



# GRAND COUNTY COUNCIL REGULAR MEETING

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

## AGENDA

Tuesday, December 20, 2016

4:00 p.m.

- Call to Order**
- Pledge of Allegiance**
- Approval of Minutes** (Diana Carroll, Clerk/Auditor)
  - A. October 4, 2016 (County Council Meeting), Postponed from October 18, 2016
  - B. October 7, 2016 (County Council Special Meeting: Budget Workshop), Postponed from October 18, 2016
  - C. October 18, 2016 (County Council Meeting), Postponed from November 1, 2016
  - D. October 21, 2016 (County Council Special Meeting: Budget Workshop), Postponed from November 1, 2016
  - E. October 28, 2016 (County Council Special Meeting: Budget Workshop), Postponed from November 1, 2016
  - F. November 1, 2016 (County Council Meeting), Postponed from November 15, 2016
  - G. November 4, 2016 (County Council Special Meeting: Administrative and Budget Workshop)
  - H. November 15, 2016 (County Council Meeting), Postponed from December 6, 2016
  - I. November 18, 2016 (County Council Special Meeting: Canvass of the General Election), Postponed from December 6, 2016
  - J. December 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**
  - K. Presentation recognizing employees' years of service (Employee Supervisors/ Department Heads, Elected Officials and Human Resources Director)
  - L. Presentation recognizing Council Members Ballantyne, Jackson and Tubbs (Council Member Hawks)
- Discussion Items**
  - M. Discussion on calendar items and public notices (Bryony Chamberlain, Council Office Coordinator)
- General Business- Action Items- Discussion and Consideration of:**
  - N. Approving proposed County Fire Warden Agreement with the Utah Division of Forestry, Fire and State Lands, effective January 1, 2017, pending 2017 budget adoption (Chairwoman Tubbs)

- O. Approving sole source provider to transfer the chassis/computer inject sprayer from the old Weed truck to the new 2016 F450 chassis (Scott Crookston, Lead Weed Technician)
- P. Adopting proposed resolution formalizing the Geographic Information Systems (GIS) Technical and Policy Committees (Matt Cenicerros, Information Technology Services Director)
- Q. Approving proposed land use code amendment removing “residential units used for overnight accommodations” in the highway commercial (HC) zone district (Zacharia Levine, Community Development Director)
- R. Approving proposed purchase of a 60,000-watt generator and automatic transfer switch from GSA Contract for the Grand County Jail Project (Sheriff White)
- S. Adopting proposed resolution amending the Policies and Procedures (Bylaws) of the Governing Body, pending legal review (Ruth Dillon, Council Administrator)
- T. Adopting proposed resolution amending the 2016 budget (Diana Carroll, Clerk/Auditor)
- U. Adopting proposed resolution approving the 2017 budget (Diana Carroll, Clerk/Auditor)
- V. Approving proposed job description for a new full-time position, Building Inspector 2 and adopting proposed resolution setting out step advancement for state-required certifications earned, effective January 1, 2017 (Jeff Whitney, Building Official and John West, Human Resources Director)
- W. Approving proposed job description amendments and reclassification from a part-time to a full-time Administrative Assistant position in the Emergency Medical Services department, effective January 1, 2017 (Andy Smith, EMS Director and John West, Human Resources Director)
- X. Approving proposed reclassification for Paramedic positions in the Emergency Medical Services department, effective January 1, 2017 (Andy Smith, EMS Director and John West, Human Resources Director)
- Y. Approving proposed reclassification for Advanced Emergency Medical Technician position in the Emergency Medical Services department, effective January 1, 2017 (Andy Smith, EMS Director and John West, Human Resources Director)
- Z. Approving three new full-time Paramedic or Advanced Emergency Medical Technician positions in the Emergency Medical Services department, effective January 1, 2017 (Andy Smith, EMS Director and John West, Human Resources Director)
- AA. Approving proposed reclassification for Basic Emergency Medical Technician position in the Emergency Medical Services department, effective January 1, 2017 (Andy Smith, EMS Director and John West, Human Resources Director)
- BB. Approving proposed reclassification for the Operations Supervisor position in the Emergency Medical Services department, effective January 1, 2017 (Andy Smith, EMS Director and John West, Human Resources Director)
- CC. Approving proposed job description amendments to rename the part-time Council Office Assistant position to a part-time Special Event Permit Specialist position and to include essential duties and accountabilities related to processing special event applications (Ruth Dillon, Council Administrator)
- **Consent Agenda- Action Items**
- DD. Approving 2017 annual meeting schedule for the County Council

6:00 p.m.

- **Public Hearings- Possible Action Items**
- EE. Public Hearing to hear public input on a proposed ordinance to adjust wages and benefits for Grand County Council Members (Council Member Baird)

FF. Public Hearing to hear public input on a proposed ordinance to adjust wages, including Cost of Living Adjustment, for Grand County Elected Officials, excluding County Council Members, effective January 4, 2017, in order to be consistent with 4<sup>th</sup> and 5<sup>th</sup> class Utah Counties (Diana Carroll, Clerk/Auditor)

GG. Public Hearing to hear public input on a proposed ordinance to enact the rural health care facilities sales and use tax on eligible sales in Grand County (Ruth Dillon, Council Administrator)

- 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.**

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

**October 4 2016**

The Regular Session of the Grand County Council was called to order at 4:00 p.m. by Chair Elizabeth Tubbs on the above date in the Council Chambers of the Grand County Courthouse located at 125 East Center Street, Moab, Utah. In attendance were Council Members Elizabeth Tubbs, Ken Ballantyne, Chris Baird, Jaylyn Hawks, Lynn Jackson, Rory Paxman, and Mary McGann along with Grand County Clerk/Auditor Diana Carroll and Council Administrator Ruth Dillon. The Pledge of Allegiance was led by Jerry Shue.

**Approval of Minutes (Diana Carroll, Clerk/Auditor)**

- A. September 20, 2016 (County Council Meeting)**
- B. September 23, 2016 (County Council Special Meeting: Budget Workshop)**
- C. September 30, 2016 (County Council Special Meeting: Budget Workshop)**

**MOTION:** Motion by Council Member Mary McGann to approve the minutes as amended. Motion seconded by Council Member Chris Baird carried 7 – 0.

**Ratification of Payment of Bills**

**MOTION:** Motion by Council Member Chris Baird to approve payment of bills presented in the amount of \$1,120,411.55. Accounts payable check numbers 94123 - 94403 totaling \$934,074.78 and payroll in the amount of \$186,336.77 confirming all bills presented were within budgeted appropriations. Motion seconded by Council Member Rory Paxman carried 6 - 0 by roll-call vote.

**Council Administrator Report**

Council Administrator Ruth Dillon reported she has been busy with employee evaluations.

**Department Reports**

**D. 2015 Community Development Report (Zacharia Levine, Director)**

Community Development Director Zacharia Levine gave his report of 2015 activities and projects including housing issues, Area Sector Analysis Process, the County Resource Management Plan and the Moab Business Summit.

**Agency Reports**

**E. 2016 Honey Bee Inspection Report (Jerry Shue, Grand County Honey Bee Inspector)**

Grand County Honey Bee Inspