their practical and creative merits as solutions to current and future problems to improve the services valued by customers.

**Required Minimum Qualifications** – A Master’s degree or equivalent combination of education and experience in a relevant field (such as urban planning, architecture, public administration, or business) is desired, a Bachelor’s Degree in related field, and at least eight (8) years of demonstrated leadership and management experience is required. In particular, candidates should have experience in engaging staff and shaping the culture of an organization; the ability to integrate planning, and sustainability issues within an organization; and the ability to communicate complex issues with clarity.

**Critical skills and background experience for successful candidates include:**

- ~ Excellent communication skills including strong listening, verbal, written, presentation and public speaking skills.
- ~ The ability to work well with and understand the perspectives of a wide range of individuals and groups, and the ability to make people feel included and heard.
- ~ Proven skills as a pragmatist who can get things done. A track record of solving problems and resolving issues in difficult, complex and/or contentious situations.
- ~ Demonstrates ability to coordinate and manage complex projects involving competing interests and multiple objectives, effectively represent diverse interests, and objectively evaluate alternative approaches.
- ~ A strong commitment to and the ability to integrate the broader perspectives of affordable housing into a higher vision and eventual work product.
- ~ Excellent employee management and development skills.
- ~ Well-developed customer service skills and demonstrated history supporting and reinforcing an open-minded and solution-oriented staff response to customer needs.
- ~ Experience looking at issues and problems from the customer’s point of view and finding ways to address these issues and concerns while balancing the needs of the city.
- ~ Excellent interpersonal skills and strong mediation, facilitation and diplomacy abilities.

All candidates should also demonstrate a high degree of honesty and personal integrity; be a mature and self-confident individual who understands that business is business and does not take things personally; and has the ability and willingness to work irregular hours including night and sometimes weekends to attend meetings for boards, commissions and City Council and for public meetings and other events.

All candidates must have requisite computer skills and experience, including electronic mail, Google Apps, Microsoft Word, Excel and PowerPoint. A valid driver’s license is required. Candidates should have and maintain acceptable criminal conviction record, credit history, and motor vehicle record.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and communicate effectively. The employee is occasionally required to use hands and fingers to handle, reach, feel or operate objects, tools, or controls in a safe manner.

The employee must occasionally lift and/or move up to 30 pounds. Ability to read, write and interpret information and data.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

Selection Guidelines: Formal application, cover letter and resume; Interview with hiring authority; Successful completion of a pre-employment drug and alcohol test and background check. \$70,000 – \$90,000

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**SEPTEMBER 20, 2016**

Agenda Item: N

|                       |                                                                                  |
|-----------------------|----------------------------------------------------------------------------------|
| <b>TITLE:</b>         | Approving proposed market-based reclassification of the Airport Manager position |
| <b>FISCAL IMPACT:</b> | \$11,493/year – plus associated retirement contribution increase.                |
| <b>PRESENTER(S):</b>  | Graig Thomas – HR Director, Ruth Dillon – Council Administrator                  |

**Prepared by:**

**GRAIG THOMAS**  
**G.C. HR DIRECTOR**  
**435-259-1323**  
**GTHOMAS@GRAND**  
**COUNTYUTAH.NET**

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the proposed market-based reclassification of the position of Airport Manager (Grade 19/Step 4) to Airport Manager (Grade 21/Step 7) and adjust wages to reflect competitive market conditions effective the first full pay period in January 2017 and authorize the Chair to sign all associated documents.

**BACKGROUND:**

In light of the compensation increases approved for elected officials in December of 2015, the Council requested that the compensation of all exempt employees also be reviewed. Furthermore, on August 16 2016 the council passed a resolution establishing a market based compensation evaluation process for wage adjustments and the reclassification of positions within the County.

Based upon the market analysis for our Airport Manager position, a reclassification and wage adjustment is appropriate.

**ATTACHMENT(S):**

1. Market Analysis: Airport Manager
2. Grand County Airport Manager Job description
3. Descriptions of jobs used in Market Analysis

**Market Analysis: Airport Manager**  
**(Based on Current Market Vacancies)**

| <b>Location</b>    | <b>Ops./Yr.</b> | <b>Job Title</b>        | <b>Salary Range</b>             |
|--------------------|-----------------|-------------------------|---------------------------------|
| New Bedford, MA    | 54,000          | Airport Manager         | \$72,164 - \$88,025             |
| So. Lake Tahoe, CA | 23,360          | Airport Manager         | \$96,969 - \$117,873            |
| Alamosa County, CO | 5,668           | Airport Manager         | \$48,000 - \$52,000             |
| Rapid City, SD     | 42,705          | Airport Deputy Director | \$90,741 - \$110,695            |
| Wendover, UT/NV    | 5,408           | Airport Manager         | \$71,380 - \$77,459             |
| <b>AVG.</b>        | <b>26,228</b>   |                         | <b>AVG. \$75,850 - \$89,210</b> |

|                         |               |                              |                            |
|-------------------------|---------------|------------------------------|----------------------------|
| <b>Grand County, UT</b> | <b>24,000</b> | <b>Airport Manager (19)</b>  | <b>\$51,376 - \$77,716</b> |
|                         |               | <b>19/4 = \$56,137</b>       |                            |
|                         |               | <u><b>Recommendation</b></u> |                            |
|                         |               | <b>Airport Manager (21)</b>  |                            |
|                         |               | <b>21/7 = \$67,630</b>       | <b>\$56,640 - \$85,648</b> |
|                         |               | <b>\$11,493 increase</b>     |                            |

# Grand County

## Job Description

|                                                          |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                             |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b> Airport Manager                        |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                             |
| <b>Department:</b> Airport                               |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                             |
| <b>Location:</b> North Highway 191, Moab, Utah           |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                             |
| <b>Reports to:</b> Council Administrator                 |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                             |
| <b>Pay Range:</b> Grade 19<br><br><b>Revised:</b> 9/2014 | <b>Type of Position</b><br><br><input checked="" type="checkbox"/> Full-time<br><input type="checkbox"/> Part-time<br><input type="checkbox"/> Seasonal<br><input type="checkbox"/> Temporary<br><input checked="" type="checkbox"/> Benefits | <b>Job Status</b><br><br><input checked="" type="checkbox"/> Exempt<br><input type="checkbox"/> Non Exempt<br><input checked="" type="checkbox"/> Safety Sensitive<br><input checked="" type="checkbox"/> On Call<br><input type="checkbox"/> Public Safety |

### **Job Summary**

Under the general supervision of the Council Administrator, manages and maintains all aspects of Canyonlands Field. Performs a variety of managerial, technical and administrative tasks related to planning, organizing, directing, and coordinating the operations, construction and maintenance of Canyonlands Field and related facilities. Assures compliance with various federal, state and local regulations related to airport operations including, but not limited to, fire rescue and airfield security.

### **Supervision**

Given: Airport Rescue Fire Fighters, Airport Operations Specialist

Received: Council Administrator

### **Essential Duties**

This position has three categories of responsibility which are: management; maintenance, and safety and security. The essential functions are organized by the category and not in the order of importance.

#### **Management**

Responsible for overseeing the operations and management of Canyonlands Field. Duties include, but are not limited to, the following:

- Assists in the preparation of and administers the airport budget which includes but is not limited to ensuring proper revenue and expenditure controls are followed.
- Responds to public inquiries and complaints related to airport operations.
- Coordinates airport operations and projects with federal, state and local agencies, property owners, entities and departments as is necessary.
- In collaboration with the County's consultants, prepares long-range plans and policies for development and construction of airport projects, facilities, and proposals; makes recommendations in support of these plans.
- Oversees the requisition and purchase made for the airfield.
- Coordinates capital improvements and projects.
- Assists with negotiations for airline services, landing fees, and fuel flowage fees. Compiles data on airport operations to support negotiations.
- Coordinates airport activities, contracts, and leases with tenants; assures compliance with County and federal regulations.
- Applies for and monitors airport grants and coordinates project work with consultants, tenants, airlines, and other County departments.
- Compiles and renews various safety and security manuals, as required by the Federal Aviation Administration.
- Represents the County and Airport Board with various local and airport-oriented organizations.

- Prepares reports and summaries as required by the County Council, Airport Board, federal and state agencies, and Council Administrator.
- Oversees the operations of the airport to ensure compliance with FAA, Utah Division of Aeronautics and County regulations for commercial and general aviation.
- Issues NOTAM's (Notice to Airmen) through FSS, Cedar City on airfield conditions and/or operations.
- . [Maintains Airport Certification Manual \(ACM\) and Airport Security Plan \(ASP\).](#)
- Provide staff support for Airport Board.
- Supervises and directs Grand County and/or contract workers.
- Conducts annual performance reviews for each subordinate.
- Administers required training for airport users and employees.
- Performs other management duties as required.

### **Maintenance**

Responsible for a variety of semiskilled and skilled duties required in maintaining Canyonlands Field. Duties include, but are not limited to, the following:

- Oversees or performs daily cleaning and general maintenance on the terminal building and other related buildings.
- Oversees or performs groundskeeper functions for airport and terminal building. Repairs sprinkler systems and maintains landscaping areas.
- Maintains water and sewer system.
- Maintains records of operations and equipment.
- Maintains Precision Approach Path Indicator (PAPI) and Runway End Identifier Light (REIL) systems. Changes bulbs and electronic components as required. Trouble shoots to determine any operation problems and appropriate solution.
- Maintains obstruction lighting, windsocks and Rotating Beacon for proper operation.
- Operates a variety of equipment including mowers, tractors, snow removal equipment, etc. as required to maintain airport grounds. Implements airport weed control program.
- Performs other related maintenance as required.

### **Safety and Security**

Responsible for performing necessary airport inspections, providing fire rescue services, and airport security as required by federal and state regulations and adopted Canyonlands Field policies and plans. Duties include, but are not limited to, the following:

- Performs inspection duties of the grounds, terminal building, lighting system, and signage of airport.
- Responds to airport emergencies when required.
- Keeps airport systems free and clear of obstructions per FAA regulations.
- Performs daily/weekly airport inspections in accordance with FAA regulations.
- Provides airport rescue services as required by FAA part 139.
- Fire rescue services as required by rules and regulations of the U.S. Department of Transportation Federal Aviation Administration.
- Engages in fire rescue services as emergency situations dictate. Fire rescue services may include, but is not limited to: rescue and firefighting personnel safety; emergency communications; use of: fire hoses, nozzles, turrets, pumps, hydrants, extinguishers, ladders, hand tools, extrications tools, firefighting equipment, extinguishing agents; the use and wearing of breathing apparatus, emergency aircraft evacuation assistance; and firefighting operations.
- Daily oversight of security provisions at the airfield and compliance with the security program.
- Providing timely evidence of compliance with Section 1542.5 of CFR 49 (inspection authority) as the Transportation Security Administration may request.
- Maintains and provides to the Transportation Security Administration on request a complete and current list of all individuals afforded authorized unescorted access to restricted areas.
- Maintains and updates the Airport Security Program (ASP) to reflect the current state of condition at the airport and Transportation Security Administration requirements under Part 1542.
- Timely distribution of the ASP, or appropriate parts thereof, to appropriate persons or entities.
- Proper dissemination of all correspondence or other communications, including security directives with the Transportation Security Administration on security related matters.
- Assists Transportation Security Administration Aviation Inspectors upon request in the performance of their official security related duties.
- Acts as the airports' operational counterpart to the Transportation Security Administration.
- Provides evidence that airport tenants or employees not regulated under Parts 1544 and 1546 who have unescorted access to any area restricted for security purposes, have completed pre-employment checks as required by the ASP.

## **Knowledge, Skills & Abilities**

### **Knowledge of:**

- Principles, practices, and functions of airport management and organization.
- Computer management, including keyboard and use of Microsoft Office software.
- Principles of management and budgeting.
- Principles of contract administration and grants management.
- Federal, state and governmental agency laws and regulations pertaining to airport operations.
- Basic knowledge of building maintenance to repair and general landscaping and grounds maintenance.
- Operating procedures required around aircraft and on airports.
- Methods, techniques, and safety precautions necessary to maintain airport systems.
- Firefighting apparatus, fire safety gear, fire fighting hand-tools and other firefighting tools and equipment.

### **Skills in:**

- The use of a telephone, computer, printer, plotter, and other office equipment.

### **Ability to:**

- Communicate effectively both verbally and in writing.
- Develop and maintain effective working relationships with elected county officials and departments, federal, state and local agencies, subordinates and the public.
- Establish meaningful goals and priorities.
- Use hand and power tools required to maintain airport/terminal building systems.
- Operate medium and heavy equipment.
- Evaluate and manage projects.
- Respond appropriately to emergency situations.
- Perform manual labor.

## **Physical Demands**

- Must be able to bend, reach, push, pull, squat, climb, grasp and lift 100 pounds to waist level.
- Is in continual motion: walking, kneeling, bending and reaching for extended periods of time.
- Moderate climbing/balancing and kneeling are required.
- May occasionally sit or stand.
- Operates hand and foot controls of airport maintenance equipment.
- Operates hand and power tools.

## **Working Conditions**

- Work is performed in an office and airfield environment.
- Work performed may include, but is not limited to, the following: aircraft traffic; exposure to dust, noise, fumes, oils and grease, pollens and organic materials, and all types of weather conditions.
- Exposure to dangerous situations with fire rescue emergency; including, but not limited to, smoke, heights, fire, fumes, heat, cold, emergency driving, etc.
- Wears and works in fire department breathing apparatus and personal protective equipment.

## **Education & Experience**

- Bachelor's degree in administration or related field plus two (2) years of management experience are desired.
- Five (5) years of training and/or experience related to airport operations, and maintenance processes and procedures is required.
- Prior work experience as a maintenance technician, handyman, and custodian is preferred.
- A combination of education and experience may be considered when screening applicants.

## **Special Requirements**

- Successful completion of pre-employment drug screening is required
- Must possess a valid Utah driver's license.
- A twelve-month probationary period is a prerequisite to this position.

- Must be willing to obtain and successfully complete required training provided by Grand County relating to Aircraft Rescue and Firefighting (ARFF) as defined by the U.S. Department of Transportation Federal Aviation Administration AC No: 150/5210-17A and other training required by direct supervisor.
- Must be willing to obtain and successfully complete training provided by Grand County for relating to the Airport Security Coordinator and acquire a working knowledge of all regulations necessary to fulfill these duties.
- Employee must maintain grooming standards that allow them to properly wear their Personal Protective Equipment (PPE).
- Subject to monthly night meeting for the Airport Board.
- Employee will be subject to a 5-year background check. Conviction of any criminal offense will be a disqualifying factor.
- Subject to call-out status including weekends and holidays.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.*

## City of New Bedford, MA Job Description

**Job Title:** Airport Manager  
**Pay Grade:** M-13  
**Pay Range:** \$72,164 – \$88,025

### **JOB SUMMARY**

Provide professional, administrative, and overall management resulting in the safe and efficient operation and maintenance of the New Bedford Regional Airport; responsible for determining maintenance and terminal operation requirements; responsible for developing capital improvement plans, airport improvement plans, and annual operating budgets; responsible for presenting and enforcing current policy matters to the Airport Commission for approval; conducts an active program of public information and promotion to ensure the community's recognition of the airport as essential to economic health and quality of life.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.*

#### **Business Duties:**

- Responsible for aggressively pursuing the overall airport business development, marketing strategies and economic growth opportunities.
- Responsible for overall business operation and administration of the Airport; recommend the annual budget and develops capital improvement plans for Airport Commission approval and submission to the Mayor; monitor and review the revenue levels and expenditures to ensure adherence to budget limitations; manage airport properties within guidelines established by the Airport Commission.
- Responsible for the overall adherence to Airport policies; responsible for administration and collection of all fees and other sources of revenue.
- Promote public recognition and acceptance of the Airport as an essential element of the community's infrastructure and its economic development/impact potential; carry out a program to ensure favorable public relations through personal contact and public appearances.
- Responsible for presenting policy matters to the Airport Commission for approval; attend and participate in all Airport Commission meetings, as well as Committee meetings unless excused.
- Participate in conferences, meetings of aeronautical and civic organizations relative to the promotion of aviation as it relates to the community, State or Federal level.
- Submit annual goals and objectives to the Airport Commission with monthly updates and reports.

- Responsible for ensuring that both new and renewed leases are negotiated in accordance with City Ordinances, State and Federal laws, and Commission policy.
- Ensure that terms of leases and agreements with tenants and users are enforced.
- Responsible for personnel management, orientation, training, scheduling and performance evaluations of airport administrative personnel, including the development of appropriate documentation of job performance requirements, in accordance with relevant collective bargaining agreements and MGL Chapter 31.
- Maintain qualified and adequate staff within the limits of union contracts and assures that personnel needs are included in approved budget.
- Act as liaison between the Airport Commission and the City of New Bedford by attending and participating in required City Department Head meetings scheduled by the Mayor or as otherwise requested by the City Administration.
- Responsible for administering the collection and depositing of revenue due to the Airport and maintaining records of accounts receivable and payable, being certain that internal records and City-generated reports are in agreement.
- Perform similar or related work as required or as situations dictates.

#### **Aviation Safety and Operation Duties:**

- Monitor aircraft operations on the Airport; encourage establishment and active participation of a user safety committee to provide aircraft owner/pilot input to airport management decisions; take appropriate action and report unsafe airport operation action to the FAA and Mass DOT Aeronautics Division.
- Establish emergency procedures for airport personnel to use upon an aircraft accident or incident; ensure airport compliance with Federal, State and local requirements for aircraft rescue firefighting, emergency preparedness, fuel safety, and airport security.
- Responsible for participating in FAA and Mass DOT Aeronautics Division inspections, with particular attention to annual inspections and remedial actions.
- Participate in the overall daily operation, maintenance and safety of the Airport; including, but not limited to, safe runway and other aircraft operating surfaces, runway approaches and other airspace surfaces, snow removal operations, navigational aids, all lighting and signage, ground equipment, all aircraft parking, automobile parking areas and any activity which may affect public safety.

#### **Airport Security:**

- Serve as an airport security officer; responsible for overall airport security as required by FAR Part 1540 and 1542; serve as primary contact for the Transportation Security Administration (TSA) and airport tenants for security-related matters; maintain the Airport Security Program and ensure staff compliance with TSA security regulations.
- Review and approve each formal request for airport-issued identification for unescorted access to the Aircraft Operation Area (AOA) and / or Security Identification Display Area (SIDA) as may be defined in the Airport Security Program; the review may include background checks when required by regulation

and/or policy; maintain related records and documentation as may be required, and shall make available such records to authorized representatives of the TSA when requested.

- Provide additional information or evidence of compliance as the TSA may request; provide proper dissemination of security-related correspondence and other communications to appropriate parties at the Airport and supporting law enforcement agencies when needed.
- Available to the TSA on a twenty-four (24) hour basis for security matters including, but not limited to, assisting Special Agents in performance of their duties at the Airport, act as an operational counterpart to TSA representatives, and provide access to the TSA personnel when appropriate.
- Responsible for compliance with State security directives and regulations promulgated by the Mass DOT Aeronautics Division and/or other State authorities with respect to Airport security matters; cooperate with State officials by implementing and enforcing applicable State security programs and mandates.

#### **Airport Planning, Design, Construction, and Maintenance:**

- Responsible for strategic planning with regard to space, equipment and other resource needs of the Airport and communicating those matters appropriately to the Commission.
- Establish and maintain a current Airport Layout Plan (ALP) and Master Plan for the development of the Airport subject to the approval of the Commission.
- Within the general parameters established in the approved Airport Master Plan, ensure the timely construction of those Airport facilities needed to accommodate the aviation needs of the City and State; incumbent seeks necessary funding from Federal or State sources.
- Ensure adequate and timely maintenance of Airport runways, facilities, buildings, and vegetation management plans (VMP).
- As required to accomplish the above, enlist or contract such professional, consultant, engineering, or construction assistance as approved by the Commission; supervise contract compliance and ensure timely and technically adequate performance of contractual requirements.
- Where Federal and/or State grant assistance is involved, ensure the timely application for aid, adequacy of documentation of grant agreements and compliance with conditions of grants; ensures timely processing of contract paperwork including payments to consultants, contractors and vendors.
- Responsible for ensuring that all relative City Ordinances, State and Federal guidelines, regulations and laws are being followed, including but not limited to: aviation, environment, security, law enforcement, etc.
- Determine safety of airfield and Airport; determine if Airport should be temporarily closed and coordinate with staff to ensure safe operating conditions, including the timely issuance of NOTAMS.
- Coordinate maintenance projects; communicate with contractors; ensure compliance, arrange, and participate in meetings.
- Work with tenants and customers to handle complaints, if necessary.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical*

*assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Master's degree in Aviation Management, Public Administration, Business Management or related field
- Seven years' experience, three of which have been in a supervisory capacity, in airport operations management (managing a facility similar or larger than the New Bedford Regional Airport), governmental management with emphasis on municipal management and budget preparation, or related field

### **Licensing/Certification**

- Must be able to obtain Mass DOT Airport Manager's License in accordance with 702 CMR 5.04
- Ability to obtain AAAE Certified Member (C.M.) designation within three years of employment.
- Must possess a valid Massachusetts driver's license

## **SPECIAL REQUIREMENTS**

Criminal Offender Record Investigation (CORI) background check mandatory.

## **OTHER JOB REQUIREMENTS**

Must be able to pass Federal and State background security check as a result of working with highly sensitive areas.

## **SUPERVISORY RESPONSIBILITIES**

This position has formal supervisory responsibilities over other employees, namely the Assistant Airport Manager. Supervisors are responsible for signing performance reviews.

The Airport Commission, using clearly defined criteria, shall evaluate the Manager annually in writing. The overall evaluation shall also include a written self-evaluation submitted to the Airport Commission by the Airport Manager.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally *sedentary*. Employees sit most of the time, but may walk or stand for brief periods with frequent tours of the airport. Occasional physical effort demanded in performing duties under varying and occasionally severe weather conditions and irregular hours. Vision at or correctable to normal ranges. Frequent bending, standing and lifting.

\*\*\*\*\*

*The City of New Bedford, MA is an Equal Opportunity Employer.*



**CITY OF SOUTH LAKE TAHOE**  
invites applications for the position of:  
**AIRPORT MANAGER**

**SALARY:** \$46.62 - \$56.67 Hourly  
\$3,729.50 - \$4,533.46 Biweekly  
\$8,080.57 - \$9,822.49 Monthly  
\$96,966.90 - \$117,869.86 Annually

**OPENING DATE:** 07/15/16

**CLOSING DATE:** 08/08/16 05:00 PM

**DESCRIPTION:**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**Summary Description**

Under administrative direction of the City Manager or his designee, the Airport Manager directs, manages, supervises, and coordinates the activities and operations of the Lake Tahoe Airport in a safe and efficient manner in conformance with applicable FAA, TSA and California Division of Aeronautics requirements, market available space at the airport for rent or lease to compatible public and private businesses and organizations, ensure collection of all rents, fees and lease amounts owed the City, undertake special projects and studies as directed; coordinates activities with other City divisions, departments, and outside agencies; provides advice, counsel and assistance to management and City employees; and provides highly responsible and complex administrative support to the City Manager.

**Identifying characteristics**

The Airport Manager is considered a Division Manager with responsibility for the management of a Division that may include several line areas/sections or functional work groups of significant depth and complexity. Responsibilities include overall administration and implementation of a Division including development of Division objectives and design and implementation of supporting units, programs, processes, policies, and/or procedures to successfully achieve those objectives. Incumbents at this level exercise discretion in applying general goals and policy statements and in resolving organizational and service delivery problems. Incumbents organize and direct the work of subordinate staff, assume significant responsibility for a variety of personnel activities in such areas as selection, training, and disciplinary actions, and assume significant responsibility for the preparation and administration of the assigned budget.

**EXAMPLES OF DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Develops and implements, in conjunction with the department head, airport, goals and objectives; recommends and implements policies and procedures.
2. Coordinates airport activities with City and outside agencies and organizations; develops appropriate staff reports and recommendations regarding these operations.
3. Attends meetings as necessary on behalf of the City.
4. Administers, oversees and participates in the development of the airport work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
5. Develops and recommends a plan for the full use of airport land in ways that are compatible with the environment and promotes the generation of new revenue to offset operational costs.
6. Accurately, diligently and methodically manages the fiscal operation of the airport and leases of space at the airport as enterprise funds by balancing income and expenditures; ensures prompt and accurate payment of all debt owed the City at the airport; supervises and participates in the development and administration of the airport. Forecasts additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures within designated budgetary limits and recommends adjustments to the division budget as may be necessary.
7. Monitors fees and charges for use of airport properties to ensure appropriate return for leased space.
8. Trains, motivates, regularly evaluates and supervises personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline in accordance with City personnel rules and regulations and in compliance with State law.
9. Makes public presentations before the City Council, City management or community organizations in relationship to assigned duties.
10. Develops, monitors, controls and evaluates airport programs, including acquisition of grants, maximizing revenues and minimizing expenses, to provide an effective overall financial program subject to review and approval by the City Manager and City Council.
11. Ensures staff is thoroughly trained and capable of fulfilling maintenance and safety responsibility including emergency and disaster response training; assures CFR vehicles meet requirements of FAA; insures the airport passes annual inspection by state and federal authorities.
12. Maintains knowledge of applicable federal, state and local regulations relating to airport operations.
13. Recommends policies and procedures for the lease and/or rent of City –owned properties at the airport and makes appropriate recommendations regarding disposition of properties.
14. Prepares, develops, reviews, updates, edits, and promulgates airport certification, land use, operations, security and emergency manuals; assures all appropriate and legally required logs and records are properly maintained.
15. Updates NOAA Facility Directory and assures NOTAMS reflecting current conditions and provides pilot alerts to assure safety and minimize legal liability.
16. Coordinates with other agencies as necessary regarding safety and emergency issues.

17. Plans for development, construction, and rehabilitation of facilities; assures quality control.
18. Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
19. Exercises care, tact and decorum in the performance of duties and keeps supervisor fully informed on all matters relating to the airport.
20. Demonstrates user and customer friendly skills in dealing with potential lessees and renters of space.
21. Prepares special reports as may be requested from time to time.
22. Performs related duties as required.

**TYPICAL QUALIFICATIONS:**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Principles and procedures of aircraft rescue and fire fighting. Basic aviation terminology and principles of flight.

Basic principles of the operation of local government.

Knowledge of FAA, TSA and California Division of Aeronautics advisories and regulations

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of local government organization, administration and personnel management. Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation. Pertinent local, State and Federal laws, rules and regulations.

Basic pavement, building, and grounds operational maintenance including special cold and wide temperature range considerations.

Basic elements of public-sector marketing desirable.

**Ability to:**

Analyze budget and technical reports. Interpret and evaluate staff reports.

Understand, interpret, and apply laws, regulations, and codes.

Observe performance of and evaluate assigned staff; supervise and train assigned personnel.

Provide solutions and problem solves division cost recommendations.

Remember and utilize personnel rules. Explain and interpret policy.

Plan, manage and control the administration and operations of functions under his/her supervision. Develop and implement division policies and procedures.

Gain cooperation through discussion and persuasion.

Ability and willingness to take direction and allocate work time efficiently and effectively.

Develop, control and administer division budget and expenditures and keep supervisor and City Council informed.

Analyze problems; identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply City, County, State, regional, and Federal legislation including advisories, policies, procedures, rules and regulations.

Facilitate and support efforts and activities within adopted City Council policy that increases revenue to the airport operation, encourages investment of public and private capital in the airport operation.

Seek assistance of City departments to the extent needed to remove snow during winter

conditions to ensure safe access and use of the airport.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, marketing, economics, airport management, or a related field.

**Experience:**

Four years of increasingly responsible experience in aviation management involving airport operations including one year of administrative and supervisory responsibility.

**License or Certificate:**

Possession of a valid California or Nevada driver's license. A pilot Certificate is preferred

**SUPPLEMENTAL INFORMATION:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**FLSA Designation:** Exempt

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofslt.us/jobs>

1901 Airport Road, Suite 205  
South Lake Tahoe, CA 96150  
(530) 542-6052

[jemmett@cityofslt.us](mailto:jemmett@cityofslt.us)

Position #2016-14  
AIRPORT MANAGER  
EB

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### Airport Manager

Alamosa County

San Luis Valley Regional Airport is seeking an Airport Manager. This position is responsible to plan, manage, direct and participate in all airport activities. Responsible for all inspections, safety, compliance and maintenance at the Airport. Duties include grants management, budget preparation and compliance, and to develop and maintain airport certification, security and emergency manuals. Bachelor's degree in aviation management with 3 years of experience (10 years of experience in lieu of education is acceptable). Valid Colorado driver's license required. Valid Pilot's License issued by FAA is

**Apply Now**

To apply, follow the employer instructions.

**Details**

**Posted:**  
July 14, 2016

desirable, ARFF certification is desirable. Salary range: \$48,000 to \$52,000 per year. Subject to background investigation and drug screening. Applications may be picked up at Alamosa County Human Resource Office located at 8900-A Independence Way or obtained on line at [www.alamosacounty.org](http://www.alamosacounty.org). Deadline for applications is Wednesday, July 27, 2016. Inquiries may be directed to 719-587-5166.

Interviews will be conducted on site with the Airport Board and County officials as the interview panel. Contact Wilma at 719-587-5166 for further information.

#### NOTES:

Additional Salary Information: Benefits include health, dental, vision and life insurance. Generous leave policy.

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## About Alamosa County

Alamosa County is located in the San Luis Valley in Southern Colorado. It has a strong agricultural base with a broad appeal for tourism. Adams State University is based in Alamosa and Trinidad State Junior College has a campus there also.

#### Location:

Alamosa, Colorado

#### Salary:

48,000.00 - 52,000.00

#### Type:

Full Time - Experienced

#### How to Apply:

applications are available at [www.alamosacounty.org](http://www.alamosacounty.org)

#### Categories:

Airport Development, Airport Manager/Exec. Dir./Pres./Ceo, Airport Planning

#### Preferred Education:

4 Year Degree

### American Association of Airport Executives

The Barclay Building I 601  
Madison Street I  
Alexandria, VA 22314

[P] 703.824.0504

[F] 703.820.1395

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**Airport Deputy Director - RAP**  
**City of Rapid City**



Apply Now

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Details

Posted:

July 27, 2016

Location:

Rapid City, SD



Salary:

**90,741.00 - 110,695.00**

Type:

Full Time - Experienced

Category:

Airport Manager/Exec. Dir./Pres./Ceo

The Deputy Airport Director at the Rapid City Regional Airport assists in the direction, management, operations, facility maintenance and daily activities planning for the Rapid City Regional Airport.

Also directs airport operations including safety, security, emergency response, and federal certification compliance requirements. The incumbent will prepare, develop, maintain, coordinate and implement policies and procedures for day-to-day operations of the Airport as they relate to operations and security and ensure compliance with requirements as established by the airport board, city ordinances, state and federal regulations.

Preferred qualifications for this position include a bachelor's degree in business, public administration, planning, engineering, aviation management, or related field and five years of experience in airport facility maintenance or aviation operations. Master's degree in aviation management or related field is a plus. AAAE Airport Certified employee, Certified Member, and/or Accredited Airport Executive is desired.

**To apply, visit the searches tab at [www.adkexecutivesearch.com](http://www.adkexecutivesearch.com). Position closes 8/21/16. Essential duties and responsibilities include the following:**

- Directs airport operations including safety, security, emergency response, and federal certification compliance requirements. Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
- Prepares, develops, maintains coordinates and implements policies and procedures for the day-to-day operations of the Airport as they relate to operations and security and ensures compliance with requirements as established by the airport board, city ordinances, state and federal regulations.
- Directs the commercial airport certification program in accordance with Title 14, Code of Federal Regulations (CFR), Part 139 and applicable Advisory Circulars (AC); prepares, coordinates, implements, and ensures compliance with Airport Certification Manual. Serves as the airport's primary contact for Federal Aviation Administration (FAA) certification inspections and issues.
- Serves as designated Airport Security Coordinator as required by the Transportation Security Administration (TSA) and is the primary contact for security related activities and communications. Directs the commercial airport security program in accordance with 49 CFR, Part 1542 and applicable TSA Security Directives; prepares, coordinates, implements and ensures compliance with Airport Security Plan.
- Directs the Storm Water Pollution Prevention Plan; inspects, prepares reports, maintains records and ensures compliance.
- Directs the airport training program including FAA certification, TSA security, and hazardous wildlife management. Directs Wildlife Hazard Management Plan; mitigates wildlife hazards, prepares reports, maintains records and ensures compliance.
- Interacts with airfield tenants to ensure compliance with all applicable federal, state, and local regulations, policies and procedures.
- Interacts with others in the airport departments, the public, vendors or across other city departments to exchange detailed and/or technical information; and occasionally to conduct negotiations involving convincing the other party to do something to achieve a basic work related object.
- Monitors on-site construction, renovation, and new facility projects to ensure compliance with applicable FAA, TSA and EPA regulations. Works with engineering firms and with FAA to plan for changes to accommodate growth and serves as the owner's representative during project work and issues changes orders. Inspects facilities and airfield to detect deficiencies, prioritizes maintenance projects and confers with Deputy Director for Facilities and Maintenance regarding corrective action to be taken. Monitors progress to ensure effective correction of identified deficiencies or potential problems.
- Maintains records and prepares technical reports, including budgetary information. Provides informed input on matters relating to the annual operating and multi-year capital budgets; analyzes past expenditures, expected needs, future cost projections and sources of funding in order to develop detailed budgets; reviews YTD spending reports and monitors performance against plan during the entire budget cycle, recommending adjustments as necessary to achieve a desired balance at the end of the cycle; compiles statistics and prepares reports to provide information and assistance to the Director in evaluating airport operations; and maintains various financial records and prepares reports regarding financial status of cost centers and reconciles discrepancies.
- Manages and maintains airport IT systems such as flight information system, airport

website and the airport security camera system. Coordinate with City IT department for certain services and with vendors for various functions.

- Develops, plans and researches business development possibilities for the use of Rapid City Regional Airport property. Also provides key research and advice on the development of the airport for the Executive Director and Board.



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**Job Title:** Airport Director  
**Starting Salary:** \$71,380 -77,459 DOQ  
**Status:** Full-time position with benefits  
**Closing Date:** June 16, 2016 at 5:00 p.m.

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### *The Opportunity*

Tooele County is looking for a highly skilled individual to administer complex and challenging supervisory, managerial and operational tasks related to the Tooele County Wendover Airport.

Located just off I-80 at the edge of the world famous Bonneville Salt Flats of Utah's west desert, the Wendover Airport is the most original remaining operational airport of the World War II era which accommodates military, commercial, and general aviation uses and also is a historic tourist site.

Through its operation, the Wendover Airport serves the aviation needs not only of Utah and Nevada but also much of the county. Passengers from around 70 cities, as far east as Wisconsin, deplane at the airport to enjoy the casinos, five star entertainment and dining only minutes away.

### **Minimum Qualifications**

- Bachelor's degree from an accredited university in Aeronautical Science, Public Administration, Management, Engineering or the equivalent.
- AND*
- Five (5) years of experience as an airport manager, assistant airport manager or operations manager at a primary commercial service airport. Managerial and supervision and demonstrated interpersonal skills and the ability to interact with a wide range of disciplines.

*Plus*

Enhancing qualifications include but are not limited to MBA, Accreditation by the American Association of Airport Executives (AAAE), FAA private pilot certificate, financial/accounting background, personal computer skills, and corporate experience

### **Required Knowledge, Skills and Abilities:**

Extensive knowledge of the principles and procedures involved in the operations of a primary commercial service airport. Extensive knowledge of safety considerations in the operation of an FAR Part 139 certificated airport. Thorough knowledge of aviation procedures and terminology. Considerable knowledge of the principles of public administration. Ability to plan and direct comprehensive airport operations programs. Ability to develop and implement safety operations, standards and practices and also support the historic and tourism objectives.

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For specific information pertaining to this recruitment, contact Tita Adams at (435) 843-3157 or email at [tadams@tooeleco.org](mailto:tadams@tooeleco.org)

Applications and additional information are available at the  
**Tooele County Human Resource Office, Rm 308**  
47 South Main Street Tooele  
or online at [www.co.tooele.ut.us](http://www.co.tooele.ut.us)

Tooele County is a compliant EEO Employer

***This announcement does not represent the entire job description.*** For a complete and thorough job description, please go to our web site [www.co.tooele.ut.us](http://www.co.tooele.ut.us)

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**September 20, 2016**

Agenda Item: O

|                       |                                                                                                                      |
|-----------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>TITLE:</b>         | Approving a letter to Moab City regarding a proposed annexation of multiple parcels located near 400N and Stewart Ln |
| <b>FISCAL IMPACT:</b> | N/A                                                                                                                  |
| <b>PRESENTER(s):</b>  | Community Development Representative                                                                                 |

**Prepared By:**  
**ZACHARIA LEVINE**  
**GRAND COUNTY**  
**COMMUNITY**  
**DEVELOPMENT**  
**DIRECTOR**

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**STATED MOTION :**

I move to approve the letter to Moab City regarding a proposed annexation of multiple parcels of real property located near 400N and Stewart Lane.

**PLANNING COMMISSION RECOMMENDATION:**

N/A

**STAFF RECOMMENDATION:**

Approval

**BACKGROUND:**

The City of Moab has proposed an annexation of multiple parcels of land near the intersection of 400 North and Stewart Lane. The parcels include the existing sewage treatment facility and the location of the future sewage treatment facility. Staff sees no reason to object to the annexation.

**ATTACHMENT(s):**

1. Notice of proposed annexation
2. Proposed letter to City of Moab
3. Area Maps

## NOTICE OF PROPOSED ANNEXATION

Notice is hereby given that a petition has been filed with the City of Moab, Utah, to annex 8.77 acres, more or less, of property located at approximately 400 North Stewart Lane and 1070 West 400 North, and more particularly described as follows:

A parcel of land within the Southwest Quarter of Section 35, Township 25 South, Range 21 East, and the Northwest Quarter of section 2, Township 26 South, Range 21 East, Salt Lake Base and Meridian, Grand County, Utah, being more particularly described as follows:

Beginning the South Quarter corner of Section 35, Township 25 South, Range 21 East, Salt Lake Base and Meridian and running thence South 440.0 feet; thence South 89°54' West 499.0 feet; thence North 440.0 feet; thence South 89°54'00" West 286.0 feet along the section line; thence North 338.00 feet; thence North 89°54'00" East 95.00 feet; thence North 10.00 feet; thence North 89°54'00" East 120.00 feet; thence South 10.00 feet; thence North 90°54'00" East 209.50 feet; thence South 175.00 feet; thence North 89°54'00" East 110.00 feet; thence South 163.00 feet; thence North 89°54'00" East 250.55 feet to the point of beginning.

Contains 382,166.5 sq. ft. OR 8.77 acres

Said petition was received by the Moab City Council on August 9, 2016 and certified by the Moab City Recorder on August 10, 2016 which certification states the petition meets the requirements of Title 10-2-403(2), (3) and (4) of the Utah Code Annotated as follows:

- 1) That said petition contain the signatures of, if all the real property within the area proposed for annexation is owned by a public entity other than the federal government, the owners of all the publicly owned real property, or the owners of private real property that:
  - i. is located within the area proposed for annexation;
  - ii.
    - a. Subject to Subsection (3)(b)(ii)(C), covers a majority of the private land area within the area proposed for annexation;
    - b. covers 100% of rural real property as that term is defined in Section 17B-2a-1107 within the area proposed for annexation;
    - c. covers 100% of the private land area within the area proposed for annexation, if the area is within an agriculture protection area created under Title 17, Chapter 41, Agriculture and Industrial Protection Areas, or a migratory bird production area created under Title 23, Chapter 28, Migratory Bird Production Area; and
  - iii. is equal in value to at least 1/3 of the value of all private real property within the area proposed for annexation;
- 2) That said petition was accompanied by an accurate and recordable plat or map prepared by a licensed surveyor of the area proposed for annexation;
- 3) That said petition was accompanied by a copy of the notice sent to affected entities and a list of the affected entities to which notice was sent;
- 4) If the petition proposes the annexation of an area located in a county that is not the county in which the proposed annexing municipality is located, be accompanied by a copy of the resolution, required under Subsection 10-2-402(6), of the legislative body of the county in which the area is located; and

- 5) Designate up to five of the signers of the petition as sponsors, one of whom shall be designated as the contact sponsor, and indicate the mailing address of each sponsor; and
- 6) That no previous petition for annexation has been filed which has not been denied, rejected, or granted for the proposed annexation area;

A copy of the complete annexation petition is available for inspection and copying at the office of the Moab City Recorder, 217 East Center Street, Moab, UT 84532, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday, except holidays.

Moab City may grant the petition and annex the area described in the petition, unless a written protest to the annexation petition is filed with the Grand County Boundary Commission and a copy of the protest delivered to the Moab City Recorder. The protest period will be 30 days from the date of certification and will end on September 12, 2016.

Protests may be filed with the Grand County Boundary Commission, c/o Grand County Clerk's Office, 125 E. Center St., Moab, UT 84532, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday, except holidays.

Protests may be filed with the Boundary Commission by the legislative body or the governing board of an affected entity.

Dated this 10<sup>th</sup> day of August, 2016.

/s/ Rachel Stenta  
City Recorder

Published in the TIMES INDEPENDENT August 18, 25 and September 1, 2016.



**GRAND COUNTY COUNCIL MEMBERS**  
**Elizabeth Tubbs (Chair) · Jaylyn Hawks (Vice Chair)**  
**Chris Baird · Ken Ballantyne · A. Lynn Jackson**  
**Mary McGann · Rory Paxman**

September 20, 2016

Mrs. Rachel Stenta  
City of Moab Recorder  
217 E. Center Street  
Moab, UT 84532

Dear Mrs. Stenta:

This letter is sent to the City of Moab regarding the proposed annexation of multiple parcels of real property located approximately at the intersection of 400 North and Stewart Lane.

The Grand County Boundary Commission did not receive any valid protests and, therefore, did not meet to evaluate the proposed annexation.

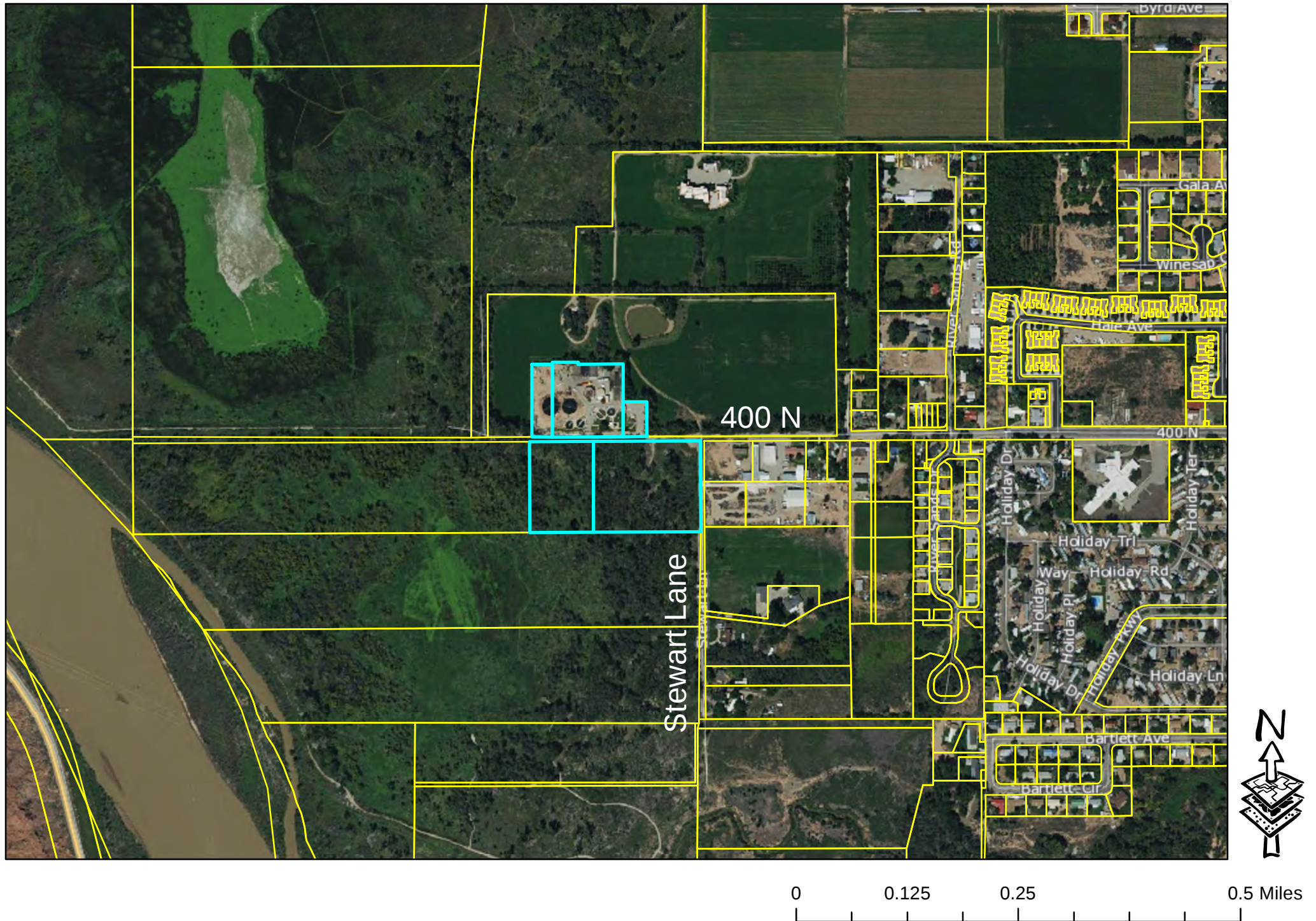
The Grand County Council supports the annexation knowing that it is associated with the construction of a new sewage treatment facility.

Please do not hesitate to contact our Council Administrator at (435) 259-1347 should you have any questions.

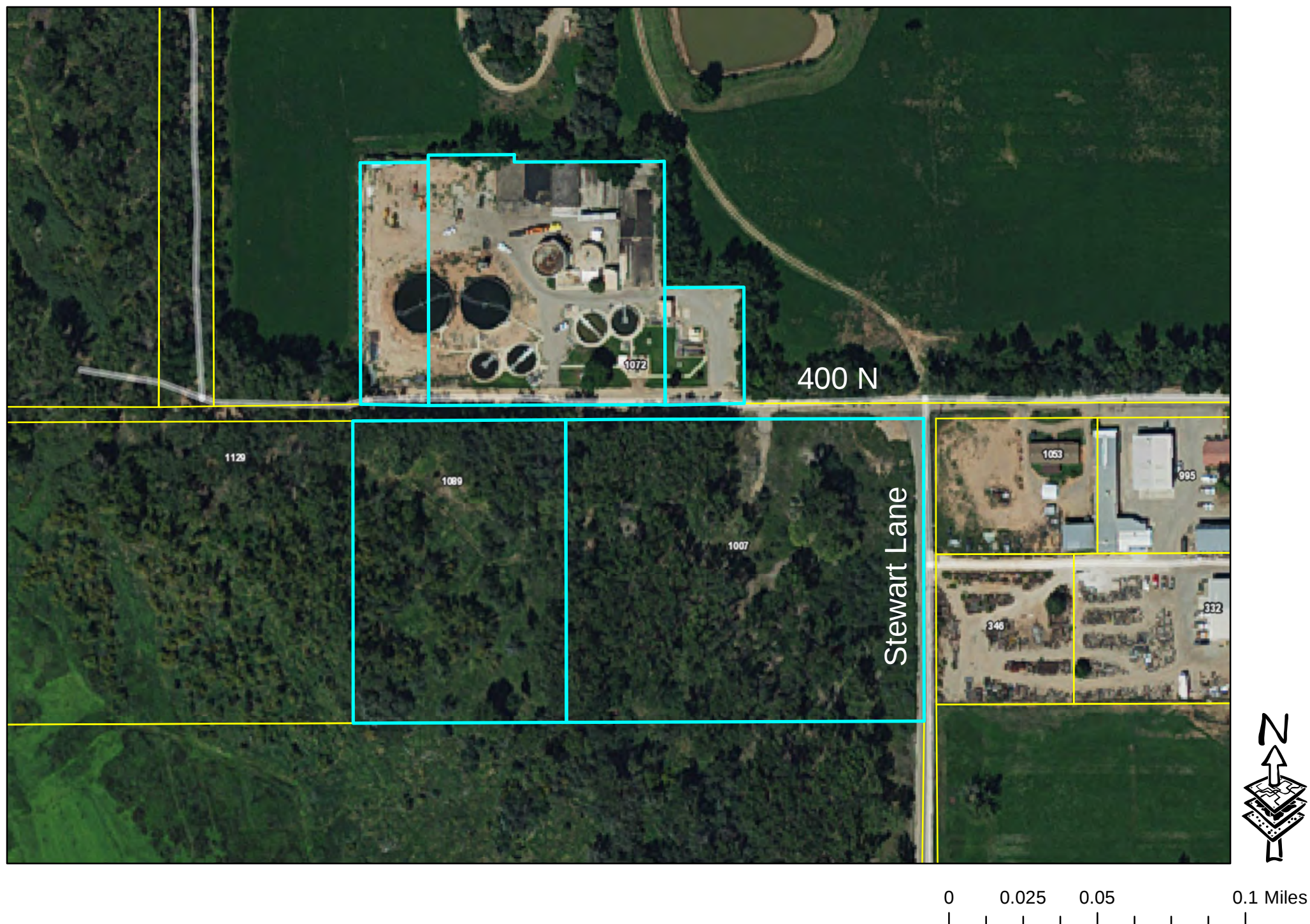
Sincerely,

Elizabeth A. Tubbs, Chair  
Grand County Council

# Proposed Annexation - City of Moab



# Proposed Annexation - City of Moab



**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**SEPTEMBER 20, 2016**

Agenda Item: P

|                       |                                                                                                                                                                                                                                                                    |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TITLE:</b>         | Adopting Proposed Resolution Approving Percentage Allocations to Districts for Funds to Be Received in Calendar Year 2017 from:<br>1. UDOT-Appropriated Mineral Lease Funds<br>2. DWS-Appropriated Mineral Lease Funds<br>3. State PILT (Payment in Lieu of Taxes) |
| <b>FISCAL IMPACT:</b> | None                                                                                                                                                                                                                                                               |
| <b>PRESENTER(S):</b>  | Ruth Dillon, Council Administrator and Chairwoman Tubbs                                                                                                                                                                                                            |

**Prepared By:**

Ruth Dillon  
Council Administrator  
(435) 259-1347  
[rdillon@grandcountyutah.net](mailto:rdillon@grandcountyutah.net)

**FOR OFFICE USE ONLY:**

**Attorney Review:**

None requested  
(resolution was  
corrected in 2015 to  
match State Code)

**RECOMMENDATION:**

I move to adopt the proposed resolution specifying the percentage allocation, as follows, of UDOT-Appropriated Mineral Lease Funds, DWS-Appropriated Mineral Lease Funds, and State PILT Funds, such funds to be received by the Districts from the State during calendar year 2017, and authorize the Chair to sign all associated documents:

**I. UDOT-Appropriated Mineral Lease:**

67 % to the Canyonlands Health Care District  
23 % to the Recreation District  
10 % to the Transportation District  
       % to the Solid Waste District

**II. DWS-Appropriated Mineral Lease** (formerly erroneously referred to as Mineral Bonus):

66.6 % to the Canyonlands Health Care District  
       % to the Recreation District  
33.3 % to the Transportation District  
       % to the Solid Waste District

**III. State PILT:**

       % to the Canyonlands Health Care District  
40 % to the Recreation District  
50 % to the School District  
10 % to the Transportation District  
       % to the Solid Waste District

**BACKGROUND:**

Per State Code, the County Council is the body that determines the annual allocation of Mineral Lease Account Funds (both from Utah Department of Transportation's 40% pot and from Utah Department of Workforce Services' (DWS') 5% pot) as well as State PILT to eligible entities within Grand County.

Attached for comparison is a spreadsheet showing allocations received by each District from calendar years 2011 through July 2016, as well as District requests for receipts during calendar year 2017. Also attached is a flowchart created by the State indicating mineral lease funds allocation and associated State Code.

**ATTACHMENT(S):**

1. Spreadsheet of allocations received by Districts, 2011 through July 2016
2. Draft resolution allocating Mineral Lease Funds and State PILT Funds

(clean and redlined against 2016 resolution)

3. Mineral Lease Funds Allocation Chart
4. Resolution 2896 Covenanting to not Impair Mineral Lease Revenues of CHCSSD

|                                 |    |                                   |                                  |           |                                  |                       |                   |                       |                   |                       |                   |                       |                   |                       |
|---------------------------------|----|-----------------------------------|----------------------------------|-----------|----------------------------------|-----------------------|-------------------|-----------------------|-------------------|-----------------------|-------------------|-----------------------|-------------------|-----------------------|
| CORRECTED 9/16/2016             |    | District<br>Requests<br>for 2017  | 2016<br>(first 7 months)         |           | 2015                             |                       | 2014              |                       | 2013              |                       | 2012              |                       | 2011              |                       |
| Canyonlands Health Care SSD     |    |                                   |                                  |           |                                  |                       |                   |                       |                   |                       |                   |                       |                   |                       |
| UDOT-Appropriated Mineral Lease | *  | Requesting same %<br>as 2016      | 66.66%                           | \$156,476 | 66.66%                           | \$1,053,929           | 66.66%            | \$1,505,711           | 66.66%            | \$1,254,967           | 33.33%            | \$219,874             | 33.33%            | \$186,437             |
| DWS-Appropriated Mineral Lease  | ** |                                   |                                  |           |                                  |                       |                   |                       | 10.00%            | \$58,143              |                   |                       |                   |                       |
| State PILT                      | #  |                                   |                                  |           |                                  |                       | 50%               | \$143,020             | 50%               | \$144,462             | 40%               | \$112,806             | 40%               | \$109,995             |
|                                 |    |                                   | Total for 7 months               | Total     |                                  | \$1,053,929           |                   | Total                 |                   | \$1,457,572           |                   | Total                 |                   | \$296,432             |
| Recreation SSD                  |    | Requesting same %<br>as 2016      |                                  |           |                                  |                       |                   |                       |                   |                       |                   |                       |                   |                       |
| UDOT-Appropriated Mineral Lease | *  |                                   |                                  |           |                                  |                       |                   |                       |                   |                       |                   |                       |                   |                       |
| DWS-Appropriated Mineral Lease  | ** |                                   | 100%                             | \$98,184  | 100%                             | \$338,000             | 90%               | \$620,974             | 90.00%            | \$523,287             | 100.00%           | \$550,000             | 100.00%           | \$600,000             |
| State PILT                      | #  |                                   | 40%                              | \$114,779 | 30%                              | \$86,373              |                   |                       |                   |                       | 10%               | \$28,202              | 10%               | \$27,499              |
|                                 |    |                                   | Total for 7 months               | Total     |                                  | \$424,373             |                   | Total                 |                   | \$523,287             |                   | Total                 |                   | \$627,499             |
| School District                 |    | Requesting same %<br>as 2016      |                                  |           |                                  |                       |                   |                       |                   |                       |                   |                       |                   |                       |
| UDOT-Appropriated Mineral Lease | *  |                                   |                                  |           |                                  |                       |                   |                       |                   |                       |                   |                       |                   |                       |
| DWS-Appropriated Mineral Lease  | ** |                                   |                                  |           |                                  |                       |                   |                       |                   |                       |                   |                       |                   |                       |
| State PILT                      | #  |                                   | 50%                              | \$143,474 | 50%                              | \$143,956             | 50%               | \$143,020             | 30%               | \$86,677              | 30%               | \$84,605              | 30%               | \$82,496              |
| USFS Secure Rural Schools       | ~  |                                   | 50%                              | \$19,690  | 50%                              | \$20,372              | 50%               | \$23,202              | 50%               | \$26,232              | 50%               | \$34,079              | 50%               | \$39,217              |
|                                 |    |                                   | Total for 7 months               | Total     |                                  | \$164,327             |                   | Total                 |                   | \$112,910             |                   | Total                 |                   | \$121,714             |
| Transportation SSD              |    | Requesting same %<br>as 2016      |                                  |           |                                  |                       |                   |                       |                   |                       |                   |                       |                   |                       |
| UDOT-Appropriated Mineral Lease | *  |                                   | 33.33%                           | \$78,261  | 33.33%                           | \$527,123             | 33.33%            | \$741,619             | 33.33%            | \$626,171             | 33.33%            | \$219,874             | 33.33%            | \$186,437             |
| DWS-Appropriated Mineral Lease  | ** |                                   |                                  |           |                                  |                       |                   |                       |                   |                       |                   |                       |                   |                       |
| State PILT                      | #  |                                   | 10%                              | \$28,695  | 20%                              | \$57,582              |                   |                       | 20%               | \$57,785              | 20%               | \$56,403              | 20%               | \$54,998              |
| USFS Secure Rural Schools       | ~  |                                   | 50%                              | \$18,690  | 50%                              | \$20,372              | 50%               | \$23,202              | 50%               | \$26,232              | 50%               | \$34,079              | 50%               | \$39,217              |
|                                 |    |                                   | Total for 7 months               | Total     |                                  | \$605,077             |                   | Total                 |                   | \$710,189             |                   | Total                 |                   | \$280,652             |
| Solid Waste SSD                 |    | Will make request<br>on 9/20/2016 |                                  |           |                                  |                       |                   |                       |                   |                       |                   |                       |                   |                       |
| UDOT-Appropriated Mineral Lease | *  |                                   |                                  |           |                                  |                       |                   |                       |                   |                       | 33.33%            | \$219,874             | 33.33%            | \$186,437             |
| DWS-Appropriated Mineral Lease  | ** |                                   |                                  |           |                                  |                       | 10%               | \$68,997              |                   |                       |                   |                       |                   |                       |
| State PILT                      | #  |                                   |                                  |           |                                  |                       |                   |                       |                   |                       |                   |                       |                   |                       |
| Transient Room Tax              | ^  |                                   | \$370,000 budgeted               | \$370,000 | \$270,000 budgeted               | \$270,000             | 100%              | \$170,000             | 100%              | \$151,100             |                   |                       |                   |                       |
|                                 |    |                                   | Total TRT for 2 qtrs<br>RES 3057 | \$370,000 | Total TRT for 4 qtrs<br>RES 3029 | \$270,000<br>RES 3028 | Total<br>RES 3010 | \$238,997<br>RES 3011 | Total<br>RES 2986 | \$151,100<br>RES 2985 | Total<br>RES 2962 | \$219,874<br>RES 2963 | Total<br>RES 2939 | \$186,437<br>RES 2940 |
|                                 |    |                                   |                                  |           |                                  |                       |                   |                       |                   |                       |                   |                       |                   |                       |

DWS-Appropriated and UDOT-Appropriated Mineral Lease figures represent payments received by the State during the *calendar* year shown

\* UDOT-Appropriated Mineral Lease was formerly referred to by Grand County as Mineral Lease (ML); disbursed approx *monthly* (12 pmts) from the State directly to Districts per County Council allocation by resolution

\*\* DWS-Appropriated Mineral Lease was formerly erroneously referred to by Grand County as Mineral Bonus; disbursed *quarterly* from the State directly to Districts per County Council allocation by resolution

# State PILT: Disbursed by the County Treasurer *annually* to the Districts per County Council allocation by resolution

~ U.S. Forest Service Secure Rural Schools: Disbursed *annually* (typically) from the federal government directly to Districts per County Council action; a limited federal program

^ Transient Room Tax: Disbursed *quarterly* by the County Clerk/Auditor per County Council budget adoption

RESOLUTION NO. \_\_\_\_

A RESOLUTION OF THE GRAND COUNTY COUNCIL  
ALLOCATING MINERAL LEASE FUNDS  
AND STATE PILT  
RECEIVED DURING CALENDAR YEAR 2017  
TO BE APPROPRIATED BY THE STATE OF UTAH  
DURING FISCAL YEARS 2017 and 2018

**WHEREAS**, Section 59-21-2-(2)(a) Utah Code Annotated established a Mineral Lease Account and provides for the distribution of monies received by the State of Utah from the United States under the provisions of the Act of Congress of February 25, 1920, known as the "Mineral Lands Leasing Act of 1920", 30 U.S.C. Sec. 191; and

**WHEREAS**, Section 59-21-2-(2) Utah Code Annotated enumerates the requirements associated with the allocation of monies from the Mineral Lease Account to Utah counties; and

**I. Regarding UDOT-Appropriated Mineral Lease Funds:**

**WHEREAS**, Section 59-21-2-(2)(h)(i) of the Utah Code Annotated states (*emphasis added*) "The Legislature shall annually appropriate to the Department of Transportation 40% of all deposits made to the Mineral Lease Account to be distributed as provided in Subsection (2)(h)(ii) to:

- (A) counties;
- (B) *special service districts established:*
  - (I) *by counties;*
  - (II) *under Title 17D, Chapter 1, Special Service District Act; and*
  - (III) *for the purpose of constructing, repairing, or maintaining roads; or*
- (C) *special service districts established:*
  - (I) *by counties;*
  - (II) *under Title 17D, Chapter 1, Special Service District Act; and*
  - (III) *for other purposes authorized by statute"; and*

**WHEREAS**, Section 59-21-2-(2)(h)(ii) of the Utah Code Annotated states (*emphasis added*) "The Department of Transportation shall allocate the funds specified in Subsection (2)(h)(i):

- (A) in amounts proportionate to the amount of mineral lease money generated by each county; and
- (B) to a county or *special service district established by a county under Title 17D, Chapter 1, Special Service District Act, as determined by the county legislative body"; and*

**WHEREAS**, this allocation shall be known as "UDOT-Appropriated Mineral Lease Funds," more specifically described in 59-21-2(2)(a)-(k); and

**II. Regarding DWS-Appropriated Mineral Lease Account Funds:**

**WHEREAS**, Section 59-21-2-(2)(i)(i) of the Utah Code Annotated states (*emphasis added*) “The Legislature shall annually appropriate 5% of all deposits made to the Mineral Lease Account to the Department of Workforce Services (DWS) to be distributed as provided in Subsection (2)(i)(i) to:

(A) *special service districts established:*

(I) *by counties;*

(II) *under Title 17D, Chapter 1, Special Service District Act; and*

(III) *for the purpose of constructing, repairing, or maintaining roads; or*

(B) *special service districts established:*

(I) *by counties;*

(II) *under Title 17D, Chapter 1, Special Service District Act; and*

(III) *for other purposes authorized by statute”; and*

**WHEREAS**, Special Service Districts established by Grand County under Title 17D, Chapter 1, Special Service District Act meet the requirements contained in Section 59-21-2-(2)(i)(ii) of the Utah Code and are eligible for appropriations of said funds in accordance with Section 59-21-2-(2)(i)(iv); and

**WHEREAS**, Section 59-21-2-(2)(i)(iv)(B) of the Utah Code Annotated states (*emphasis added*) “(B) after making the allocations described in Subsection (2)(i)(iv)(A), *distribute the allocated revenues to special service districts established by the counties under Title 17D, Chapter 1, Special Service District Act, as determined by the executive director of the Department of Workforce Services after consulting with the county legislative bodies of the counties meeting the requirements of Subsections (2)(i)(ii) and (iii)”; and*

**WHEREAS**, this allocation shall be known as “DWS-Appropriated Mineral Lease Funds” more specifically described in 59-21-2-(1)(a)-(d); and

**III. Regarding State PILT (Payment in Lieu of Taxes):**

**WHEREAS**, Section 59-21-2-(2)(j)(i) of the Utah Code Annotated states (*emphasis added*) “The Legislature shall annually make the following appropriations from the Mineral Lease Account:

(A) *an amount equal to 52 cents multiplied by the number of acres of school or institutional trust lands, lands owned by the Division of Parks and Recreation, and lands owned by the Division of Wildlife Resources that are not under an in lieu of taxes contract, to each county in which those lands are located; and*

**WHEREAS**, Section 59-21-2-(2)(j)(ii) of the Utah Code Annotated states (*emphasis added*) “A county receiving money under Subsection (2)(j)(i) may, as determined by the county legislative body, *distribute the money or a portion of the money to:*

(A) *special service districts established by the county under Title 17D, Chapter 1, Special Service District Act;*

(B) *school districts; or*

(C) *public institutions of higher education”; and*

**WHEREAS**, this allocation shall be known as “State PILT”; and

**WHEREAS**, the Grand County Council wishes to allocate these Mineral Lease Funds and State PILT according to the provisions of Sections 59-21-2 Utah Code Annotated;

**NOW, THEREFORE, BE IT RESOLVED BY THE GRAND COUNTY COUNCIL, STATE OF UTAH, THAT** UDOT-Appropriated Mineral Lease Funds, DWS-Appropriated Mineral Lease Funds, and State PILT, each received by the State during calendar year 2017 shall be distributed in the following manner:

**I. UDOT-Appropriated Mineral Lease:**

67% of funds received in calendar year 2017 shall be allocated to the Canyonlands Health Care Special Service District.

23% of funds received in calendar year 2017 shall be allocated to the Grand County Recreation Special Service District No. 1.

10% of funds received in calendar year 2017 shall be allocated to the Grand County Transportation Special Service District.

0 % of funds received in calendar year 2017 shall be allocated to the Solid Waste Management Special Service District No. 1.

0 % of funds received in calendar year 2017 shall be allocated to the Arches Special Service District

Further, County Staff shall provide the Utah Department of Transportation a copy of this resolution as notification of the Grand County Council's 2017 allocation of UDOT-Appropriated Mineral Lease Funds.

**II. DWS-Appropriated Mineral Lease:**

66.6% of funds received in calendar year 2017 shall be allocated to the Canyonlands Health Care Special Service District.

       % of funds received in calendar year 2017 shall be allocated to the Grand County Recreation Special Service District No. 1.

33.3% of funds received in calendar year 2017 shall be allocated to the Grand County Transportation Special Service District.

0     % of funds received in calendar year 2017 shall be allocated to the Solid Waste Management Special Service District No. 1.

0     % of funds received in calendar year 2017 shall be allocated to the Arches Special Service District

Further, County Staff shall provide the Utah Department of Workforce Services a copy of this resolution as notification of the Grand County Council's 2017 allocation of DWS-Appropriated Mineral Lease Funds.

### **III. State PILT:**

     % of funds received in calendar year 2017 shall be allocated to the Canyonlands Health Care Special Service District.

40 % of funds received in calendar year 2017 shall be allocated to the Grand County Recreation Special Service District No. 1.

50 % of funds received in calendar year 2017 shall be allocated to the Grand County School District.

10 % of funds received in calendar year 2017 shall be allocated to the Grand County Transportation Special Service District.

0 % of funds received in calendar year 2016 shall be allocated to the Solid Waste Management Special Service District No. 1.

0 % of funds received in calendar year 2017 shall be allocated to the Arches Special Service District

0 % of funds received in calendar year 2017 shall be allocated to the Utah State University

Further, County Staff shall provide the Grand County Treasurer's Office a copy of this resolution as notification of the Grand County Council's 2017 allocation of State PILT.

**PASSED AND APPROVED THIS 20<sup>th</sup> DAY OF SEPTEMBER, 2016, BY THE FOLLOWING VOTE:**

AYE: \_\_\_\_\_

NAY: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

GRAND COUNTY COUNCIL

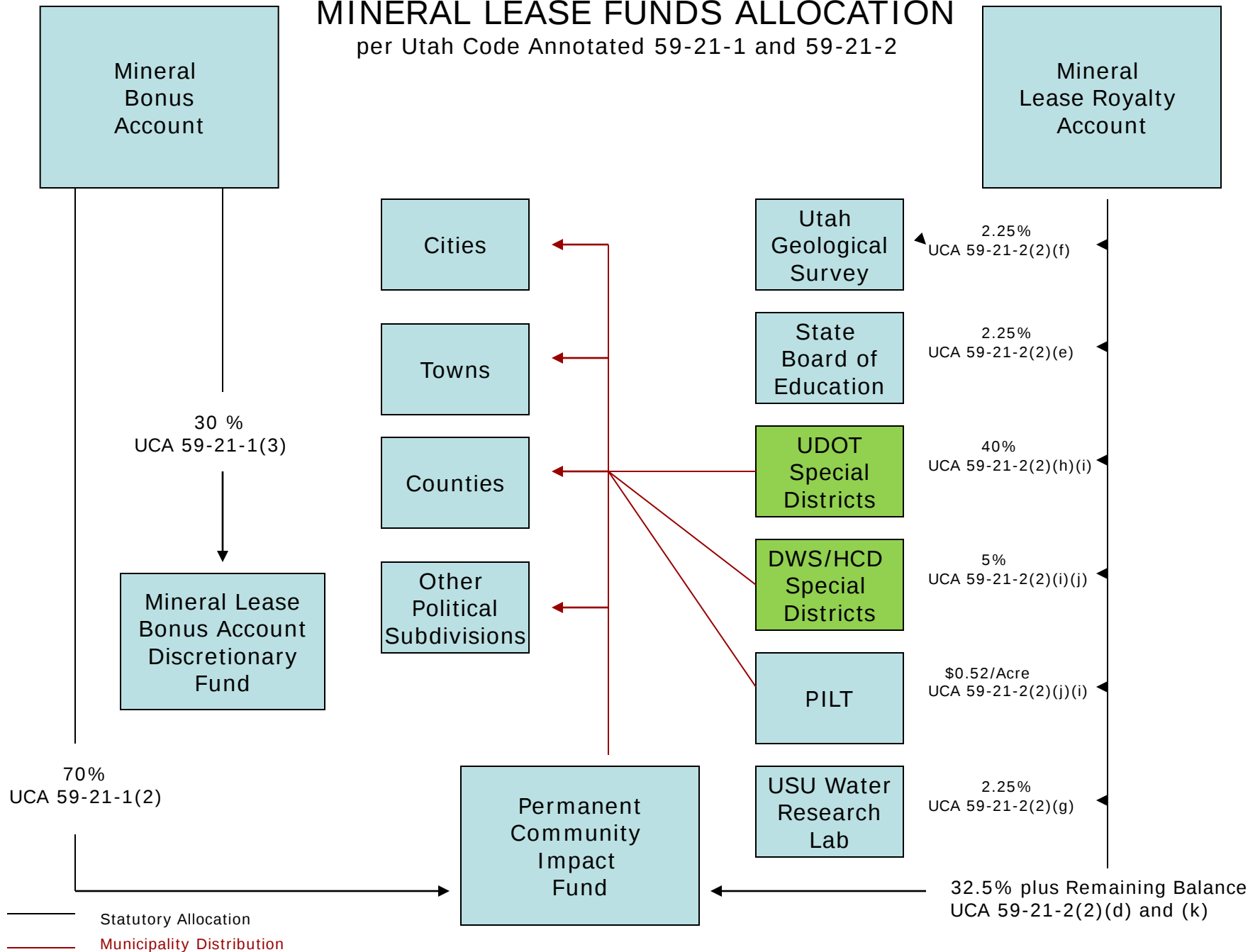
\_\_\_\_\_  
Diana Carroll, Clerk/Auditor

\_\_\_\_\_  
Elizabeth A. Tubbs, Chair



# MINERAL LEASE FUNDS ALLOCATION

per Utah Code Annotated 59-21-1 and 59-21-2



**GRAND COUNTY, UTAH  
COUNTY COUNCIL  
JUNE 30, 2009**

**RESOLUTION NO. 2896**

A RESOLUTION COVENANTING TO NOT IMPAIR THE MINERAL LEASE REVENUES OF THE CANYONLANDS HEALTH CARE SPECIAL SERVICE DISTRICT SO AS TO NEGATIVELY IMPACT SAID DISTRICT'S ABILITY TO REPAY ITS \$2,173,000.00 MINERAL LEASE REVENUE BONDS, SERIES 2009; AND RELATED MATTERS.

WHEREAS, Grand County, Utah (the "County"), is a political subdivision and body politic duly and regularly created, established, organized, and existing under and by virtue of the Constitution and laws of the State of Utah; and

WHEREAS, the County has previously authorized and directed the creation of the Canyonlands Health Care Special Service District, Grand County, Utah (the "District") pursuant to the provisions of a resolution (the "Creating Resolution"); and

WHEREAS, pursuant to the direction of the County Council (the "County Council") contained in the Creating Resolution, the District has been duly and regularly created, established, and is organized and existing under and by virtue of the provisions of the Constitution and laws of the State of Utah, including, in particular, the provisions of the Utah Special Service District Act, Title 17D, Chapter 1, Utah Code Annotated 1953, as amended (the "Act"); and

WHEREAS, under the Creating Resolution, the objects and purposes for which the District has been founded and incorporated are to acquire, improve or extend one or more projects and to finance their costs in accordance with the procedures and subject to the limitations of the Act and the Utah Local Government Bonding Act, Title 11, Chapter 14 Utah Code Annotated 1953, as amended, in order to accomplish the public purpose for which the District exists; and

WHEREAS, the District desires to finance, in part, construction of a Long Term Care facility and related improvements (the "Project"); and

WHEREAS, the District does not have the funds on hand to pay the cost of financing the Project; and

WHEREAS, the Utah Local Government Bonding Act, Title 11, Chapter 14, Utah Code Annotated 1953, as amended, provides that the Administrative Control Board of the District may issue non-voted revenue bonds payable solely from certain federal mineral lease payments which are to be distributed to special service districts, including the District, in accordance with state law; and

WHEREAS, based upon the information available to the District, the federal mineral lease payments to be distributed to the District will produce sufficient Revenues (as defined in the District's Bond Resolution) to pay the debt service on the Outstanding Bonds and on the proposed \$2,173,000.00 Mineral Lease Revenue Bonds, Series 2009 Bonds (the "Series 2009 Bonds"); and

WHEREAS, the average annual installments of principal and interest on the Series 2009 Bonds and all bonds issued on a parity therewith shall not at any one time exceed 80% of the Revenues received by the District during the fiscal year immediately preceding the fiscal year in which the Series 2009 Bonds are authorized and issued; and

WHEREAS, the County has previously committed to allocate to the District a portion of the mineral lease revenues which special service districts in the County receive; and

WHEREAS, the State of Utah has covenanted that it will not take actions that will limit or impair the Revenues pledged to repay mineral lease revenue bonds of special service districts; and

WHEREAS, the purchaser of the Series 2009 Bonds desires that the County, like the State of Utah, covenant that the County will not take actions that will limit or impair the Revenues of the District pledged to repay the Series 2009 Bonds; and

WHEREAS, the County acknowledges that such a covenant is desirable to enable the District to market bonds and exercise the powers granted to the District:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF GRAND COUNTY, UTAH AS FOLLOWS:

Section 1. All action heretofore taken (not inconsistent with the provisions of this Resolution, or the Creating Resolution) by the County Council and by the officers of the County directed toward the creation and establishment of the District and the financing of the Project by the District are hereby ratified, approved and confirmed.

Section 2. In accordance with Section 11-14-308(4), Utah Code Annotated 1953, as amended, Grand County acknowledges that the State of Utah pledges and agrees with the owners of the Series 2009 Bonds that it will not alter, impair or limit the Revenues in a manner that reduces the amounts to be distributed to the District which are devoted or pledged therefore until the Series 2009 Bonds and the Outstanding Bonds, together with applicable interest, are fully met and discharged; provided, however, that nothing shall preclude such alteration, impairment or limitation if and when adequate provision shall be made by law for the protection of the holders of the Series 2009 Bonds and the Outstanding Bonds. In addition, the foregoing pledge and agreement of the State of Utah with respect to the Revenues shall not be construed (a) as a pledge guaranteeing the actual dollar amount ultimately received by the District; (b) to require the Utah Department of Transportation to allocate mineral lease payments in a manner contrary to the method prescribed by law; or (c) to limit the Utah Department of Transportation in making rules or

procedures allocating mineral lease payments pursuant to Section 59-21-2(2)(h) Utah Code Annotated 1953, as amended.

Section 3. Similar to the pledge of the State of Utah as set forth in Section 2 above, the County Council of Grand County, Utah hereby pledges and agrees with the owners of the Series 2009 Bonds and the Outstanding Bonds that it will not alter, impair or limit the Revenues in a manner that reduces the amounts to be distributed to the District which are devoted or pledged therefore until the Series 2009 Bonds with applicable interest, are fully met and discharged; provided, however, that nothing shall preclude such alteration, impairment or limitation if and when adequate provision shall be made by law for the protection of the holders of the Series 2009 Bonds. In addition, the foregoing pledge and agreement of Grand County, Utah with respect to the Revenues shall not be construed (a) as a pledge guaranteeing the actual dollar amount ultimately received by the District; (b) to require the Utah Department of Transportation or Grand County, Utah to allocate mineral lease payments in a manner contrary to the method prescribed by law; or (c) to limit the Utah Department of Transportation in making rules or procedures allocating mineral lease payments pursuant to Section 59-21-2(2)(h) Utah Code Annotated 1953, as amended or to limit the County in making rules and procedures allocating mineral lease payments, so long as the Revenues pledged to secure the Series 2009 Bonds are not impaired or limited.

Section 4. The covenant in Section 3 above shall be irrevocable so long as the Series 2009 Bonds of the District are outstanding and are secured by mineral lease revenues.

Section 5. Upon their issuance, the Series 2009 Bonds will constitute special limited obligations of the District payable solely from the Revenues (as defined in the District's Bond Resolution). No provision of this Resolution or any resolution of the District, or the Series 2009 Bonds or any other instrument, shall be construed as creating a general obligation of the District or of creating a general obligation of the County or as incurring or creating a charge upon the general credit of the County or against the taxing powers of the County. The County shall have no power to pay out of its funds, revenues, or accounts, or otherwise contribute any part of the cost of making any payment with respect to the Series 2009 Bonds. [The District has no taxing powers.]

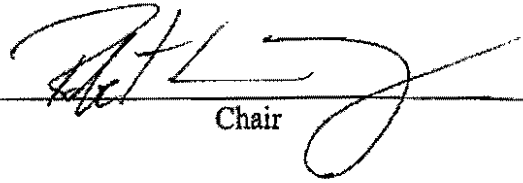
Section 6. If any provisions of this Resolution (including the exhibits attached hereto) are held invalid, the invalidity of such provisions shall not affect any of the other provisions of this Resolution or the Exhibits.

Section 7. All regulations, orders and resolutions of the County or parts thereof inconsistent herewith are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed as reviving any regulation, order, resolution or ordinance or part thereof.

Section 8. The County Clerk is directed to complete the attached Record of Proceedings.

Section 9. This Resolution shall become effective immediately upon adoption by the County Council.

ADOPTED BY THE COUNTY COUNCIL OF GRAND COUNTY, UTAH THIS  
30th day of JUNE 2009.

  
Chair

ATTEST AND COUNTERSIGN:

  
County Clerk

(SEAL)

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
September 20, 2016  
Agenda Item: Q

|                       |                                                                    |
|-----------------------|--------------------------------------------------------------------|
| <b>TITLE:</b>         | Adopting proposed Resolution approving Shumway Minor Record Survey |
| <b>FISCAL IMPACT:</b> | none                                                               |
| <b>PRESENTER(S):</b>  | Community Development Department Representative                    |

**Prepared By:**

Mary Hofhine,  
Community  
Development  
Department

**RECOMMENDATION:**

I move to adopt the proposed resolution approving Shumway Minor Record Survey and authorize the Chair to sign all associated documents.

**BACKGROUND:**

See Staff Report

**FOR OFFICE REVIEW  
ONLY:**

**Attorney Review:**

None requested

**STAFF RECOMMENDATION:**

Approve

**Attachment(s):**

Staff Report  
Minor Record Survey Plat  
Resolution  
approval of utilities and Fire Department



## STAFF REPORT

**MEETING DATE:** September 20, 2016

**TO:** Grand County Council

**FROM:** Community Development Department Staff

**SUBJECT:** Bradley D. Shumway - Minor Record Survey

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### STAFF RECOMMENDATION

Approve

### PURPOSE

Minor record survey is intended to provide an expeditious, one-time process for small, low impact developments no more than 3 lots where roads and utilities necessary to serve the subdivision are in place consistent with all applicable county standards at the time of application and resulting lots are in compliance with the underlying zoning.

### BACKGROUND

Bradley D. and Jodee Shumway, Applicants, are requesting approval of a 2-lot minor record survey, located at 2311 Spanish Valley Drive, Moab, Utah. The subject property consists of approximately 1.08 acres and is zoned Large Lot Residential (LLR). Maximum LLR development density is one (1) unit per half acre, both lots are more than ½ acre. Proposed "Parcel 1" will be developed as a flag lot and has a manufactured home attached, proposed "Parcel 2" is vacant.

### LAND USE APPLICATION REVIEW

#### Land Use Code Section 9.7.6

Major subdivision review, including Preliminary and Final Plat, shall not be required where all of the following conditions exist:

1. *Each Minor Record Survey shall include no more than 3 lots, each for single-family residential use.*

**FINDING:** This criterion has been met. The Minor Record Survey includes only two (2) lots.

2. *All roads and trails needed to serve the new lots are in place adjacent to the proposed lots, and either:*

- a. *The property was fully developed in compliance with applicable County standards prior to the adoption of the LUC [January 4, 1999] and building permits were issued for a single-family dwelling on each lot, and access easements and driveways are in place that provide adequate access for residents and emergency vehicles; or*
- b. *The property has frontage on a street or road that is either improved to County standards or accepted for County maintenance, and no new streets, roads or extensions need to be widened, dedicated or constructed.*

**FINDING:** These criteria have been met. Lots have frontage on Spanish Valley Drive, Parcel 1 is a flag shaped lot in compliance with *Land Use Code Sec. 7.2.5. Flag Lots*.

3. *No utilities, other than individual service lines, need to be extended to serve the parcel and the necessary utilities are in place immediately adjacent to the parcel.*

**FINDING:** This criterion has been met. The utility providers have provided signatures of approval on the application. (see attached)

4. *Drainage improvements are in place; or such required drainage improvements will be installed prior to the issuance of a Building Permit(s) for the subdivision lot(s), and the Minor Record Survey includes the following note:*

*Note: No Building Permit(s) shall be issued for a structure(s) on any lot(s) approved by this resolution prior to the completion of drainage improvements in accordance with the requirements of Grand County Land Use Code, Sec. 6.7A, and Drainage Detention Basin.*

FINDING: This criterion has been met; the County's contract engineer has reviewed the plat and found it acceptable.

5. *There are no other problems of public concern.*

FINDING: Staff finds no other problems of public concern; the County Engineer has reviewed the plat and found it to be acceptable.

#### **CONCLUSION**

All agencies have signed the application or sent written approval stating they have reviewed the plat for ability to serve and adequate existing and future easements.

Applicant provided staff with all required submittals including the title report, minor record survey plats, and fee. This is an administrative process; no public hearing requirements are needed. The Council meeting agenda serves as the public meeting notice.

#### **ATTACHMENTS**

1. MRS Plat
2. Signature page of agencies approval

BASIS OF BEARING  
SOUTH 2649.48'

SOUTHWEST  
CORNER  
SECTION 16,  
T26S, R22E,  
SLB&M

LOCATED IN THE SOUTHEAST QUARTER OF  
SECTION 16,  
TOWNSHIP 26 SOUTH, RANGE 22 EAST  
SALT LAKE BASE AND MERIDIAN

I, Lucas Blake, certify that I am a Professional Land Surveyor as prescribed under the laws of the State of Utah and that I hold license no. 7540504. I further certify that a land survey was made of the property described below, and the findings of that survey are as shown hereon.

### Parcel 1

Beginning at a point south 1258.78 feet along the section line and East 410.32 feet from the West Quarter corner of Section 16, Township 26 South, Range 22 East, Salt Lake Base and Meridian, and running thence North 39°22'00" East 256.89 feet; thence South 31°03'00" East 194.30 feet; thence South 39°22'00" West 105.39 feet; thence North 31°31'14" West 172.57 feet; thence South 39°22'00" West 150.00 feet; thence North 31°03'00" West 21.23 feet to the point of beginning.

Contains 24,582 sq. ft. OR 0.56 acres.

Parcel 2

Beginning at a point South 1258.78 feet along the section line and East 410.32 feet and South 31°03'00" East 21.23 feet from the West Quarter corner of Section 16, Township 26 South, Range 22 East, Salt Lake Base and Meridian, and running thence North 39°22'00" East 150.00 feet; thence South 31°31'14" East 172.57 feet; thence South 39°22'00" West 151.51 feet; thence North 31°03'00" West 173.07 feet to the point of beginning.

Contains 22,445 sq. ft. OR 0.52 acres.

20' wide utility and irrigation easement

Beginning at a point South 1258.78 feet along the section line and East 410.32 feet from the West Quarter corner of Section 16, Township 26 South, Range 22 East, Salt Lake Base and Meridian, and running thence North 39°22'00" East 256.89 feet; thence South 31°03'00" East 21.23 feet; thence South 39°22'00" West 256.89 feet; thence North 31°03'00" West 21.23 feet to the point of beginning.

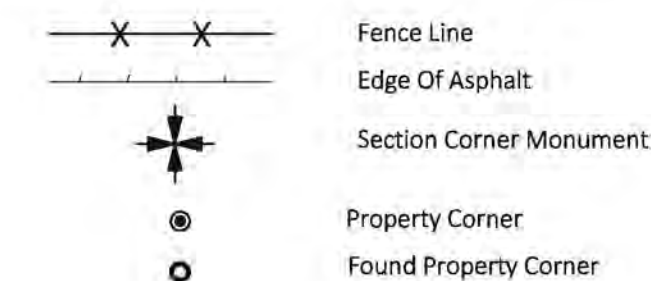
Lucas Blake  
License No. 7540504

### Narrative

The Basis of Bearings is South between the West Quarter corner and the Southwest corner of Section 16, Township 26 South, Range 22 East, Salt Lake Base and Meridian.

The purpose of this survey is to retrace and monument the boundary of the above described property according to the official records and the location of pertinent existing improvements located on the ground and to modify the boundary line between the two described parcels.

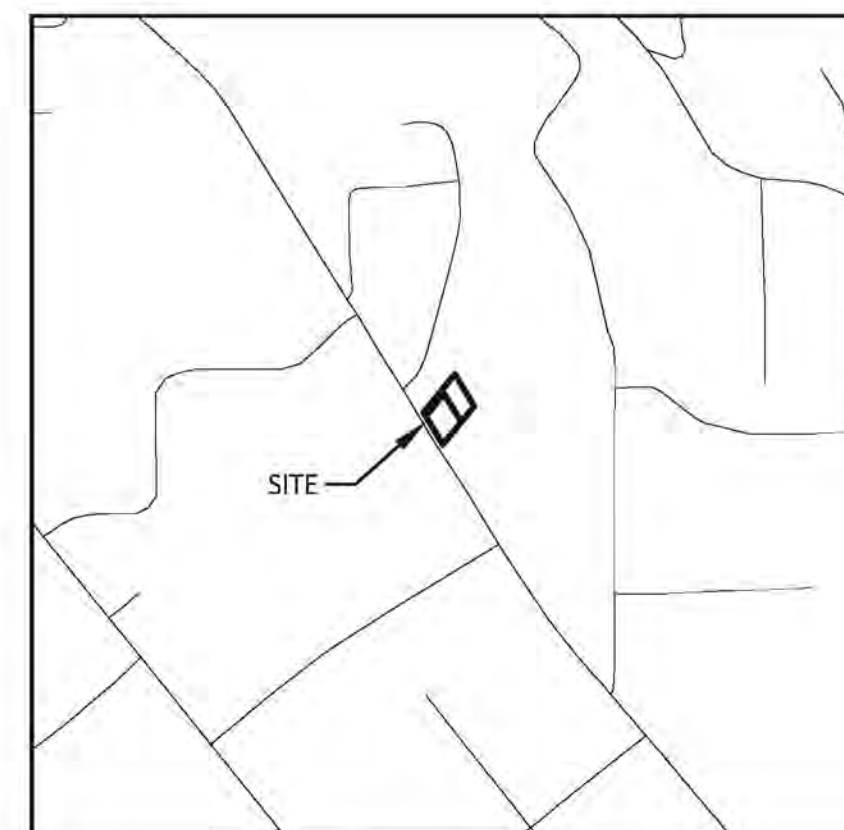
LEGEND



GRAPHIC SCALE



1" (INCH) = 20' (FEET)



VICINITY MAP  
NOT TO SCALE

LOCATED IN THE SOUTHEAST QUARTER OF  
SECTION 16,  
TOWNSHIP 26 SOUTH, RANGE 22 EAST  
SALT LAKE BASE AND MERIDIAN



4290 Zimmerman Lane  
Moab, UT 84532  
435.260.0104

### ZONING APPROVAL

APPROVED BY THE GRAND COUNTY ZONING ADMINISTRATOR  
DAY OF \_\_\_\_\_, 2016.

ZONING ADMINISTRATOR

COUNTY COUNCIL APPROVAL

PRESENTED TO THE GRAND COUNTY COUNCIL THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

COUNTY CLERK

CHAIRMAN, GRAND COUNTY COUNCIL

Project 043-16

Date 6/22/16

Sheet 1 OF 1

## RESOLUTION \_\_\_\_\_ 2016

### A RESOLUTION OF THE GRAND COUNTY COUNCIL APPROVING SHUMWAY MINOR RECORD SURVEY

**WHEREAS**, Bradley D. Shumway, ("herein after referred to as "Applicant"), submitted an application for a Minor Record Survey, a parcel of land located in Section 16, T26S, R22E, SLB&M, Grand County, Utah Parcel No. 02-0021-0093.

Beginning at a point South 1258.78 feet along the section line and East 410.32 feet from the West quarter corner of Section 16, T26S, R22E, SLB&M, and running thence North 39°22'00" East 256.89 feet; thence south 31°03'00" East 194.30 feet; thence South 39°22'00" West 105.39 feet; thence North 31°31'14" West 172.57 feet; thence south 39°22'00" West 150.00 feet; thence North 31°03'00" West 21.23 feet to the point of beginning,

Also; Beginning at a point South 1258.78 feet along the section line and East 410.32 feet and South 31°03'00" East 21.23 feet from the West Quarter corner or Section 16, T26S, R22E, SLB&M, and running thence North 39°22'00" East 150.00 feet; thence South 31°31'14" East 172.57 feet; thence south 39°22'00" West 151.51 feet; thence North 31°03'00" West 173.07 feet to the point of beginning.

**WHEREAS**, Minor Record Surveys are subject to the criteria established by Sec. 9.7 of the *Grand County Land Use Code*;

**WHEREAS**, the applicant has applied for a two (2) lot minor record survey in a Large Lot Residential Zone District, minimum ½ acre lot;

**WHEREAS**, No building permit shall be issued for a structure on any lot approved by this resolution prior to the completion of drainage improvements in accordance with the requirements of Grand County Land Use Code, Sec. 6.7A, Drainage Detention Basin.

**WHEREAS**, the application is being processed in accordance with the requirements of Sec. 9.7 of the Grand County Land Use Code and the applicant is in compliance with the established criteria.

**WHEREAS**, the Grand County Council has considered all evidence and testimony presented with respect to the subject application in a public meeting on September 20, 2016.

**NOW, THEREFORE, BE IT RESOLVED** that the Grand County Council hereby grants approval of the Shumway Minor Record Survey and authorizes the Chairman to sign the Minor Record Survey and associated documents.

**PASSED, ADOPTED, AND APPROVED** by the Grand County Council in open session this \_\_\_\_\_, day of \_\_\_\_\_, 2016, by the following vote:

*Those voting aye:* \_\_\_\_\_

*Those voting nay:* \_\_\_\_\_

*Those absent:* \_\_\_\_\_

ATTEST:

Grand County Council

\_\_\_\_\_  
Diana Carroll, Clerk/Auditor

\_\_\_\_\_  
Elizabeth Tubbs, Chairman

**PROJECT INFORMATION**

Project name: Shumway minor record survey  
General location of the property: 2311 Spanish Valley Drive Moab UT  
Size of the subject property: 1.08 acres Number of lots: 2  
Surrounding land uses: LLR  
Current Zoning: LLR district

**REQUIRED SIGNATURES (or attach letter of approval by the agency)**

**Agency will review for ability to serve the lots and adequate existing and future easements.**

Moab Valley Fire Department [Signature]  
Grand County Road Supervisor [Signature]  
Grand Water and Sewer Service Agency [Signature]  
Rocky Mountain Power [Signature]

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**

September 20, 2016

Agenda Item: R

|                       |                                                                         |
|-----------------------|-------------------------------------------------------------------------|
| <b>TITLE:</b>         | Adopting proposed Resolution approving Brandstetter Minor Record Survey |
| <b>FISCAL IMPACT:</b> | none                                                                    |
| <b>PRESENTER(S):</b>  | Community Development Department Representative                         |

**Prepared By:**

Mary Hofhine,  
Community  
Development  
Department

**RECOMMENDATION:**

I move to adopt the proposed resolution approving Brandstetter Minor Record Survey and authorize the Chair to sign all associated documents.

**BACKGROUND:**

See Staff Report

**FOR OFFICE REVIEW  
ONLY:**

**Attorney Review:**

None requested

**STAFF RECOMMENDATION:**

Approve

**Attachment(s):**

Staff Report  
Minor Record Survey Plat  
Resolution  
approval of utilities and Fire Department



## STAFF REPORT

**MEETING DATE:** September 20, 2016

**TO:** Grand County Council

**FROM:** Community Development Department *Staff*

**SUBJECT:** Brandstetter - Minor Record Survey

---

### STAFF RECOMMENDATION

Approve

### PURPOSE

Minor record survey is intended to provide an expeditious, one-time process for small, low impact developments no more than 3 lots where roads and utilities necessary to serve the subdivision are in place consistent with all applicable county standards at the time of application and resulting lots are in compliance with the underlying zoning.

### BACKGROUND

Ed Brandstetter, Applicant, is requesting approval of a 2-lot minor record survey, located at 2840 Angel Rock Road, Moab, Utah.

The subject property consists of approximately 2.92 acres and is zoned Rural Residential (RR). Maximum RR development density is one (1) unit per acre. Proposed "Parcel 1" is developed with a residence and out buildings; proposed "Parcel 2" is vacant. Applicant will be dedicating County Right of Way for Angel Rock Road and Roberts Road.

### LAND USE APPLICATION REVIEW

#### Land Use Code Section 9.7.6

Major subdivision review, including Preliminary and Final Plat, shall not be required where all of the following conditions exist:

1. *Each Minor Record Survey shall include no more than 3 lots, each for single-family residential use.*

FINDING: This criterion has been met. The Minor Record Survey includes only two (2) lots.

2. *All roads and trails needed to serve the new lots are in place adjacent to the proposed lots, and either:*

a. *The property was fully developed in compliance with applicable County standards prior to the adoption of the LUC [January 4, 1999] and building permits were issued for a single-family dwelling on each lot, and access easements and driveways are in place that provide adequate access for residents and emergency vehicles; or*

b. *The property has frontage on a street or road that is either improved to County standards or accepted for County maintenance, and no new streets, roads or extensions need to be widened, dedicated or constructed.*

FINDING: These criteria have been met. Lots have frontage on Angel Rock Road and Roberts Road, the applicant will be dedicating county right-of-way.

3. *No utilities, other than individual service lines, need to be extended to serve the parcel and the necessary utilities are in place immediately adjacent to the parcel.*

FINDING: This criterion has been met. The utility providers have provided signatures of approval on the application. (see attached)

4. *Drainage improvements are in place; or such required drainage improvements will be installed prior to the issuance of a Building Permit(s) for the subdivision lot(s), and the Minor Record Survey includes the following note:*

*Note: No Building Permit(s) shall be issued for a structure(s) on any lot(s) approved by this resolution prior to the completion of drainage improvements in accordance with the requirements of Grand County Land Use Code, Sec. 6.7A, and Drainage Detention Basin.*

FINDING: This criterion has been met; the County's contract engineer has reviewed the plat and found it acceptable.

5. *There are no other problems of public concern.*

FINDING: Staff finds no other problems of public concern; the County Engineer has reviewed the plat and found it to be acceptable.

#### **CONCLUSION**

All agencies have signed the application or sent written approval stating they have reviewed the plat for ability to serve and adequate existing and future easements.

Applicant provided staff with all required submittals including the title report, minor record survey plats, and fee. This is an administrative process; no public hearing requirements are needed. The Council meeting agenda serves as the public meeting notice.

#### **ATTACHMENTS**

1. MRS Plat
2. Signature page of agencies approval

# THE EDWARD BRANDSTETTER

## MINOR RECORD SURVEY

LOCATED WITHIN GOVERNMENT LOT 58, SECTION 20,  
TOWNSHIP 26 SOUTH, RANGE 22 EAST,  
SALT LAKE BASE AND MERIDIAN

### Surveyor's Certificate

I, Lucas Blake, certify that I am a Professional Land Surveyor as prescribed under the laws of the State of Utah and that I hold license no. 7540504. I further certify that a land survey was made of the property described below, and the findings of that survey are as shown hereon.

### Boundary Description

#### Dedication Parcel

Beginning at a point being S 43°43'10" W 1797.56 feet from the Northwest Corner of Section 21, Township 26 South, Range 22 East, Salt Lake Base & Meridian; thence S 37°52'00" E a distance of 297.00 feet; thence S 52°08'00" W a distance of 28.00 feet; thence N 37°52'00" W a distance of 269.00 feet; thence S 52°08'00" W a distance of 401.00 feet; thence N 37°52'00" W a distance of 28.00 feet; thence N 52°08'00" E a distance of 429.00 feet to the point of beginning, having an area of 19,544.0 square feet, 0.44 acres

#### Parcel 1

Beginning at a point being S 43°43'10" W 1797.56 feet; S 52°08'00" W 429.00 feet; S 37°52'00" E 28.00 feet from the Northwest Corner of Section 21, Township 26 South, Range 22 East, Salt Lake Base & Meridian; thence N 52°08'00" E a distance of 214.50 feet; thence S 37°52'00" E a distance of 269.00 feet; thence S 52°08'00" W a distance of 214.50 feet; thence N 37°52'00" W a distance of 269.00 feet to the point of beginning, having an area of 57,700.5 square feet, 1.33 acres

#### Parcel 2

Beginning at a point being S 43°43'10" W 1797.56 feet; S 52°08'00" W 429.00 feet; S 37°52'00" E 28.00 feet; N 52°08'00" E 214.50 feet from the Northwest Corner of Section 21, Township 26 South, Range 22 East, Salt Lake Base & Meridian; thence N 52°08'00" E a distance of 186.50 feet; thence S 37°52'00" E a distance of 269.00 feet; thence S 52°08'00" W a distance of 186.50 feet; thence N 37°52'00" W a distance of 269.00 feet to the point of beginning, having an area of 50,168.5 square feet, 1.15 acres

Lucas Blake  
License No. 7540504

### Narrative

The Basis of Bearings is S 89°02'21" W 2611.22 feet along the section line between the Northwest corner and the Northeast corner of Section 21, Township 26 South, Range 22 East, Salt Lake Base and Meridian.

The purpose of this survey is to retrace and monument the boundary of the above described property according to the official records and the location of pertinent existing improvements located on the ground.

LOCATED WITHIN GOVERNMENT LOT 58, SECTION 20,  
TOWNSHIP 26 SOUTH, RANGE 22 EAST,  
SALT LAKE BASE AND MERIDIAN

### COUNTY COUNCIL APPROVAL

PRESENTED TO THE GRAND COUNTY COUNCIL THIS

\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

COUNTY CLERK

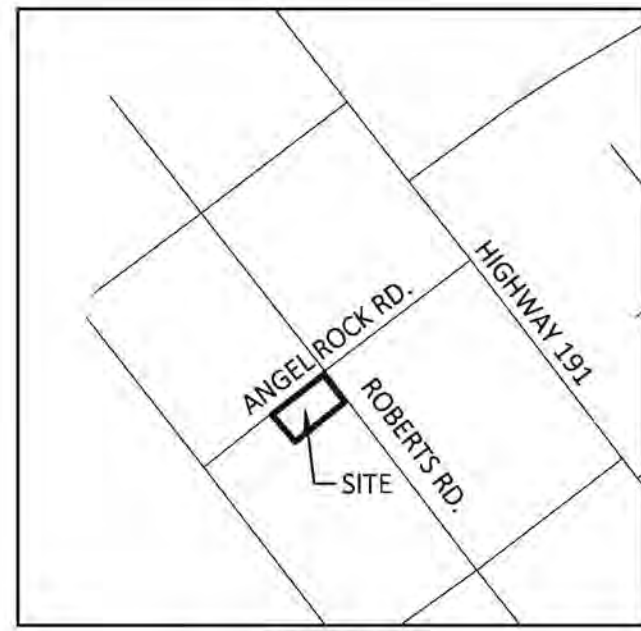
CHAIRMAN, GRAND COUNTY COUNCIL

### ZONING APPROVAL

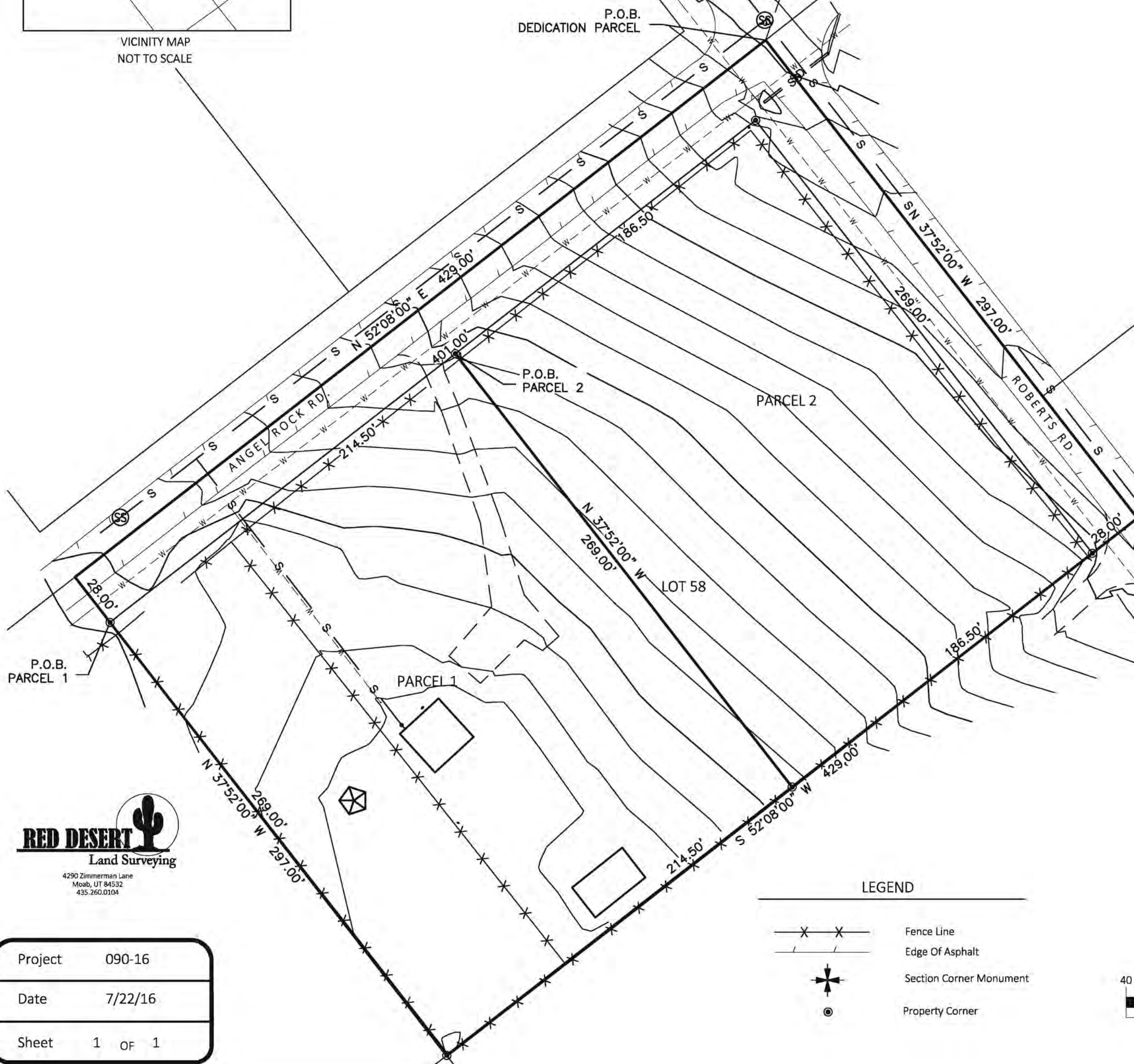
APPROVED BY THE GRAND COUNTY ZONING ADMINISTRATOR

\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

ZONING ADMINISTRATOR



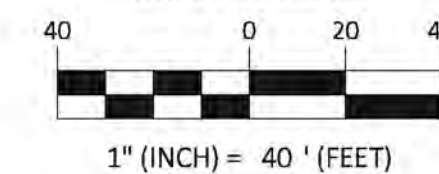
VICINITY MAP  
NOT TO SCALE



### LEGEND

- Fence Line
- Edge Of Asphalt
- Section Corner Monument
- Property Corner

### GRAPHIC SCALE



Project 090-16  
Date 7/22/16  
Sheet 1 OF 1

## RESOLUTION \_\_\_\_\_ 2016

### A RESOLUTION OF THE GRAND COUNTY COUNCIL APPROVING BRANDSTETTER MINOR RECORD SURVEY

**WHEREAS**, Edward Brandstetter, ("herein after referred to as "Applicant"), submitted an application for a Minor Record Survey, a parcel of land located in Section 21, T26S, R22E, SLB&M, Grand County, Utah Parcel No. 02-0021-0093.

Beginning at a point being S 43°43'10" W 797.56 feet; S 52°08'00" W 429.00 feet; S 37°52'00" E 28.00 feet from the Northwest Corner of Section 21, T26S, R22E, SLB&M; thence N 52°08'00" E a distance of 214.50 feet; thence S 37°52'00" E a distance of 269.00 feet; thence S 52°08'00" W a distance of 214.50 feet; thence N 37°52'00" W a distance of 269.00 feet to the point of beginning.

Also; Beginning at a point S 43°43'10" W 1797.56 feet; S 52°08'00" W 429.00 feet; S 37°52'00" E 28.00 feet; N 52°08'00" E 214.50 feet from the Northwest corner of Section 21, T26S, R22E, SLB&M; thence N 52°08'00" E a distance of 186.50 feet; thence S 37°52'00" E a distance of 269.00 feet; thence S 52°08'00" W a distance of 186.50 feet; thence N 37°52'00" W a distance of 269.00 feet to the point of beginning.

**WHEREAS**, Minor Record Surveys are subject to the criteria established by Sec. 9.7 of the *Grand County Land Use Code*;

**WHEREAS**, the applicant has applied for a two (2) lot minor record survey in a Large Lot Residential Zone District, minimum ½ acre lot;

**WHEREAS**, No building permit shall be issued for a structure on any lot approved by this resolution prior to the completion of drainage improvements in accordance with the requirements of Grand County Land Use Code, Sec. 6.7A, Drainage Detention Basin.

**WHEREAS**, the application is being processed in accordance with the requirements of Sec. 9.7 of the Grand County Land Use Code and the applicant is in compliance with the established criteria.

**WHEREAS**, the Grand County Council has considered all evidence and testimony presented with respect to the subject application in a public meeting on September 20, 2016.

**NOW, THEREFORE, BE IT RESOLVED** that the Grand County Council hereby grants approval of the Shumway Minor Record Survey and authorizes the Chairman to sign the Minor Record Survey and associated documents.

**PASSED, ADOPTED, AND APPROVED** by the Grand County Council in open session this \_\_\_\_\_, day of \_\_\_\_\_, 2016, by the following vote:

*Those voting aye:* \_\_\_\_\_

*Those voting nay:* \_\_\_\_\_

*Those absent:* \_\_\_\_\_

ATTEST:

Grand County Council

\_\_\_\_\_  
Diana Carroll, Clerk/Auditor

\_\_\_\_\_  
Elizabeth Tubbs, Chairman

**PROJECT INFORMATION**

Project name: ~~END~~ Brandstetter Minor record of Survey  
General location of the property: 2840 ANGEL ROCK RD. (CORNER OF ROBERTS RD)  
Size of the subject property: 2.92 acres      Number of lots: 2  
Surrounding land uses: RESIDENTIAL  
Current Zoning: ~~MMR~~ RR district

**REQUIRED SIGNATURES** (or attach letter of approval by the agency)

**Agency will review for ability to serve the lots and adequate existing and future easements.**

Moab Valley Fire Department *[Signature]*

Grand County Road Supervisor *[Signature]*

Grand Water and Sewer Service Agency *[Signature]*

Rocky Mountain Power *[Signature]*

**CONSENT AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**

**SEPTEMBER 20, 2016**

Consent Agenda Item: S

|                       |                                                                                                                                                                              |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TITLE:</b>         | S. Ratifying the Chair's signature on a Department of Workforce Services Grant Agreement for Temporary Assistance for Needy Families (TANF) Grant Crisis & Respite Nurseries |
| <b>FISCAL IMPACT:</b> | See Corresponding Agenda Summary, if any                                                                                                                                     |
| <b>PRESENTER(S):</b>  | None                                                                                                                                                                         |

**Prepared By:**

Bryony Chamberlain  
Council Office Coordinator  
435-259-1346  
bchamberlain@grandcountyutah.net

**FOR OFFICE USE ONLY:**

**Attorney Review:**  
N/A

**RECOMMENDATION:**

I move to adopt the consent agenda as presented and authorize the Chair to sign all associated documents.

**BACKGROUND:**

See corresponding agenda summary, if any, and related attachments.

**ATTACHMENT(S):**

See corresponding agenda summary, if any, and related attachments.



## GRANT AGREEMENT

Temporary Assistance for Needy Families (TANF) Grant  
Crisis & Respite Nurseries

This Grant Agreement is entered into by and between the **Utah Department of Workforce Services**, 140 East 300 South, Salt Lake City, UT 84111, hereinafter referred to as the **Department** or **DWS** and the **GRAND COUNTY FAMILY SUPPORT CENTER AT THE CHRISTMAS BOX HOUSE, 125 EAST CENTER STREET, MOAB, UT 84532**, hereinafter referred to as the **Grantee, Contractor or GRAND COUNTY FAMILY SUPPORT CENTER AT THE CHRISTMAS BOX HOUSE**.

Vendor Number: *VC0000120120* Commodity Code: 99999 DUNS Number: 050157981

Contractor Type: *Government* Subrecipient/Contractor: *Subrecipient*

Grantee Program Name: *Crisis & Respite Nurseries*

Funding Source: *Temporary Assistance for Needy Families (TANF) CFDA #93.558*

### PURPOSE

The purpose of this grant is for the Grantee to provide Crisis/Respite nursery services according to Attachment I- Proposal. Crisis nurseries provide respite and crisis care for young children and their families, crisis hotlines, short-term foster care support, parenting classes, counseling, resource and referral services. These services support TANF Purpose 4: Encourage the formation and maintenance of two-parent families.

### PERIOD OF PERFORMANCE

This Agreement shall be effective **July 1, 2016** through **June 30, 2019 and cannot be renewed.** This Agreement shall remain in effect unless terminated sooner in accordance with the terms and conditions herein.

### CONTRACT COSTS

The **Grantee** shall be paid a maximum per year according to the attached budget for THREE years for a total contract maximum of **\$408,000.00** for costs authorized under this Agreement, based on funding availability and/or Grantee performance. All expenditures and activities must be in accordance with all attachments herein and must occur within the grant period. Funding may not be used for purposes contrary to applicable federal, state, and local laws.

### RATIFICATION

It is understood and agreed that the effective date of this Agreement is the date of commencement of services as provided in the Period of Performance paragraph above, and that any and all appropriate costs within budget incurred by the Grantee between said effective date and the date on which this Agreement is fully executed are hereby approved and ratified for payment.

### STATE FISCAL YEAR BILLING DEADLINE

**DWS must receive billing for services for the month of June no later than July 15<sup>th</sup>, due to the DWS fiscal year end. Billings submitted after this date may be denied.**

**ATTACHMENTS**

- Attachment A - Terms and Conditions
- Attachment B - Scope of Work
- Attachment C - Financial Reporting
- Attachment D - Non-Disclosure Agreement
- Attachment E - Code of Conduct
- Attachment F - Background Check Policy
- Attachment G - Appropriate Uses of TANF Funds
- Attachment H - Budget
- Attachment I - Proposal
- Attachment J - Outcomes

**CONTACTS**

| DWS                                                                                                                                                           | Grantee                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jolene Hill<br>TANF Program Manager<br>140 East 300 South<br>Salt Lake City, UT 84111<br>385-212-4575<br><a href="mailto:johill@utah.gov">johill@utah.gov</a> | Sherilyn Sowell<br>Director<br>125 East Center Street<br>Moab, Utah 84532<br>435-259-1658<br><a href="mailto:ssowell@grandcountyutah.net">ssowell@grandcountyutah.net</a> |

**SIGNATURE AND ACKNOWLEDGEMENT**

By signing below, the following officials acknowledge that they understand and agree to all of the terms and responsibilities set forth herein and cause this Agreement to be executed.

**ATTEST: GRAND COUNTY FAMILY SUPPORT CENTER AT THE CHRISTMAS HOUSE**

  
 \_\_\_\_\_  
 Signature Date

  
 \_\_\_\_\_  
 Print Name and Title

**ATTEST: UTAH DEPARTMENT OF WORKFORCE SERVICES**

\_\_\_\_\_  
 Jon Pierpont, Executive Director

\_\_\_\_\_  
 Date

**ATTACHMENT A**  
**Department of Workforce Services**  
**Grant Terms and Conditions**

*For funding subject to the federal reporting requirements in place after December 26, 2014*

1. **GRANT JURISDICTION:** The laws of the State of Utah shall govern the provisions of this Grant.
2. **CONFLICT OF INTEREST:** GRANTEE certifies, through the execution of the Grant, that no person in its and DWS's employment, directly or through subcontract, will receive any private financial interest, direct or indirect, in the Grant. GRANTEE will not hire or subcontract with any person having such conflicting interest(s).
3. **RECORDS ADMINISTRATION:** GRANTEE shall maintain or supervise the maintenance of all records necessary to properly account for the payments made to GRANTEE for costs authorized by this Grant. These records shall be retained by GRANTEE for at least six years after the Grant terminates or until all audits initiated within the six years have been completed, whichever is later. GRANTEE shall maintain books, records, documents, and other evidence. The GRANTEE agrees to allow State and Federal auditors, and State Agency Staff access to all the records to this agreement for audit, inspection and monitoring of services. Such access shall be during normal business hours or by appointment.
4. **IMPOSITION OF FEES:** GRANTEE will not impose any fees upon clients provided services under this Grant except as authorized by DWS.
5. **HUMAN-SUBJECTS RESEARCH:** GRANTEE shall not conduct research involving employees of DWS or individuals receiving services (whether direct or contracted) from DWS.
6. **GRANTEE ASSIGNMENT AND SUBGRANTEES/SUBCONTRACTORS:**
  - a. Assignment: Notwithstanding DWS's right to assign the rights or duties hereunder, GRANTEE agrees and understands that this Grant is based on the reputation of GRANTEE, and this Grant may not be assigned by GRANTEE without the written consent of DWS. Any assignment by GRANTEE without DWS's written consent shall be wholly void.
  - b. Subgrantees/Subcontractors: As used in this Grant, the term "subgrantee" or "subcontractor" means an individual or entity that has entered into an agreement with the original GRANTEE to perform services or provide goods which the original GRANTEE is responsible for under the terms of this Grant. Additionally, the term "subgrantee" or "subcontractor" also refers to individuals or entities that have entered into agreements with any subgrantee if: (1) those individuals or entities have agreed to perform all or most of the subgrantee's duties under this Grant; or (2) federal law requires this Grant to apply to such individuals or entities. If GRANTEE enters into subcontracts the following provisions apply:
    - i. Duties of Subgrantee: Regardless of whether a particular provision in this Grant mentions subgrantees, a subgrantee must comply with all provisions of this Grant including, but not limited to, the state procurement requirements, insurance requirements and the fiscal and program requirements. GRANTEE retains full responsibility for the Grant compliance whether the services are provided directly or by a subgrantee.
    - ii. Provisions Required in Subcontracts: If GRANTEE enters into any subcontracts with other individuals or entities and pays those individuals or entities for such goods or services with federal or state funds, GRANTEE must include provisions in its subcontracts regarding the federal and state laws identified in this Grant, if applicable ("Grantee's Compliance with Applicable Laws; Cost Accounting Principles and Financial Reports"), as well as other laws and grant provisions identified in 45 C.F.R. §92.36(i).
7. **MONITORING:**

- a. DWS shall have the right to monitor GRANTEE'S performance under this Grant. Monitoring of GRANTEE'S performance shall be at the complete discretion of DWS which will include but is not limited to the GRANTEE'S fiscal operations, and the terms, conditions, attachments, scope of work, and performance requirements of this Agreement. Monitoring may include both announced and unannounced visits. Monitoring will take place during normal business hours.
  - b. If it is discovered through monitoring that the Grantee is in default (not in compliance with the grant agreement), the Grantee may be subject to sanctions which may include warnings, audits, temporary suspension of payments, termination, demand for the return of funds and or suspension/debarment from participation in future DWS grants and contracts. Default may also result in the cancellation of other agreements between the Grantee and DWS.
  - c. Client or Grantee Staff Satisfaction Surveys: GRANTEE understands that DWS is committed to providing customer-oriented services, and that DWS often conducts customer-satisfaction surveys as a part of monitoring. GRANTEE agrees to cooperate with all DWS-initiated customer feedback.
8. **NOTIFICATION OF THE INTERNAL REVENUE SERVICE:** It is DWS's policy to notify the Internal Revenue Service of any violations of IRS regulations uncovered as a result of its dealings with providers.
9. **GRANT RENEWAL:** Renewal of Grant will be solely at the discretion of DWS.
10. **RENEGOTIATION OR MODIFICATIONS:** This Grant may be amended, modified, or supplemented only by written amendment, executed by the parties hereto, and attached to the original signed copy of the Grant.
11. **GRANT TERMINATION:**
  - a. **Termination for Cause:** This Agreement may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the Agreement may be terminated for cause. DWS will give the GRANTEE only one opportunity to correct and cease the violations.
  - b. **Immediate Termination:** If GRANTEE creates or is likely to create a risk of harm to the clients served under this Agreement, or if any other provision of this Agreement (including any provision in the attachments) allows DWS to terminate the Agreement immediately for a violation of that provision, DWS may terminate this Agreement immediately by notifying GRANTEE in writing. DWS may also terminate this Agreement immediately for fraud, misrepresentation, misappropriation, and/or mismanagement as determined by DWS.
  - c. **No-Cause Termination:** This Agreement may be terminated without cause, in advance of the specified expiration date, by either party, upon sixty (60) days prior written notice being given the other party. Upon termination of this Agreement, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.
  - d. **Fund-Out Termination:** GRANTEE acknowledges that DWS cannot contract for the payment of funds not yet provided by the Federal Government or appropriated by the Utah State Legislature and DWS cannot guarantee funding under this Agreement since it may be altered by an act of the Federal Government or the Utah State Legislature occurring before the expiration of this Agreement. Therefore, in the event that DWS fails to receive appropriations then DWS may, by giving at least 30 days advance written notice, terminate this Agreement. DWS will reimburse GRANTEE for services performed up through the date of cancellation.
  - e. **Attorneys' Fees and Costs:** If either party seeks to enforce this Agreement upon a breach by the other party, or if one party seeks to defend itself against liability arising from the negligence of the other party, the prevailing party shall receive from the

unsuccessful party all court costs and its reasonable attorneys' fees, regardless of whether such fees are incurred in connection with litigation.

**f. Remedies for Grantee's Violation:**

- i. In the event this Agreement is terminated as a result of a default by GRANTEE, DWS may procure or otherwise obtain, upon such terms and conditions as DWS deems appropriate, services similar to those terminated, and GRANTEE shall be liable to DWS for any damages arising there from, including attorneys' fees and excess costs incurred by DWS in obtaining similar services.
  - ii. GRANTEE acknowledges that if GRANTEE violates the terms of this Agreement, DWS is entitled to avail itself of all available legal, equitable and statutory remedies including, but not limited to, money damages, injunctive relief and debarment as allowed by state and federal law.
12. **CITING DWS IN ADVERTISING:** Grantee agrees to give credit to DWS for funding in all written and verbal advertising or discussion of this program such as brochures, flyers, informational materials, talk shows, etc. All formal advertising or public information programs will be coordinated with the Public Information Officer for DWS.
13. **DRUG-FREE WORKPLACE:** GRANTEE agrees to abide by DWS's drug-free workplace policies while performing services under this Agreement.
14. **BILLINGS AND PAYMENTS:** Payments to Grantee will be made by DWS upon receipt of itemized billing for authorized service(s) provided and supported by information contained in reimbursement forms supplied by DWS. Billings and claims for services must be received within thirty (30) days after the last date of service for the period billed including the final billing, which must be submitted within thirty (30) days after Agreement termination or they may be delayed or denied. DWS must receive billing for services for the month of June no later than July 15<sup>th</sup>, due to DWS's fiscal year end. Billings submitted after this date may be denied.  
  
DWS will not allow claims for services furnished by GRANTEE, which are not specifically authorized by this Grant.
15. **PAYMENT WITHHOLDING:** GRANTEE agrees that the reporting and record keeping requirements specified in this Grant are a material element of performance and that if, in the opinion of DWS, GRANTEE'S record keeping practices and/or reporting to DWS are not conducted in a timely and satisfactory manner, DWS may withhold part or all payments under this or any other Grant until such deficiencies have been remedied. In the event of the payment(s) being withheld, DWS agrees to notify GRANTEE of the deficiencies that must be corrected in order to bring about the release of withheld payment.
16. **OVERPAYMENT/AUDIT EXCEPTIONS/DISALLOWANCES:** GRANTEE agrees that if during or subsequent to the Grant CPA audit or DWS determines that payments were incorrectly reported or paid, DWS may amend the Grant and adjust the payments. In Grants, which include a budget, GRANTEE expenditures to be eligible for reimbursement must be adequately documented. GRANTEE will, upon written request, immediately refund any overpayments determined by audit and for which payment has been made to GRANTEE, to DWS. GRANTEE further agrees that DWS shall have the right to withhold any or all subsequent payments under this or other Agreements with GRANTEE until recoupment of overpayment is made.
17. **REDUCTION OF FUNDS:** The maximum amount authorized by this Grant shall be reduced or Grant terminated if required by federal/state law, regulation, or action or if there is significant under-utilization of funds, provided GRANTEE shall be reimbursed for all services performed in accordance with this Grant prior to date of reduction or termination. If funds are reduced, there will be a comparable reduction in the amount of services to be given by GRANTEE. DWS will give GRANTEE thirty (30) days notice of reduction.
18. **PRICE REDUCTION FOR INCORRECT PRICING DATA:** If any price, including profit or fee, negotiated in connection with this Grant, or any cost reimbursable under this Grant was increased by any significant sum because GRANTEE furnished cost or pricing

data (e.g., salary schedules, reports of prior period costs, etc.) which was not accurate, complete and current, the price or cost shall be reduced accordingly. The Grant may be modified in writing as necessary to reflect such reduction, and amounts overpaid shall be subjected to overpayment assessments. Any action DWS may take in reference to such price reduction shall be independent of, and not be prejudicial to, DWS's right to terminate this Grant.

19. **LICENSING AND STANDARD COMPLIANCE:** By signing this Grant, GRANTEE acknowledges that it currently meets all applicable licensing or other standards required by federal and state laws or regulations and ordinances of the city/county in which services and/or care is provided and will continue to comply with such licensing or other applicable standards and ordinances for the duration of this Grant period. Failure to secure or maintain a license shall support a basis for cancellation of this Grant.

For GRANTEES receiving any Federal funds: By signing this Grant, GRANTEE certifies it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities. See the provisions on government-wide suspension and debarment in 2 CFR §200.205(d), Appendix II to Part 200 - Paragraph (H), and 2 CFR part 180 which implements Executive Orders 12549 and 12689 for further clarification.

GRANTEE acknowledges that it is responsible for familiarizing itself with these laws and regulations, and complying with all of them.

20. **COMPLIANCE WITH GENERALLY APPLICABLE STATE AND FEDERAL LAWS:**

- a. GRANTEE is required to comply with all anti-discrimination and drug-free workplace laws, and all laws governing research involving human subjects. If GRANTEE is receiving federal funds under this Contract the following federal laws may apply: Equal Opportunity Employer Executive Order, the Davis-Bacon Act, the Hatch Act, the Copeland "Anti-Kickback" Act, the Fair Labor Standards Act, the Contract Work Hours and Safety Standards Act, the Clean Air Act, the Federal Water Pollution Control Act, the Byrd Anti-Lobbying Amendment, and the Debarment and Suspension Executive Orders. GRANTEE shall comply with these laws and regulations to the extent they apply to the subject matter of this Contract.
- b. Equal Opportunity: Section 188 of the Workforce Investment Act of 1998 (WIA) prohibits discrimination against all individuals in the United States on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship or participation in any WIA Title I-financially assisted program or activity. Prohibitions against discrimination are made on the basis of the following:
  - i. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin, which includes discrimination affecting persons with limited English proficiency;
  - ii. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
  - iii. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
  - iv. And Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.
- c. If applicable, GRANTEE will provide an explanation of the client's rights and protections under 29 CFR Part 37. GRANTEE will also provide a copy of DWS's Equal Opportunity Notice (English or Spanish version, DWS 09-15E-0900NCR or 09-15S-0201 respectively) to the client and maintain a copy in the client file.

- d. If GRANTEE is a Non-Profit Organization, GRANTEE is required to comply with Utah Code: 51-2a-201.5: Accounting reports required – Reporting to state auditor. Not later than May 31<sup>st</sup> of each year, the Non Profit GRANTEE will disclose to DWS, in writing, whether: (i) the nonprofit corporation met or exceeded the dollar amounts listed in Utah Code: 51-2a-201.5, Subsection (2) in the previous fiscal year of the nonprofit corporation; and whether (ii) the nonprofit corporation anticipates meeting or exceeding the dollar amounts listed in Utah Code: 51-2a-201.5, Subsection (2) in the fiscal year the money is disbursed.
21. **CODE OF CONDUCT** (attached if applicable): GRANTEE agrees to follow and enforce DWS's Code of Conduct, Utah Administrative Code, R982-601-101 et seq. GRANTEE agrees that each of its employees or volunteers will receive a copy of the Code of Conduct. A signed statement by each employee or volunteer to this effect must be in employee's/volunteer's file subject to inspection and review by DWS monitors.
22. **SEPARABILITY:** A declaration by any court or other binding legal source that any provision of this agreement is illegal and void shall not affect the legality and enforceability of any other provisions of this agreement unless said provisions are mutually dependent.
23. **INDEMNITY:**
- **IF THE GRANTEE IS A GOVERNMENTAL AGENCY:** Both parties to this agreement are governmental entities as defined in the Utah Governmental Immunity Act (Utah Code Ann. 63G-7-101 et. seq.). Nothing in this Contract shall be construed as a waiver by either or both parties of any rights, limits, protections or defenses provided by the Act. Nor shall this Contract be construed, with respect to third parties, as a waiver of any governmental immunity to which a party to this Contract is otherwise entitled. Subject to and consistent with the Act, each party will be responsible for its own actions or negligence and will defend against any claims or lawsuit brought against it. There are no indemnity obligations between these parties.
  - **IF THE GRANTEE IS A NON-GOVERNMENTAL ENTITY:** The GRANTEE agrees to indemnify, save harmless, and release the State of Utah, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this Agreement which are caused in whole or in part by the negligence of the Grantees officers, agents, volunteers, employees, sub-grantees, or sub-contractors, but not for claims arising from the State's sole negligence.
24. **FINANCIAL/COST ACCOUNTING SYSTEM:** GRANTEE agrees to maintain a financial and cost accounting system in accordance with the Generally Accepted Accounting Principles ("GAAP"), issued by the American Institute of Certified Public Accountants; or the "Governmental GASB," issued by the United States Governmental Accounting Standards Board. An entity's accounting basis determines when transactions and economic events are reflected in its financial statements. An entity may record its accounting transactions and events on a cash basis, accrual basis, or modified accrual basis. According to GAAP and Governmental GAAP, the cash method of accounting is not appropriate for governmental entities; the accrual basis and modified accrual basis of accounting are the preferred methods. The GRANTEE further agrees that all program expenditures and revenues shall be supported by reasonable documentation (vouchers, invoices, receipts, etc.), which shall be stored and filed in a systematic and consistent manner. The GRANTEE further agrees to retain and make available to independent auditors, State and Federal auditors, and program and Grant reviewers all accounting records and supporting documentation for a minimum of six (6) years after the expiration of this Grant. The GRANTEE further agrees that, to the extent it is unable to reasonably document the disposition of monies paid under this Grant, it is subject to an assessment for over-payment.
25. **GRIEVANCE PROCEDURE:** The GRANTEE agrees to establish a system which recipients of services provided under this Grant may present grievances about the operation of the program as it pertains to and affects said recipient. The GRANTEE will advise

recipients of their right to present grievances concerning denial or exclusion from the program, or operation of the program, and of their right to a review of the instance by DWS. The GRANTEE will advise applicants in writing of rights and procedures to appeal. In the event of a grievance, the GRANTEE will notify DWS of the grievance and its disposition of the matter. If no resolution is reached with the GRANTEE, the grievance will be forwarded to DWS for processing through DWS's Administrative Process.

26. **PROTECTION AND USE OF CLIENT RECORDS:** The use or disclosure by any party of any information concerning a client for any purpose not directly connected with the administration of DWS's or the GRANTEE'S responsibilities with respect to this Agreement is prohibited except on written consent of the client, their attorney, or responsible parent or guardian. The GRANTEE will be required to sign DWS's disclosure statement.

27. **DWS COST PRINCIPLES FOR COST REIMBURSEMENT CONTRACTS:**

- a. Federal cost principles determine allowable costs in DWS Grants. They can be found in publications by the Federal Office of Management and Budgets ("OMB"). GRANTEE may locate the Federal Cost Principles applicable to its organization by searching the appropriate federal government websites.
- b. Compliance with Federal Cost Principles: For GRANTEE'S convenience, DWS provides Table 1 below, "Cost Principles," as a reference guide to the applicable cost principles. However, the information in this table is not exhaustive, and GRANTEE understands that it is obligated to seek independent legal and/or accounting advice. As shown in Table 1, "Cost Principles," the principles applicable to a particular GRANTEE depend upon GRANTEE'S legal status.

**Table 1: Cost Principles**

| <b>Grantee</b>                        | <b>Federal Cost Principles</b> |
|---------------------------------------|--------------------------------|
| State/Local/Indian Tribal Governments | 2 CFR 200 Subpart E            |
| College or University                 |                                |
| Non-Profit Organization               |                                |
| For-Profit Entity                     | 48 CFR Part 31.2               |

- c. Compensation for Personal Services - Additional Cost Principles:  
In addition to the cost principles in the Federal circulars concerning compensation for personal services, the following cost principles also apply:
  - i. The portion of time a person devotes to a program should be disclosed in the budget as a percent of 40 hours per week.
  - ii. Employees who are compensated from one or more Grants, or from programmatic functions must maintain time reports, which reflect the distribution of their activities.
  - iii. For persons occupying any managerial position (administration or program management), total work time from all work, including outside employment and participation in other entities, must be disclosed. If total work time exceeds 40 hours and the GRANTEE wants reimbursement for the time devoted to DWS programs over 40 hours, the following two conditions must be met: 1) a perpetual time record must be maintained and 2) prior written approval must be obtained from DWS's Finance-Contracting Division
  - iv. Compensation for Personal Expenses: DWS will not reimburse GRANTEE for personal expenses. For example, spouse travel when the travel costs of the spouse is unrelated to the business activity, telecommunications and cell phones for personal uses, undocumented car allowances, payments for both

actual costs of meals and payments for per diem on the same day, and business lunches (not connected with training).

- d. **Third-Party Reimbursement and Program Income:** The GRANTEE is required to pursue reimbursement from all other sources of funding available for services performed under this Grant. Other sources of funding include, but are not limited to, third-party reimbursements and program income. In no instance shall any combination of other sources of funding and billings to DWS be greater than “necessary and reasonable costs to perform the services” as supported by audited financial records. Collections over and above audited costs shall be refunded to DWS.

28. **ADMINISTRATIVE EXPENDITURES:** If allowed by the budget terms of this Agreement, DWS will reimburse administrative expenditures as follows: administrative costs (both direct and indirect) cannot exceed 10% of the total budget. GRANTEES with approved indirect cost rates must provide DWS with their approval letter from the federal cognizant agency. GRANTEES without a federally approved indirect cost rate are limited to an indirect cost rate of 10%.
29. **CHANGES IN BUDGET (Cost Reimbursement Grants Only):** The budget attached hereto shall be the basis for payment. The GRANTEE may not make any adjustment in budgeted funds from Category III, “Program Expenses” to either Category I, “Administration” or Category II, “Capital Expenditures” or between Categories I and II, without prior written approval by DWS. Expenditures in excess of those budgeted in either Category I or II may be considered questioned costs. Resolution of such questioned costs will normally result in a request that such excesses be refunded to DWS. The GRANTEE may, however, shift between either Category I or II to Category III without prior approval. Expenditures in excess of those budgeted in Category III will not normally result in questioned costs unless restrictions have been placed on subcategories within this major category. When the Grant restricts expenditures within defined subcategories, any unapproved excess will be considered a questioned cost.
30. **RELATED PARTIES:** The GRANTEE shall not make payments to related parties in any category of Administration, Capital Expenditures, or Program Expenses without the prior written consent of DWS. Payments to related parties may include, but are not limited to: salaries, wages, compensation under employment or service Grants, or payments under purchase, lease, or rental Grants. Payments made by the GRANTEE to related parties without such prior written consent may be disallowed and may result in an overpayment assessment. For the purpose of defining payments to related parties under a grant, the GRANTEE shall be defined to include all owners, partners, directors, and officers of the GRANTEE or others with authority to establish policies and make decisions for the GRANTEE.  
Persons and/or organizations shall be considered related parties when any of the following conditions exist:  
A person and/or organization with directors, officers, or others with the authority to establish policies and to make decisions for the organization who is/are related to GRANTEE through blood or marriage, as defined by U.C.A., Section 52-3-1(1)(d) as father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in law, or daughter-in-law.  
An organization has in common with the GRANTEE either: a) owners or partners who directly or indirectly own ten percent (10%) or more of the voting interest of the organization; and/or b) directors, officers or others with authority to establish policies and make decisions for the organization.  
The GRANTEE is obligated to notify DWS of any contemplated or actual related party payment prior to making a purchase. Upon notification of related party payment, DWS may, at its discretion, require that the GRANTEE undertake competitive bidding for the goods or services, require satisfactory cost justification prior to payment, or take other steps that may be necessary to assure that the goods or services provided afford DWS a satisfactory level of quality and cost. Any related-party payments contemplated under this Grant must be disclosed on a written statement to DWS which shall include. :

- a. The name of the GRANTEE'S representative who is related to the party to whom the GRANTEE seeks to make payments;
  - b. the name of the other related party;
  - c. the relationship between the individuals identified in "a" and "b" above;
  - d. a description of the transaction in question and the dollar amount involved (if any);
  - e. the decision-making authority of the GRANTEE'S representative and the party identified in "b" above, with respect to the applicable transaction;
  - f. the potential effect of the payment to a related party on this Grant; and
  - g. the measures taken by the GRANTEE to protect DWS from potentially adverse effects resulting from the identified parties' relationship.
31. **NON-FEDERAL MATCH:** For those Grants requiring a non-federal match, said match shall be:
- a. Expenses which are reasonable and necessary for proper and efficient accomplishment of the contracted program objectives.
  - b. Allowable under applicable cost principles.
  - c. Not paid by the Federal Government under another award except where authorized by Federal statute.
  - d. In accordance with the appropriate Federal grant being matched.
  - e. Invoices submitted to DWS should detail the total cost of the Grant program expenditures and should distinguish between which expenditures are match and which are requested for reimbursement.

32. **REQUIRED INSURANCE:**

*Governmental entities are not required to provide certificates of insurance, "additional insured" endorsements or evidence of continued coverage.*

- a. *General Liability Insurance and/or Comprehensive General Liability Insurance:* To protect against liability, loss and/or expense in connection with GRANTEE'S performance described under this contract, GRANTEE shall obtain and maintain in force during the entire period of this contract without interruption, at its own expense, insurance from an insurance company authorized to do business in the State. GRANTEE'S must maintain General Liability Insurance and/or Comprehensive General Liability Insurance, including coverage for premises/operations, explosion, collapse and underground hazards, products/completed operations, contractual (including this contract), and personal injury, including employees with policy limits not less than one million dollars (\$1,000,000.00) each occurrence and three million dollars (\$3,000,000.00) in the aggregate during the term of this contract. Aggregate limit shall be designated as applying to this contract. If this insurance coverage is written on a "claims made" basis, the certificate of insurance required below shall so indicate and the policy shall contain an extended reporting period provision or similar 'tail' provision such that claims reported up to three (3) years beyond the date of Substantial Completion of this contract are covered. The carrying of insurance required by this contract shall not be interpreted as relieving the GRANTEE of any other responsibility or liability under this contract or any applicable law, statute, rule, regulation, or order.
  - i. GRANTEE must provide proof of insurance to DWS and must add DWS as an additional insured with notice of cancellation. Before signing this Contract, a non-governmental GRANTEE or Subcontractor shall obtain from its insurer(s) and shall provide to DWS certificates of insurance and "additional insured" endorsements indicating the required coverage is in effect and that the insurer shall give DWS thirty (30) days' notice of any modification, cancellation or non-renewal of the policy. On an annual basis and upon request

from DWS, a non-governmental GRANTEE or Subcontractor shall provide DWS with evidence the GRANTEE or Subcontractor has the insurance coverage required by this Contract.

- iii. It shall be the responsibility of GRANTEE to require any of their Subcontractor(s) to secure the same insurance coverage as prescribed herein for the GRANTEE.
- b. *Automobile Insurance:* If the GRANTEE'S services involve transporting any clients or goods for the DWS, the GRANTEE shall maintain a policy of automobile liability insurance covering property damage, personal injury protection, and liability for the vehicles used by the GRANTEE (including owned, hired and non-owned vehicles.) The policy shall provide for a combined single limit, or the equivalent, of not less than \$1,000,000. If the GRANTEE subcontracts with another entity or individual for transportation services, or services that include transportation services, the GRANTEE may satisfy this insurance requirement by submitting proof that the Subcontractor has complied with the requirements of the "Insurance and Indemnification" section of this Contract.
- c. *Professional Liability Insurance:* If the GRANTEE employs doctors, dentists, social workers, mental health therapists or other professionals to provide services under this Contract, the GRANTEE shall maintain a policy of professional liability insurance with a limit of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate. This professional liability insurance ("malpractice insurance") shall cover damages caused by errors, omissions or negligence related to the professional services provided under this Contract.
- d. *Worker's Compensation and Employers' Liability Insurance:* GRANTEE shall maintain during the term of this contract, workers' compensation insurance for all its employees as well as any subcontractor employees related to this contract. Worker's compensation insurance shall cover full liability under the worker's compensation laws of the jurisdiction in which the service is performed at the statutory limits required by said jurisdiction. GRANTEE must provide proof of insurance to DWS and must add DWS as an additional insured with notice of cancellation. GRANTEE acknowledges that within thirty (30) days of contract award, the GRANTEE and/or GRANTEE'S subcontractors must submit proof of certificate of insurance meeting the above requirements.

**THE FOLLOWING PARAGRAPHS APPLY TO GRANT AGREEMENTS FUNDED THROUGH THE WORKFORCE INVESTMENT ACT (WIA)**

33. **SALARY AND BONUS LIMITATIONS:** In compliance with Public Law 110-5 and 109-234, none of the funds under this contract that are available for expenditure on or after June 15, 2006, shall be used by the GRANTEE to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149. See Training and Employment Guidance Letter (TEGL) number 5-06 for further clarification.
34. **STAND-IN COSTS:** Stand-in costs are non-Federal costs that may be substituted for disallowed contract costs when certain conditions are met. Stand-in costs must meet the following criteria: To be considered, proposed stand-in costs must have been actually incurred allowable contract costs that have not been charged to the contract, included within the scope of the GRANTEE'S audit, and accounted for in the GRANTEE'S financial system required by 29 CFR Part 97 or 95 as appropriate. To be accepted, stand-in costs must

come from the same year as the costs that they are proposed to replace, and they must not cause a violation of the administrative or other cost limitations. Stand-in costs must be reported to DWS through the Cost Reimbursement form.

35. **PROGRAM INCOME:** Program income is defined in 29 CFR 97.25(b) and is the gross income received by the **GRANTEE** directly generated by a contract-supported activity, or earned only as a result of the contract during the contract period. A similar definition is found in 29 CFR Part 95.2(bb). A list of the types of income that are considered program income for purposes of WIA is included in 29 CFR 97.25(a) and 29 CFR Part 95.2(bb). Program income must be reported to the **GRANTEE** through the Cost Reimbursement report and must be expended prior to any requesting any contract funds for reimbursement.
36. **LEVERAGED FUNDS:** Leveraged funds are defined as any funds which have been expended for the same purposes and are allowable expenses under the contract funds but were paid by other Federal resources within the **GRANTEE'S** accounting records. Leveraged funds are to be reported to DWS through the Cost Reimbursement report and be tracked and quantifiable within the **GRANTEE'S** accounting records.

## **Attachment B Scope of Work**

### **Background:**

In 2016, the Utah State Legislature appropriated \$1,500,000.00 in TANF funds over three years to support Utah's network of Crisis/Respite Nurseries. Crisis nurseries provide respite and crisis care for young children and their families. Services may also include crisis hotlines, short-term foster care support, parenting classes, counseling, and providing resources and referrals to appropriate community partners.

### **Objective:**

Crisis nurseries reduce child abuse and neglect, strengthen families and encourage two parent households, supporting TANF Purpose 4: Encourage the formation and maintenance of two-parent families.

**Grantee must comply with the following requirements. Failure to do so may result in immediate termination of grant.**

#### **1. Funding Period**

- a. Grant funding period will be July 1, 2016 – June 30, 2019.

#### **2. Grantee Responsibilities**

- a. Grantee will ensure all brochures, clientele forms, questionnaires, parenting information about the statistics on children raised in two parent homes versus that of children raised in single parent homes is in both English and Spanish.
- b. Grantee will order the curriculums and materials for strengthening families.
- c. Grantee will coordinate the meeting times to gather necessary information for deciding the best recourse for initiating the movement to assist parents with day care options in particular for infants to age two.
- d. Grantee will utilize other partnering agencies where applicable.

#### **3. Measurements and Outcomes**

- a. Programs must provide quarterly progress reports and an annual report detailing outcome requirements as outlined in *Attachment J – Outcomes*.
- b. DWS will provide a data collection tool to be utilized by the grantee for quarterly outcome submission.
- c. DWS will ensure grantee is trained on reporting requirements and due dates.

#### **4. Grant Orientation Meeting**

- a. Grant administrator and fiscal manager and all other applicable staff shall attend a 2-3 hour, in-person, grant orientation meeting in Salt Lake City (TBA).
- b. Grantee will receive training on grant requirements and reporting.

#### **5. Monitoring**

- a. A minimum of one on-site monitoring visit per year will be conducted by DWS to ensure program compliance.

#### **6. Expense Reimbursement**

- a. Grantee shall submit requests for reimbursement of expenses using the reimbursement-billing template provided by DWS.
- b. Expense reimbursement is dependent upon timely submission of data in to the data management system.
- c. Expense reimbursement is dependent upon timely submission of reports and report extensions will be considered under extreme circumstances.
- d. Requests for reimbursement must be submitted a minimum of quarterly and no more than monthly. More frequent reimbursement timeframes may be approved on a case by case basis.
- e. Processing times for payments are determined by accuracy of invoices and approval by DWS Finance Division.

#### **7. Allowable Costs**

- a. Allowable costs for this Grant are specified in *Attachment G – Appropriate Uses of TANF Funds*.

#### **8. Administration and Indirect Costs**

- a. Total administrative costs (direct and indirect) must not exceed 10% of the total.
- b. Indirect costs cannot exceed your federally approved indirect cost rate or 10% if you do not have a federally approved indirect cost rate.
  - i. If claiming an approved indirect cost rate, program must provide a copy of Federally Approved Indirect Cost Rate agreement or a cost allocation plan.

#### **9. Oversight**

- a. Grantee must ensure proper administrative and accounting procedures are followed.
- b. Sub-contracting is prohibited under this grant.

#### **10. Terms and Conditions**

Programs are subject to and must comply with all terms set forth in the following attachments:

- Attachment A - Terms and Conditions
- Attachment B - Scope of Work
- Attachment C - Financial Reporting
- Attachment D - Non-Disclosure Agreement
- Attachment E - Code of Conduct
- Attachment F - Background Check Policy
- Attachment G - Appropriate Uses of TANF Funds
- Attachment H - Budget
- Attachment I - Proposal
- Attachment J - Outcomes

# **ATTACHMENT \_\_C\_\_**

## **Department of Workforce Services**

### **Financial Reporting Requirements**

*For all fund, including those subject to the federal reporting requirements in place AFTER December 26, 2014*

#### **I. General Requirements**

##### **A. No Financial Reporting Requirements for Professionals Contracting in an Individual Capacity**

There are no Federal, State, or DWS financial reporting requirements for individuals such as doctors, dentists, social workers, and other similar professionals contracting in an individual capacity to provide services to clients. Therefore, the financial reporting requirements discussed herein are not applicable to professionals contracting as individuals. (Note: Sole proprietors and limited liability companies, owned by either one person or by a husband and wife, are considered individuals for reporting requirement purposes. However, individuals associated with corporations, partnerships, or other contracting organizations are not individuals for reporting requirement purposes.) Notwithstanding the lack of financial reporting requirements for individuals, Subrecipients providing services in an individual capacity are still subject to financial review by DWS and/or other government entities.

##### **B. No Financial Reporting Requirements for Contracting Organizations Receiving Less Than \$25,000 From DWS in a Single Fiscal Year**

Contracting organizations that receive less than \$25,000 from DWS in a single fiscal year have no financial reporting requirement to DWS unless specifically required by DWS. However, they are still subject to financial review by DWS.

##### **C. Compliance with Applicable Financial Laws**

The Subrecipient shall comply with all applicable federal and state laws regarding financial reports. The Subrecipient shall comply with all applicable requirements set forth in: 1) 2 CFR 200 Subpart F, *Audit Requirements* published by the federal government; and 2) the *State of Utah Compliance Audit Guide* (SCAG), issued by the State Auditor's Office. Federal, State, and DWS Financial Reporting Requirements are listed below as a reference guide to the various financial reporting requirements. The information is not exhaustive and the Subrecipient understands that it is obligated to seek independent legal and/or accounting advice. Links to the applicable federal and state financial reporting requirements are in Table 1, *Federal, State, and DWS Financial Reporting Requirements*, below.

| <b>Table 1: Federal, State, and DWS Financial Reporting Requirements</b> |                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy</b>                                                            | <b>Internet Site</b>                                                                                                                                                                                                                                          |
| 2 CFR 200 Subpart F, "Audit Requirements"                                | <a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=d46bc55b614c7279600cd3c4bf06569d&amp;mc=true&amp;node=sp2.1.200.f&amp;rgn=div6">http://www.ecfr.gov/cgi-bin/text-idx?SID=d46bc55b614c7279600cd3c4bf06569d&amp;mc=true&amp;node=sp2.1.200.f&amp;rgn=div6</a> |
| Utah Code                                                                | <a href="http://le.utah.gov/UtahCode/title.jsp">http://le.utah.gov/UtahCode/title.jsp</a>                                                                                                                                                                     |
| Utah Administrative Rules                                                | <a href="http://www.rules.utah.gov/publicat/code.htm">http://www.rules.utah.gov/publicat/code.htm</a>                                                                                                                                                         |
| SCAG                                                                     | <a href="http://auditor.utah.gov/local-government-2/publications/state-compliance-guide/">http://auditor.utah.gov/local-government-2/publications/state-compliance-guide/</a>                                                                                 |

**D. Additional Financial Reporting Requirements for DWS Grants**

In addition to the financial reporting requirement set forth in 2 CFR 200 Subpart F, "Audit Requirements" and the SCAG, this Grant requires the Grantee to submit various financial reports to DWS, as set forth below in a separate column in *Table 2: Federal, State and DWS Auditing Requirements*.

**E. The Entity Type, Amount, and Source of Government Funds Determines the Type of Financial Report Required**

Whether or not a Subrecipient is required to obtain and submit an annual audit or other financial reports is determined by the Subrecipients's entity type, the amount, and source of government funds that the Subrecipient expends during a given year.

Based on the SCAG, DWS requires all Subrecipients, except sole proprietorships, to submit an audit prepared according to government auditing standards whenever the Grantee has \$350,000 or more in total revenues **and** 50% or more of those revenues come from government agencies (federal, state, county, and/or local, etc.).

Unaudited reports may be required of Grantees with total revenues under \$350,000.00 ( see *Table 2: Federal, State and DWS Auditing Requirements*).

If GRANTEE is a non-profit organization, GRANTEE is required to comply with Utah Code: 51-2a-201.5: Accounting reports required – Reporting to state auditor. Not later than May 31st of each year, the Non Profit GRANTEE will disclose to DWS, in writing, whether: (i) the nonprofit corporation met or exceeded the dollar amounts listed in Utah Code: 51-2a-201.5, Subsection (2) in the previous fiscal year of the nonprofit corporation; and whether (ii) the nonprofit corporation anticipates meeting or exceeding the dollar amounts listed in Utah Code: 51-2a-201.5, Subsection (2) in the fiscal year the money is disbursed.

**II. Definitions**

*Federal Funds* means Federal financial assistance that a Subrecipient receives directly from Federal awarding agencies or indirectly from pass-through entities.

*Government Funds* means financial assistance that a Subrecipient receives from a combination of government sources, including Federal awarding agencies, State appropriations and other local governments.

*OMB* means the federal Executive Office of the President, Office of Management and Budget.

*OMB Circular* means a publication issued by the OMB that sets forth federal cost accounting or auditing requirements.

*Pass-Through Entity* means an entity (such as DWS) which receives federal funds and then passes those funds through to Subrecipients, to carry out a project related to the federal award.

*Service Provider* means a private or governmental entity that receives funds from DWS for services provided to DWS clients under a program developed by DWS.

*Subrecipient* means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

*Pass-Through Entity* for such federal funding. If the Grantee operates its own program of services for eligible clients, the Grantee shall comply with the financial record-keeping and reporting requirements that apply to federally-funded subrecipients, even if this Grant is funded solely by State funds.

### **III. Subrecipient's Submission Of Required Audits And Other Financial Reports:**

#### **A. Deadlines**

The Subrecipient shall be bound by 2 CFR 200 Subpart F, "Audit Requirements" and the SCAG submission deadlines for audits and financial reports (see *Table 2: Federal, State and DWS Auditing Requirements*, below).

The Subrecipient may request an extension to the deadline for required DWS reports by contacting DWS at the address below. However, the Subrecipient understands that DWS can extend only those deadlines for reports required by DWS. Subrecipients must contact the Federal Clearinghouse, federal awarding agencies, and the State Auditor's Office to obtain extensions of deadlines for submission of reports to those entities.

#### **B. Addresses**

The Subrecipient shall submit all audits and financial reports to the entities identified in the applicable law, 2 CFR 200 Subpart F, "Audit Requirements" and the SCAG. See also *Table 2: Federal, State and DWS Auditing Requirements*, below.

Where the Subrecipient is required to submit audits and financial reports to DWS under 2 CFR 200 Subpart F, the SCAG and DWS Grant provisions, the Subrecipient shall submit the required audits and financial reports to the following address:

DWS OF WORKFORCE SERVICES  
Contracts Manager  
P.O. Box 45249  
Salt Lake City, Utah 84145-0249

**C. Additional Definitions Used In This Part:**

*Audit Findings* means a schedule of all costs questioned by the auditor relative to Government Funds.

*Compliance Opinion* means an auditor's opinion that Subrecipient has complied with all applicable auditing laws and requirements. Utah Code Ann. § 51-2-3.

*Federal Clearinghouse* means the federal clearinghouse designated by the OMB. As provided in OMB Circular A-133.320(i), "the address of the Federal clearinghouse currently designated by OMB is Federal Audit Clearinghouse, Bureau of the Census, 1201 E. 10th Street, Jeffersonville, IN 47132."

*Financial Statements* means financial reports of the Subrecipient's accounting records for a given fiscal year, prepared by an independent accountant or employee of the Subrecipient, including balance sheet, income and expense statement, statement of cash flows, and the preparer's notes to the Financial Statements.

*GAAP* means Generally Accepted Accounting Principles, a combination of authoritative accounting principles, standards, and procedures (set by policy boards). Usual statements in a financial statement include balance sheet, statement of income and expenses, statement of cash flows and notes to the financial statements.

*GAS* means Government Auditing Standards, issued by the Comptroller General of the United States, to be followed in audits of state and local governments and non-profit organizations that receive federal financial assistance. GAS is often referred to as Generally Accepted Government Auditing Standards ("GAGAS"). For financial statement audits, GAS/GAGAS incorporate the generally accepted standards issued by the AICPA.

*Non-profit Organization* means a corporation or foundation which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; and (2) does not distribute any part of its income to its members, trustees, or officers.

*Program-Specific Audit* means an audit of one specific federal program, using GAGAS standards, as described in 2 CFR 200.501(c) and 2 CFR 200.507.

*Reporting Package* means the auditor's package of financial reports as defined in 2 CFR 200.512, and shall include Financial Statements and Schedule of Expenditures of Federal Awards, Summary Schedule of prior audit findings, Auditor's report(s), and corrective action plan.

*SCAG* means the State Compliance Audit Guide issued by the State Auditor's Office.

*Single Audit* means an audit that includes both the Subrecipient's Financial Statements and the Federal awards using GAGAS standards, as described in 2 CFR 200.514.

*Statement of Functional Expense* means a breakdown of administration expenses and expenses attributed to actual program services on a program-by-program basis.

*The remainder of this page is intentionally left blank.*

**Table 2: Federal, State, and DWS Auditing Requirements**

| Type of Entity                                                                      | Amount of Annual Funding                    | Federal Audit & Reporting Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | State Audit & Reporting Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | DWS Grant Reporting Requirements                                                                                                                                                                                                                                                                                                                                            | Submission Deadlines                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Government Agency;<br>Non-Profit Subrecipient;<br>OR<br>Non-Profit Service Provider | \$750,000 or more expended in Federal Funds | <p>Single Audit or Program Specific Audit, using GAGAS standards, (2 CFR 200.501, 2 CFR 200.507, and 2 CFR 200.514)</p> <p><b><u>Financial Reports Required from Grantee:</u></b></p> <p>1. Data Collection Form as described in 2 CFR 200.512 (a), (b) and (d)</p> <p>-to Federal Audit Clearinghouse</p> <p>2. Reporting Package- to:</p> <p>(a) Federal Audit Clearinghouse</p> <p>(b) Each federal awarding agency - if audit disclosed Audit Findings or reported the status of any Audit Findings in the Summary Schedule (2 CFR 200.512 (c) and (d)).</p> | <p>Non-Profit Organizations that receive 50% or more of their funding from Government Funds AND all governmental agencies must submit the following audits and reports to the Utah State Auditor's Office:</p> <p>1. Copies of the entire <u>Single Audit or Program Specific Audit report</u></p> <p>2. The auditor's management letter, if the Single Audit or Program Audit report disclosed any Audit Findings.</p> <p>(The SCAG provides that there are NO reporting or auditing REQUIREMENTS for Non-Profit Organizations that receive LESS THAN 50% of their total funding from Government Funds, regardless of the amount of funding.)</p> | <p>1. <u>This Grant also requires Grantee to submit the following:</u></p> <p>a. Auditor's Management Letter; and</p> <p>b. Upon request by DWS,</p> <p>(1) Entire Single or Program Specific Audit report; and</p> <p>(2) Reporting Package (if not already required by 2 CFR 200 Subpart F)</p> <p>(3) For non-profit Grantees, the statement of Functional Expenses.</p> | <p>1. Thirty (30) days after Grantor receives the auditor's reports, or nine (9) months after end of fiscal year audited, whichever occurs first.</p> <p>(2 CFR 200.512(a)(1))</p> <p>2. The above deadlines also apply to submission of Single Audit or Specific Audit reports required by the Utah State Auditor's Office and this DWS Grant.</p> |

| Type of Entity                                                                      | Amount of Annual Funding                                                              | Federal Audit & Reporting Requirements                                                                      | State Audit & Reporting Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | DWS Grant Reporting Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Submission Deadlines                                                                              |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Government Agency;<br>Non-Profit Subrecipient;<br>OR<br>Non-Profit Service Provider | Less than \$750,000 expended in Federal Funds, but \$350,000 or more in total revenue | No audit required -- but records must be available for review or audit by Fed. Officials (2 CFR 200.501(d)) | <p>All Non-Profit Organizations that receive 50% or more of their funding from Government Funds AND all governmental agencies must submit the following audits and reports to the Utah State Auditor's Office:</p> <p>a. Audited Financial Report using GAS/GAGAS (also know as "Yellow Book" standards.</p> <p>b The auditor's management letter, if the GAS/GAGAS "Yellow Book" report disclosed any Audit Findings.</p> <p>See Utah Admin. Code Rule R123-5 "Audit Requirements for Audits of Political Subdivisions and Nonprofit Organizations."</p> <p>§ 51-2-3 regarding records to be included in the Audit Report, compliance with State law, test work requirements, Compliance Opinion and other compliance issues.</p> | <p>Government agencies and non-profit entities if 50% or more of the total funds received by non-profit Grantee are Government Funds:</p> <ol style="list-style-type: none"> <li>1. Copy of the Entire Audit Report required by the SCAG; and</li> <li>2. Auditor's Management Letter.</li> <li>3. Statement of Functional Expenses.</li> </ol> <p>IF LESS THAN 50% of total funds received by a non-profit Grantee are from Government Funds such that Grantee is not required by the SCAG to submit any financial reports. DWS requires:</p> <ol style="list-style-type: none"> <li>1. Unaudited CPA Review; and</li> <li>2. Statement of Functional Expenses.</li> </ol> | <p>Within six (6) months after end of Grantee's fiscal year</p> <p>Utah Code Ann. § 51-2a-202</p> |

| Type of Entity                                                                      | Amount of Annual Funding                                   | Federal Audit & Reporting Requirements | State Audit & Reporting Requirements                                                                                                                                                                                          | DWS Grant Reporting Requirements                                                                                                                                                                                                                                                                                                                                                                   | Submission Deadlines                                     |
|-------------------------------------------------------------------------------------|------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Government Agency;<br>Non-Profit Subrecipient;<br>OR<br>Non-Profit Service Provider | Less than \$350,000 but \$200,000 or more in total revenue | NO REQUIREMENTS                        | All Non-Profit Organizations that receive 50% or more of their funding from Government Funds AND all governmental agencies must submit the following reports to the Utah State Auditor's Office:<br><br>Unaudited CPA Review. | Government agencies and non-profit entities (if 50% or more of the total funds received by non-profit Grantee are Government Funds):<br><br>1. Unaudited CPA Review; and<br>2. Statement of Functional Expenses<br><br>IF LESS THAN 50% of total funds received by a non-profit Grantee are from Government Funds:<br><br>1. Unaudited CPA Compilation; and<br>2. Statement of Functional Expenses | Within six (6) months after end of Grantee's fiscal year |

| Type of Entity           | Amount of Annual Funding                                   | Federal Audit & Reporting Requirements | State Audit & Reporting Requirements                                                                                                                                                                                                                                     | DWS Grant Reporting Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                | Submission Deadlines                                     |
|--------------------------|------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
|                          | Less than \$200,000 but \$100,000 or more in total revenue | NO REQUIREMENTS                        | All Non-Profit Organizations that receive 50% or more of their funding from Government Funds AND all governmental agencies must submit the following reports to the Utah State Auditor's Office:<br><br>Unaudited CPA Compilation                                        | All Non-Profit Organizations that receive 50% or more of their total funding from Government Funds AND all governmental agencies:<br><br>1. Unaudited CPA Compilation; <b>and</b><br><br>2. Statement of Functional Expenses<br><br>IF LESS THAN 50% of the total funds received by a Non-Profit Organization are from Government Funds:<br><br>1. Unaudited Financial report prepared according to GAAP; <b>and</b><br><br>2. Statement of Functional Expenses | Within six (6) months after end of Grantee's fiscal year |
|                          | Less than \$100,000 but \$25,000 or more in total revenue  | NO REQUIREMENTS                        | All Non-Profit Organizations that receive 50% or more of their funding from Government Funds AND all governmental agencies must submit the following reports to the Utah State Auditor's Office:<br><br>Financial Information on the form approved by the State Auditor. | All Grantees:<br><br>Unaudited financial information, including, at a minimum:<br><br>1. Balance sheet; <b>and</b><br><br>2. Income and Expenses Statement                                                                                                                                                                                                                                                                                                      | Within six (6) months after end of Grantee's fiscal year |
| All Contracting Entities | Less than \$25,000 received from DWS in the Fiscal Year    | NO REQUIREMENTS                        | All Non-Profit Organizations that receive 50% or more of their funding from Government Funds AND all governmental agencies must submit to the Utah State Auditor's Office, financial information on the form approved by the State Auditor                               | NO REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Within six (6) months after end of Grantee's fiscal year |

| Type of Entity                                 | Amount of Annual Funding                              | Federal Audit & Reporting Requirements | State Audit & Reporting Requirements | DWS Grant Reporting Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Submission Deadlines                                     |
|------------------------------------------------|-------------------------------------------------------|----------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| For-Profit Subrecipients; OR Service Providers | Based upon the same funding level breakdowns as above | NO REQUIREMENTS                        | NO REQUIREMENTS                      | <p>The non-profit reporting requirements identified above also apply to for-profit Grantees with the following exceptions:</p> <ol style="list-style-type: none"> <li>1. The reporting format required of non-profit Grantees is not required.</li> <li>2. The Independent Auditor's Report on State Legal Compliance is not required.</li> <li>3. The financial reports of foreign organizations (organizations located outside the State of Utah) shall be accepted as prepared.</li> <li>4. Local subsidiaries or divisions of an outside organization shall submit a statement of functional expenses in addition to the parent organization's financial report.</li> </ol> | Within six (6) months after end of Grantee's fiscal year |

## **ATTACHMENT D**

### **NON-DISCLOSURE AGREEMENT**

Each **Contractor/Grantee** employee or volunteer and each **Sub-Contractor/Grantee** employee or volunteer who has access to Customer personal information must sign this Non-Disclosure Agreement at the beginning of the grant or upon hire. A signed copy of this Agreement must be in each employee's/volunteer's file subject to inspection and review by the Department of Workforce Services (DWS).

The **Contractor/Grantee** and its employees and volunteers will comply with the following measures to protect the privacy of the information released under this agreement against unauthorized access or disclosure.

1. The information shall be used only to the extent necessary to assist in the purposes identified within this Agreement and shall not be re-disclosed for any purposes not specifically authorized in this contract.
2. The information shall be stored in a place physically secure from access by unauthorized persons.
3. Information in electronic format shall be stored and processed in such a way that unauthorized persons cannot retrieve the information by computer, remote terminal or any other means.
4. Precautions shall be taken to ensure that only authorized personnel are given access to on-line files.
5. The Contractor/Grantee shall instruct all authorized personnel regarding the private nature of the information and that they are subject to State and Federal law penalties for unauthorized disclosure of information.
6. The Contractor/Grantee shall permit DWS or any other authorized State or Federal Agency to make on-site inspections to insure that the requirements of this contract and all applicable State and Federal laws, statutes and regulations are being met.
7. The Contractor agrees to hold DWS harmless for any damages arising out of the unauthorized disclosure of confidential or private information from DWS records.

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Signature

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Date

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Print Name

## **ATTACHMENT E**

### **CODE OF CONDUCT**

**\*\*Each Contractor/Grantee employee or volunteer and each Sub-Contractor/Grantee employee or volunteer who has interaction with clients must sign this “Code of Conduct” at the beginning of the grant or upon hire. A signed copy of this Code must be in employee’s/volunteer’s file subject to inspection and review by Department.\*\***

The Contractor agrees that it shall adhere to the following Code of Conduct when providing services and shall require all others authorized through or engaged by the Contractor to perform services to follow the same Code of Conduct. The Provider Code of Conduct is in addition to all other contract requirements, policies, rules and regulations governing delivery of services to clients. The purpose of the code is to protect vulnerable clients from abuse, neglect, maltreatment and exploitation. The Code of Conduct clarifies the expectation of conduct for providers of contracted, licensed and certified programs and their employees, which includes administrative staff, non direct care staff, direct care staff, support services staff and any others when interacting with clients. Nothing in this Code shall be interpreted to mean that clients should not be held accountable for misbehavior or inappropriate behavior on their part, or that providers are restricted from instituting suitable consequences for such behavior. As used in this clause "Contractor" shall include, the contractor, its employees, officers, agents, representative or those contracted through the Contractor to perform services authorized by the contract.

Contractor, its agents or representatives authorized through it shall not abuse, sexually abuse or sexually exploit, neglect, exploit or maltreat; any client. Furthermore, no person shall cause physical injury to any client. All injury to clients (explained or unexplained) shall be documented in writing and immediately reported to supervisory personnel.

The Contractor shall not by acting, failing to act, encouragement to engage in, or failure to deter from will cause any client to be subject to abuse, sexual abuse or sexual exploitation, neglect, exploitation, or maltreatment. The Contractor shall not engage any client as an observer or participant in sexual acts. The Contractor shall not make clearly improper use of a client or their resources for profit or advantage.

Contractor understands and acknowledges that failure to comply with this Code of Conduct may result in corrective action, probation, suspension, and/or termination of contract, license or certification.

Clients protected by this clause shall include any person under the age of 18 years; and any person 18 years of age or older who is impaired because of mental illness, mental deficiency, physical illness or disability, use of drugs, intoxication, or other cause, to the extent that he is unable to care for his own personal safety, health or medical care; and is a participant in, or a recipient of a program or service contracted with, or licensed or certified by the Department of Workforce Services.

Abuse shall include the following, but is not limited to:

1. Harm or threatened harm, meaning damage or threatened damage to the physical or emotional health and welfare of a client.
2. Unlawful confinement.
3. Deprivation of life-sustaining treatment.
4. Physical injury including, but not limited to, any contusion of the skin, laceration, malnutrition, burn, fracture of any bone, subdural hematoma, injury to any internal organ, any injury causing bleeding, or any physical condition which imperils a client's health or welfare.

5. Any type of physical hitting or corporal punishment inflicted in any manner upon the body.

Sexual abuse and sexual exploitation will include, but not be limited to:

1. Engaging in sexual intercourse with any client.
2. Touching the anus or any part of the genitals or otherwise taking indecent liberties with a client, or causing an individual to take indecent liberties with a client, with the intent to arouse or gratify the sexual desire of any person.
3. Employing, using, persuading, inducing, enticing, or coercing a client to pose in the nude.
4. Employing, using, persuading, inducing, enticing or coercing a client to engage in any sexual or simulated sexual conduct for the purpose of photographing, filming, recording, or displaying in any way the sexual or simulated sexual conduct. This includes displaying, distributing, possessing for the purpose of distribution, or selling material depicting nudity, or engaging in sexual or simulated sexual conduct with a client.
5. Committing or attempting to commit acts of sodomy or molestation with a client.
6. This definition is not to include therapeutic processes used in the treatment of sexual deviancy or dysfunction which have been outlined in the clients treatment plan and is in accordance with written agency policy.

Neglect may include but is not limited to:

1. Denial of sufficient nutrition.
2. Denial of sufficient sleep.
3. Denial of sufficient clothing, or bedding.
4. Failure to provide adequate supervision; including impairment of employee resulting in inadequate supervision. Impairment of an employee may include but is not limited to use of alcohol and drugs, illness, sleeping.
5. Failure to arrange for medical care and/or medical treatment as prescribed or instructed by a physician when not contraindicated by agency after consultation with agency physician.
6. Denial of sufficient shelter, except in accordance with the written agency policy.

Exploitation will include, but is not limited to:

1. Utilizing the labor of a client without giving just or equivalent return except as part of a written agency policy which is in accordance with reasonable therapeutic interventions and goals.
2. Using property belonging to clients.
3. Acceptance of gifts as a condition of receipt of program services.

Maltreatment will include, but is not limited to:

1. Physical exercises, such as running laps or performing pushups, except in accordance with an individual's service plan and written agency policy.
2. Chemical, mechanical or physical restraints except when authorized by individual's service plan and administered by appropriate personnel or when threat of injury to the client or other person exists.
3. Assignment of unduly physically strenuous or harsh work.

4. Requiring or forcing the individual to take an uncomfortable position, such as squatting or bending, or requiring or forcing the individual to repeat physical movements when used solely as a means of punishment.
5. Group punishments for misbehavior of individuals except in accordance with the written agency policy.
6. Verbal abuse by agency personnel: engaging in language whose intent or result is demeaning to the client except in accordance with written agency policy which is in accordance with reasonable therapeutic interventions and goals.
7. Denial of any essential program service solely for disciplinary purposes except in accordance with written agency policy.
8. Denial of visiting or communication privileges with family or significant others solely for disciplinary purposes except in accordance with written agency policy.
9. Requiring the individual to remain silent for long periods of time solely for the purpose of punishment.
10. Extensive withholding of emotional response or stimulation.
11. Exclusion of a client from entry to the residence except in accordance with the written agency policy.

Contractor agrees to document and report abuse, sexual abuse and sexual exploitation, neglect, maltreatment and exploitation as outlined in this Code and cooperate fully in any resulting investigation. Reports may be made by contacting the local Regional Office within 24 hours on the first available work day. All injury to clients (explained or unexplained) shall be documented in writing and immediately reported to the Department of Workforce Services.

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Employee/Volunteer Signature

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Date

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Print Employee/Volunteer Name

[Rev.01/15]

**ATTACHMENT F**  
**CRIMINAL BACKGROUND CHECK REQUIREMENT**  
**FOR**  
**GRANTEES & CONTRACTORS PROVIDING SERVICES TO**  
**DWS CUSTOMERS, MINORS AND/OR VULNERABLE ADULTS**

- A. All Contractors/Sub-Contractors and Grantees/Sub-Grantees (collectively referred to herein as “Contractors”) must obtain an **annual** Utah Bureau of Criminal Identification (BCI) Utah criminal background check for all of their employees and volunteers who have access to DWS customer confidential information. In addition, if the Contractor’s primary customers are minors or vulnerable adults, the Contractor must obtain an **annual** fingerprint-based national criminal history record check for all employees and volunteers who provide direct services to or have direct access to minors and/or vulnerable adults.
- B. This policy does not apply to Contractors who are required by law or by another governmental entity to obtain background checks. In such cases, the Contractor shall provide DWS with a description of the background check policy (type of check, who is required to be checked, and frequency) and proof of compliance with such law(s), regulation(s) or requirements.
- C. Definitions
- “Confidential information” includes but is not limited to: personal identifying information, medical/clinical/counseling records, financial records, case information, etc.
  - “Direct service” means providing services to a DWS customer, minor, and/or vulnerable adult when the services are rendered in the physical presence of the DWS customer, minor, and/or vulnerable adult or in a location where the person rendering services has access to the physical presence of the DWS customer, minor and/or vulnerable adult. Services include, but are not limited to: providing individual services such as counseling, mentoring, job coaching, training, job search activities, testing and/or providing mental health and medical services to DWS customers. See Utah Code Ann. 62A-5-101(6).

- "Direct access" means that an individual has, or likely will have, contact with or access to a minor or vulnerable adult that provides the individual with an opportunity for personal communication or touch. See Utah Code Ann. 62A-2-101(8).
- "Minor" means any person under the age of 18.
- "Vulnerable adult" means an elder adult, or an adult 18 years of age or older who has a mental or physical impairment including mental illness, mental deficiency, physical illness or disability, chronic use of drugs, chronic intoxication, short-term memory loss, or other cause which substantially affects that person's ability to:
  - provide personal protection;
  - provide necessities such as food, shelter, clothing, or medical or other health care;
  - obtain services necessary for health, safety, or welfare;
  - carry out the activities of daily living;
  - manage the adult's own resources; or
  - comprehend the nature and consequences of remaining in a situation of abuse, neglect, or exploitation. See Utah Code Ann. 76-5-111(1)(s).

**D. Background checks shall be obtained according the Contractor's qualifications per Utah statute:**

- If the Contractor meets the requirements to request Utah criminal history information under Utah Code Annotated 53-10-102(19), 53-10-108(1)(b) and (g) and the National Child Protection Act (Public Law 105-251, 42 USC 5119a) (working with children and vulnerable adults and/or fiduciary funds, national security, or under other statutory authority) then the Contractor must be or become certified as a Qualified Entity by the Utah Bureau of Criminal Identification and obtain Utah and fingerprint-based national criminal history record checks through the BCI.
- If the Contractor does not meet the statutory requirements referenced above, then the Contractor shall require their employee/volunteer to contact the BCI and follow the BCI procedures to obtain their own Utah and national fingerprint-based national criminal history record checks.

- BCI information can be found at <http://publicsafety.utah.gov/bci/>.
- E. Contractor shall be responsible for all fees associated with the background check unless otherwise assigned to the individual by the Contractor, or otherwise provided for by DWS herein.
- F. Contractor must immediately notify DWS if an employee/volunteer's record shows criminal history.
- G. DWS may restrict or prohibit an individual from accessing confidential information, providing direct customer service, or having direct access to a minor and/or vulnerable adult until a valid criminal background check is completed or in the event the background check indicates:
- convictions or a plea in abeyance involving such offenses as theft, illegal drug use and/or trafficking, fraud, sexual offenses, lewdness, domestic violence, assault, battery, identity theft, any felony, any class A misdemeanor, or any other conduct or action that may, in the judgment of DWS, create a risk of harm to a DWS customer, minor, and/or vulnerable adult and/or suggests the individual is at risk for compromising confidential information.
- H. It is the Contractor's responsibility to prevent direct services or direct access to minors and/or vulnerable adults by employees or volunteers whose criminal history record shows any of the following offenses:
- Any matters involving an alleged sexual offense.
  - Any matters involving an alleged felony or class "A" misdemeanor drug offense.
  - Any matters involving an alleged "crime against the person" under Utah Code 76- 5-101 et seq.
- I. For each individual subject to this policy, the Contractor shall keep the annual and verifiable background check on file. Verification that background check has been performed must be made available to DWS upon request.

- J. DWS may terminate this Agreement in the event the Contractor fails to complete and maintain records of background checks for staff members in a manner consistent with this policy.**

## Attachment G:

# Appropriate Uses of TANF Funds

The TANF program provides funding for a wide variety of employment and training activities, supportive services, and benefits that will enable clients to get a job, keep a job, and improve their economic circumstances. As a general rule, grantees must use the available funds to assist eligible, needy families with a child and to accomplish one of the four purposes of the TANF program:

1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
2. Reduce the dependency of needy parents by promoting job preparation, work and marriage.
3. Prevent and reduce the incidence of out-of-wedlock pregnancies.
4. Encourage the formation and maintenance of two-parent families.

Any use of Federal TANF funds must be consistent with TANF purposes and applicable TANF rules. Any costs charged to the TANF program must be necessary, reasonable, and allocable to the program. For more details and additional guidance, refer to Office of Management and Budget (OMB) cost principles in OMB Circular A-87 Part 200 Subpart E. The following list identifies some possible uses of TANF funds.

| Allowed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Disallowed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Administrative Expenditures</li> <li>• Advertising and public relations</li> <li>• Audit costs and related services</li> <li>• Basic needs (<i>i.e. food, clothing, shelter</i>)</li> <li>• Bonding costs</li> <li>• Communication costs (<i>i.e. telephone services, postage, electronic or computer transmittal services</i>)</li> <li>• Compensation (<i>i.e. salaries, wages, fringe benefits, pension, retirement benefits, severance pay</i>)</li> <li>• Eligibility determination (<i>i.e. completing forms, gathering documentation</i>)</li> <li>• Employee morale, health and welfare (<i>i.e. recreational activities, incentives, counseling, employee performance</i>)</li> <li>• Equipment (<i>i.e. office equipment, furnishings, HVAC, copiers, IT equipment and systems</i>)</li> <li>• Food Service costs (<i>i.e. catered meals for trainings, meetings or conferences</i>)</li> <li>• Indirect Costs</li> <li>• Insurance and indemnification</li> <li>• Maintenance and repairs (<i>i.e. vehicles, buildings security, janitorial, upkeep of grounds</i>)</li> <li>• Materials and supplies</li> <li>• Meetings and conferences</li> </ul> | <ul style="list-style-type: none"> <li>• Alcoholic Beverages</li> <li>• Alumnae activities</li> <li>• Bad debts (<i>i.e. contractor debts, uncollectable accounts, collection costs, legal costs</i>)</li> <li>• Building purchases, facilities, land or real estate</li> <li>• Capital expenditures (<i>unit cost of \$5000 or more</i>)</li> <li>• Construction (<i>i.e. new buildings, remodeling, renovation</i>)</li> <li>• Cost incurred in criminal and civil proceedings</li> <li>• Contributions or donations rendered</li> <li>• Entertainment (<i>i.e. amusement, diversion, entertainers, social activities, tickets to shows, sports events, meals, lodging, gratuities</i>)</li> <li>• Entertainment related food service costs (<i>i.e. catered parties or holiday parties for staff or clients, award dinners, Mother's Day lunch at a local restaurant, catered lunch for Grand Opening events</i>)</li> <li>• Fines and penalties</li> <li>• Fund raising (<i>i.e. financial campaigns, endowment drives, solicitation of gifts and bequest</i>)</li> <li>• Goods or services for personal use</li> <li>• Idle facilities or idle capacity (<i>i.e. unused facilities and cost associated</i>)</li> <li>• Lobbying</li> </ul> |

Revised 2/16/16

|                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Memberships (<i>i.e. business, professional organizations</i>)</li> <li>• Professional Services</li> <li>• Publication and printing</li> <li>• Rental costs of building and equipment</li> <li>• Training and education</li> <li>• Transportation Costs</li> <li>• Travel (<i>i.e. airfare, lodging, transportation, meals</i>)</li> </ul> | <ul style="list-style-type: none"> <li>• Medical services</li> <li>• Prescriptions or Copays</li> <li>• Mortgage payments</li> <li>• Vehicle purchases</li> <li>• Stipends and honorariums</li> <li>• Supplanting</li> <li>• Sales Tax</li> <li>• Foreign travel</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Attachment H**  
**Department of Workforce Services**  
**Budget Detail Form**

|                                                                                                                                                   |                                     |                                     |                                     |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------|
| <b>Organization Name:</b>                                                                                                                         | Grand County Family Support Center  |                                     |                                     |                             |
| <b>Contract Dates:</b>                                                                                                                            | July 1, 2016 - June 30, 2019        |                                     |                                     |                             |
| <b>Category I Administrative Expenses</b> <small>Note: Total Administrative costs (direct and indirect) must not exceed 10% of the total.</small> | <b>Grant Funds Requested Year 1</b> | <b>Grant Funds Requested Year 2</b> | <b>Grant Funds Requested Year 3</b> | <b>Total Budget Request</b> |
| 1. Salaries                                                                                                                                       | \$4,732                             | \$4,732                             | \$4,732                             | \$14,195                    |
| 2. Fringe Benefits                                                                                                                                | \$1,725                             | \$1,725                             | \$1,725                             | \$5,174                     |
| 3. Travel/Transportation                                                                                                                          | \$250                               | \$250                               | \$250                               | \$750                       |
| 4. Space Costs                                                                                                                                    |                                     |                                     |                                     | \$0                         |
| 5. Utilities                                                                                                                                      |                                     |                                     |                                     | \$0                         |
| 6. Communications (printing, copying, phone, postage)                                                                                             | \$250                               | \$250                               | \$250                               | \$750                       |
| 7. Equipment/Furniture                                                                                                                            |                                     |                                     |                                     | \$0                         |
| 8. Supplies                                                                                                                                       |                                     |                                     |                                     | \$0                         |
| 9. Miscellaneous                                                                                                                                  |                                     |                                     |                                     | \$0                         |
| 10. Indirect Costs                                                                                                                                |                                     |                                     |                                     | \$0                         |
| 11. Conferences/Workshops (training)                                                                                                              | \$500                               | \$500                               | \$500                               | \$1,500                     |
| 12. Insurance                                                                                                                                     |                                     |                                     |                                     | \$0                         |
| 13. Professional Fees/Contract Services                                                                                                           |                                     |                                     |                                     |                             |
| <b>Total Category I Administrative Expenses</b>                                                                                                   | <b>\$7,456</b>                      | <b>\$7,456</b>                      | <b>\$7,456</b>                      | <b>\$22,369</b>             |
| <b>Category II Program Expenses</b>                                                                                                               |                                     |                                     |                                     |                             |
| 1. Salaries                                                                                                                                       | \$42,584                            | \$42,584                            | \$42,584                            | \$127,751                   |
| 2. Fringe Benefits                                                                                                                                | \$15,523                            | \$15,523                            | \$15,523                            | \$46,570                    |
| 3. Travel/Transportation                                                                                                                          | \$2,250                             | \$2,250                             | \$2,250                             | \$6,750                     |
| 4. Space Costs                                                                                                                                    |                                     |                                     |                                     | \$0                         |
| 5. Utilities                                                                                                                                      |                                     |                                     |                                     | \$0                         |
| 6. Communications (printing, copying, phone, postage)                                                                                             | \$11,550                            | \$11,550                            | \$11,550                            | \$34,650                    |
| 7. Equipment/Furniture                                                                                                                            | \$20,000                            | \$20,000                            | \$20,000                            | \$60,000                    |
| 8. Supplies                                                                                                                                       | \$30,036                            | \$30,036                            | \$30,039                            | \$90,111                    |
| 9. Miscellaneous                                                                                                                                  |                                     |                                     |                                     | \$0                         |
| 10. Indirect Costs                                                                                                                                |                                     |                                     |                                     | \$0                         |
| 11. Conferences/Workshops (training)                                                                                                              | \$4,500                             | \$4,500                             | \$4,500                             | \$13,500                    |
| 12. Insurance                                                                                                                                     |                                     |                                     |                                     | \$0                         |
| 13. Professional Fees/Contract Services                                                                                                           | \$2,100                             | \$2,100                             | \$2,100                             | \$6,300                     |
| <b>Total Category II Program Expenses</b>                                                                                                         | <b>\$128,543</b>                    | <b>\$128,543</b>                    | <b>\$128,546</b>                    | <b>\$385,631</b>            |
| <b>Total Expenses Category I and II</b>                                                                                                           | <b>\$135,999</b>                    | <b>\$135,999</b>                    | <b>\$136,002</b>                    | <b>\$408,000</b>            |

## ATTACHMENT I

### Department of Workforce Services – TANF Funding Grant Narrative

**Organization:** Grand County Family Support Center at The Christmas Box House

**Directions:** Provide a detailed narrative in the space provided. If additional space is needed, you may attach a separate Word document.

#### 1. FUNDING INFORMATION

Describe the background regarding the grant award or appropriation of TANF funds.

Grand County Family Support Center @ The Christmas Box House has never been appropriated funding from TANF in the past. This is a first time award. Legislative appropriations in 2016. We have been in existence as a Family Support Center since July, 2007.

#### 2. TARGET POPULATION

Describe the target population and how the program intends to identify, market, recruit, and engage participants.

Our current application process and parent background screening information can be used after they are revised in both English and Spanish. A separate questionnaire to parents can be devised for needed information. We can then utilize our concerns and information during a Local Inter-agency Council in monthly meetings and include a large majority of our partnering agencies in Grand and San Juan county. Involve other interested parties in the advocating and resolving of the day care crisis in Grand county.

Attend community events where families with children congregate to inform them of this new service by setting up booths with the information and where questions can be answered. By updating our current pamphlets and information sheets in both English and Spanish. Advertising on our Facebook page and in local newspapers and in public radio advertising on the local stations here. Attending public forums.

Invite the community to an Open House here at the center with the sole intent of promoting our new services as an outreach to other agencies, organizations, clients and the populations served by them informing them of the TANF grant and the services that will be offered under that grant separate from our DCFS grant and answer questions and provide the needed information and purpose. Educate the public as well by being out among them at popular public places.

Outreach through public speaking at various places throughout the community during events, special engagements, the public radio stations and at the schools during school event times. Utilizing our community resources for advertising.

Placing the revised pamphlets in both English/Spanish at the offices of our partnering organizations and at large.

### **3. PROGRAM SERVICE**

Describe the scope of the service to be offered and explain how the program supports one or more of the TANF purposes. Include a description of the program model or practice to be utilized. Describe the collaboration with other organizations and/or community partners.

In our area, safe and reliable licensed day cares, are in high demand. So many families are not able to work because of day care availability and no one they can rely on to watch their children, in particular for infants under the age of two and without financial assistance the majority of the parents cannot pay for day care on their wages alone. It is a major crisis here. Couples are finding that in order for both to work they often leave other children to care for the younger ones, or one parent chooses not to work leaving the family in a financial situation where they have to rely on food stamps, etc. This causes parental stress and marriage/relation conflicts. Couples split up, and the children become part of the statistics, being raised in a single parent household. This puts the children in a vulnerable situation in more ways than one. The custodial parent usually finds another partner soon afterwards, putting the children at even further risk of possible abuse and or neglect.

It would be our intention to raise awareness of this crisis in our community to more people than just the parents discovering this when they return to the workforce after having a baby.

We strongly feel that by having more day cares in Grand County that are "state licensed" would help families in adequately finding reliable and safe care for the child while they work. In addition to having more facilities that could care for infants under the age of two. We would host educational and social events where we can express our concerns here to Grand County residents. By empowering and connecting other partnering agencies and organizations that have a common interest and facilitate their sharing and experiences with their clients so we all know we are not alone in the concern for our two parent families that are falling between the cracks for financial assistance for safe and reliable day cares for their older children and infants in particular.

Having an individual to publish research, conduct case studies, and enter data that positions us as a trusted, experienced and knowledgeable agency on the purpose of this grant.

GCFSC would initiate the process of being a Resolve Advocate, and get some great responses on the day care crisis here. Get interested people involved through advocating and have a goal to up our state licensed day cares here from a significant low number to a more reasonable number per capita to our area.

All the partnering agencies know of the crisis here regarding child care but it seems no one is taking the initiative by assisting our families with infants, toddlers, and young children in securing a more reliable and routine schedule of care for their children while they work. This will be strongly addressed during a Local Inter-agency meeting here at the FSC.

It is statically known that children who do not live with both biological parents were roughly twice as likely to be poor, to have a birth outside of marriage, to have behavioral and psychological problems, and to not graduate from high school. Other studies have reported associations between family structure and child health outcomes. An example in on study found children living in single-parent homes were more likely to experience health problems, such as accidents, injuries, and poisonings. Of course, most children in single-parent families will not experience these negative outcomes. The answer depends on the outcome being assessed as well as other factors. Fortunately living in Utah, we have the lowest rates of single parent households in the nation. But there are still those that are falling between the cracks and not able to receive the needed help in areas pertinent to strong and confident families. If a parent feels the security of knowing their child(ren) is safe while they work, they are more apt to continue to work, the work is more effective, and that usually means longer term employment at the same place.

**4. ELIGIBILITY (Must be answered if providing services under Purposes 1 and 2, requiring income eligibility)**

Programs will be required to determine eligibility based on the following (for additional eligibility determination information refer to <http://jobs.utah.gov/services/tevs/tanfcontract.html>):

- a. Families receiving services must be at or below 200% of Federal Poverty Level (FPL).
- b. Families receiving services must have an eligible child under the age of 18.
- c. Organization will be responsible for verifying eligibility by filling out Form 300.
- d. Organization will be responsible for entering participant information in TEVS.

Describe how the organization intends to address the TANF eligibility requirements.

We will not be providing services under Purposes 1 or 2. N/A

**5. MEASUREMENTS AND OUTCOMES**

Describe the intended service measurements, outcomes and data collection method(s) to support these outcomes.

To do outreach and education to the community at large, but in particular to the businesses and other agencies. We would need to educate the business owners, such as the restaurants, motels, tourist shops, grocery stores, etc. as to the crisis Moab parents are experiencing with the day care situation. Some of these educating techniques can be by the way of shift policies and more flexibility for those with very young children. Advocating for more state licensed day cares that offer more flexibility when it comes to the exact services needed. Educate families on a more broader range of child care from home based services versus child care facilities. Approach our local Chamber of Commerce, City and Seekhaven Family Resource Center or the Moab Valley Multi-Cultural Center just to name a few about partnering up to get more licensed day cares available. To have all information in both English and Spanish.

We would start by setting up workshops by inviting families, other agencies, child care providers already licensed, home based providers, business owners, Chamber of Commerce members, City and County Council members, the Grand County School District elementary principal and teachers, the Charter School, the Head Start Program staff members, Early Intervention, the local preschools and other community members to join in and try to problem solve this sensitive subject that all the other agencies are also experiencing with the clientele. Everyone talks about it, but there is never any action to help the families here experiencing and living with the consequences of so few day cares and only 2 out of 8 that accept children under the age of two, and then those that do, can only accept up to (2) under the age of two.

A series of meetings that will show us where the support is at, who is willing to be allies in this outcome, gain the support of the families. The solution will have to come from multiple sources. Creative meetings will take time and funding. During the meetings a plan of action will be implemented.

**ATTACHMENTS**

- I. **501(c)(3) Letter-** If applicable.
- II. **Negotiated Indirect Cost Rate Agreement-** If applicable.

**Attachment   J**

**Program Definition and Outcomes**

**Instructions:** In addition to the explanation of the outcomes as outlined in the funding narrative, provide details below.

**A. The population and outcomes must be defined below.**

|                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Population:</b>                                                                                                                             | Families with children ages infant to 11 years old in Grand and San Juan County. Geographical Region 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Outcomes (expected results) and indicators (measurable data):</b><br>May be more or less than 3 outcomes, add additional bullets as needed. | <p>Outcome I: New pamphlets, intake forms and flyers, Facebook page and a new website in both English and Spanish.</p> <p>Indicator 1: By having forms in both English and Spanish we can better serve the Hispanic/Latino population. We would not have to rely on an interpreter being available 24/7, and would reduce significantly our needing one as often. It would improve our relationships by everyone being able to understand our mission and in retrospect, our understanding of the individual or group. By circulating pamphlets that will advertise our services will also look will more inviting to read and review. Flyers in both English and Spanish would bring more people into the focus of our mission and give anyone interested in involvement the opportunity decide if they would like to be able to do so.</p> <p>Indicator 2: By contracting out a professional interpreter to translate all the pamphlets, intake forms, and flyers into Spanish will allow staff more efficient use of time in doing the day to day activities, will reduce the time for in-takes, and free up needed time to increase knowledge of our new services to the community, other agencies, and organizations.</p> <p>Indicator 3: Clientele can access our services through several reliable sources including social media.</p> <p>Outcome II: Family Support Center will develop a coalition of agencies and interested individuals who will assist in developing materials, workshops and attend conferences.</p> <p>Indicator 1: A broad-based campaign will be implemented that will generate public awareness of the crisis Grand County is experiencing with the lack of reliable, safe and trustworthy day care for working families with children ages birth to 2 years old. As it is now, the agencies are aware of the crisis, however businesses are not, this will allow us to address this crisis and show the community at large that this lack of reliable child care</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>in Grand County is a barrier to families finding employment and being able to keep that employment over time.</p> <p>Indicator 2: By using flyers and public announcements we will be able to get people interested in solving the day care problem and enticing qualified individuals to set up licensed day cares for ages infant to 2 years old as the main goal. By inviting people from all the community we can introduce the possibility of getting people more involved with the day care crisis here.</p> <p>Indicator 3: By organization a team of partnering agencies, and parents and our hope is to get businesses involved we will utilize the center and our resources to commit to the group's efforts in strengthening the day care resources for Grand County.</p> <p>Outcome III: Update the facility to a more modern time, and be able to adequately have effective and positive meetings and provide better childcare for clientele while using our facility during meeting and organization times under the TANF grant.</p> <p>Indicator 1: To have a more modern facility with the required equipment will enable us to do the outcome more effectively.</p> <p>Indicator 2: By ensuring we have the safe and age appropriate play equipment, and toys for all ages will encourage parents and community members to bring the children here while we meet for Conferences, Workshops and general meetings after our contract hours with DHS.</p> <p>Indicator 3: Many people have expressed a desire to open up a State licensed day care here but need incentives to do so. We will provide those incentives by offering resources and assistance where we are able to.</p> <p>Indicator 4: In initiating a group of committed volunteers will help to sustain the efforts and bring sufficient amount of caring people with the same goal in mind of helping to resolve the day care crisis here in Grand County.</p> |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

- B. For services under purpose 1 and 2 where eligibility is required, DWS may also track Quarterly Wages pre-enrollment and post completion. The grantee will not be responsible to collect wage data unless it was specifically in the grantee's proposal under outcomes.

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
September 20, 2016  
Agenda Item: T

|                       |                                                                                                                                                                                                                                               |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TITLE:</b>         | Public Hearing to solicit public comment on a proposed Ordinance to amend the Land Use Code Section: Sec. 9.17 Site Plan Review - Amending site plan review for commercial or multi-family development by removing Planning Commission review |
| <b>FISCAL IMPACT:</b> | Net positive                                                                                                                                                                                                                                  |
| <b>PRESENTER(s):</b>  | Mary Hofhine, Community Development Representative                                                                                                                                                                                            |

**Prepared By:**  
**MARY HOFHINE**  
**GRAND COUNTY**  
**COMMUNITY**  
**DEVELOPMENT**  
**REPRESENTATIVE**

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**STATED MOTION :**

Council policy is to extend public hearings for ten days and vote on proposed legislation at the next regular Council meeting.

**PLANNING COMMISSION RECOMMENDATION:**

Approval

**STAFF RECOMMENDATION:**

Approval

**BACKGROUND:**

Currently the Land Use Code requires site plan review approval by the Planning Commission. Site plans are administrative and as long as the applicant meets the requirements of the code a site plan shall be approved. Review by the Planning Commission becomes redundant and creates additional time constraints on the applicant.

**ATTACHMENT(s):**

1. Proposed Draft Ordinance
2. Staff report

**GRAND COUNTY, UTAH**  
**ORDINANCE NO. \_\_\_\_\_, SERIES 2016**

**AMENDING SECTION 9.17 SITE PLAN REVIEW  
OF THE GRAND COUNTY LAND USE CODE**

**WHEREAS**, the Grand County Council (County Council) adopted the *Grand County General Plan Update* (General Plan) on February 7, 2012 with Resolution No. 2976;

**WHEREAS**, the County Council adopted the *Grand County Land Use Code* (Land Use Code) on January 4, 1999 with Ordinance No. 299 and amended February 19, 2008 with Ordinance No. 468 and amended, for the purpose of regulating land use, subdivision and development in Grand County in accordance with the General Plan;

**WHEREAS**, Grand County desires to amend *Section 9.17 Site Plan Review* of the *Grand County Land Use Code* by addressing redundancy associated with the process;

**WHEREAS**, the Grand County Planning Commission considered this item in a public hearing on August 24, 2016, at which time the Planning Commission recommended August 24, 2016;

**WHEREAS**, the County Council considered this item in a public hearing held on September 20, 2016; and

**WHEREAS**, the County Council has heard and considered all evidence and testimony presented with respect to the amendment and has determined subsequent to said public hearing that the adoption of this ordinance is in the best interests of the citizens of Grand County, Utah.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL OF GRAND COUNTY, UTAH, THAT** the Land Use Code is hereby amended by the repeal and re-enaction of *Section 9.17 Site Plan Review*, to read as follows;

**Sec. 9.17 Site Plan Review**

**9.17.1 Applicability**

Prior to the issuance of a zoning development permit or building permit for any commercial or multi-family development in any zone district, a site plan shall be submitted to the Community Development Department for approval.

**9.17.2 Purpose**

The purpose for Site Plan Review is to assist the building inspector with zoning review, which must be accomplished prior to the issuance of a zoning development permit and building permit. In this one-step review, the Zoning Administrator reviews proposed developments for conformance with the General Development Standards of Article 6 and applicable zoning requirements of this LUC.

**9.19.3 Submission Requirements**

The developer or owner shall submit the site plan drawn to an acceptable scale and with adequate copies. The scale and number of copies shall be that deemed necessary by the Zoning Administrator. The site plan shall include the following:

- A. Parking, loading, and refuse areas;
- B. Access ways, including points of ingress, egress;
- C. Sidewalks and trails;

- D. Fences and walls;
- E. Location and dimensions of structures and signs;
- F. Location and type of outdoor lighting;
- G. Typical elevations of such buildings;
- H. Landscaping and screening;
- I. Topography;
- J. Specific areas proposed for specific types of land use;
- K. Lots or plots;
- L. Any areas with slopes in excess of 30 percent;
- M. Any areas in a natural drainage or the 100 year floodplain;
- N. Existing and proposed easements, areas proposed for public dedication; and
- O. Building footprint(s), water and sewer lines, easements and drainage improvements in Digital Format; if available. Digital information shall be provided in the latest version of AutoCAD, or other format compatible with the County GIS as may be specified by the Zoning Administrator (currently preferred in State Plane Coordinates - Utah Central Zone or the Valley Coordinate System) with all measurements stated in feet.

#### **9.17.4 Action**

- A. Zoning Administrator shall consider the General Development Standards of Article 6 and the requirements of the underlying zone district.
- B. In the approval or disapproval of the site plan, the Zoning Administrator shall not be authorized to waive or vary conditions and requirements contained in this LUC.
- C. Building permits in conformance with site plan. It shall be unlawful to issue a building permit prior to the approval of the site plan by the Zoning Administrator. No building permit shall be issued except in conformity with the approved site plan or in accordance with authorized minor changes.

#### **9.17.5 Minor Changes**

Subsequent to approval of a site plan, minor changes may be authorized by the Zoning Administrator when such minor changes will not cause any of the following to occur:

- A. A change in the character of the development;
- B. An increase in the intensity of use;
- C. A reduction in the originally approved separations between buildings;
- D. An increase in the external effects, including that of outdoor lighting, on adjacent property;
- E. A reduction in the originally approved setbacks from property lines;
- F. An increase in the problems of circulation, safety and utilities;
- G. An increase in the height of such buildings;

- H. An increase of more than 20 percent or a 1,000 square feet, whichever is less, in ground coverage by structures;
- I. A reduction in the off-street parking;
- J. A change in the subject, size, lighting or orientation of originally approved signs; or
- K. A decrease in the percentage of landscaping required.

**PASSED, ADOPTED, AND APPROVED** by the Grand County Council in open session this \_\_\_\_th day of \_\_\_\_\_ 2016 by the following vote:

*Those voting aye:* \_\_\_\_\_

*Those voting nay:* \_\_\_\_\_

*Absent:* \_\_\_\_\_

**ATTEST:**

**Grand County Council**

\_\_\_\_\_  
Diana Carroll, Clerk/Auditor

\_\_\_\_\_  
Elizabeth Tubbs, Chairman



## STAFF REPORT

**MEETING DATE:** August 24, 2016

**TO:** Grand County Council

**FROM:** Community Development Department *Staff*

**SUBJECT:** Public Hearing – Land Use Code Amendment

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### PLANNING COMMISSION RECOMMENDATION

The Grand County Planning Commission reviewed the amendment in a public hearing on August 24, 2016 and forwarded a favorable recommendation to the County Council

### STAFF RECOMMENDATION

Approve

### BACKGROUND

Currently the Land Use Code requires site plan review approval by the Planning Commission. Site plans are administrative and as long as the applicant meets the requirements of the code a site plan shall be approved. Review by the Planning Commission becomes redundant and creates additional time constraints on the applicant.

### DRAFT LANGUAGE

#### Sec. 9.17 Site Plan Review

##### 9.17.1 Applicability

Prior to the issuance of a zoning development permit or building permit for any commercial or multi-family development in any zone district, ~~there a site plan~~ shall be submitted to the [Planning Commission Community Development Department](#) for ~~its~~ approval. ~~of a site plan.~~

##### 9.17.2 Purpose

[The purpose for Site Plan Review is to assist the building inspector with zoning review, which must be accomplished prior to the issuance of a zoning development permit and building permit. In this one-step review, the Planning Commission- Zoning Administrator](#) reviews proposed developments for conformance with the General Development Standards of Article 6 and applicable zoning requirements of this LUC.

##### 9.19.3 Submission Requirements

The developer or owner shall submit the site plan drawn to an acceptable scale and with adequate copies. The scale and number of copies shall be that deemed necessary by the Zoning Administrator. The site plan shall include the following:

- A. Parking, loading, and refuse areas;
- B. Access ways, including points of ingress, egress;
- C. Sidewalks and trails;
- D. Fences and walls;
- E. Location and dimensions of structures and signs;
- F. Location and type of outdoor lighting;
- G. Typical elevations of such buildings;

- H. Landscaping and screening;
- I. Topography;
- J. Specific areas proposed for specific types of land use;
- K. Lots or plots;
- L. Any areas with slopes in excess of 30 percent;
- M. Any areas in a natural drainage or the 100 year floodplain;
- N. Existing and proposed easements, areas proposed for public dedication; and
- O. Building footprint(s), water and sewer lines, easements and drainage improvements in Digital Format; if available. Digital information shall be provided in the latest version of AutoCAD, or other format compatible with the County GIS as may be specified by the Zoning Administrator (currently preferred in State Plane Coordinates - Utah Central Zone or the Valley Coordinate System) with all measurements stated in feet.

#### 9.17.4 Action ~~of Commission~~

- A. ~~The Planning Commission-Zoning Administrator consideration~~ shall ~~consider include~~ the General Development Standards of Article 6 ~~and~~ the requirements of the underlying zone district, ~~and other aspect deemed by the County Planning and Zoning Commission necessary to consider in the interest of promoting the purposes of this LUC.~~
- B. In the approval or disapproval of the site plan, the ~~Planning Commission-Zoning Administrator~~ shall not be authorized to waive or vary conditions and requirements contained in this LUC.
- C. Building permits in conformance with site plan. It shall be unlawful to issue a building permit prior to the approval of the site plan by the ~~Planning Commission-Zoning Administrator~~. No building permit shall be issued except in conformity with the approved site plan or in accordance with authorized minor changes, ~~including all conditions of approval applied by the Planning Commission.~~

#### 9.17.5 Minor Changes

Subsequent to approval of a site plan, minor changes may be authorized by the Zoning Administrator when such minor changes will not cause any of the following to occur:

- A. A change in the character of the development;
- B. An increase in the intensity of use;
- C. A reduction in the originally approved separations between buildings;
- D. An increase in the external effects, including that of outdoor lighting, on adjacent property;
- E. A reduction in the originally approved setbacks from property lines;
- F. An increase in the problems of circulation, safety and utilities;
- G. An increase in the height of such buildings;
- H. An increase of more than 20 percent or a 1,000 square feet, whichever is less, in ground coverage by structures;
- I. A reduction in the off-street parking;
- J. A change in the subject, size, lighting or orientation of originally approved signs; or
- K. A decrease in the percentage of landscaping required.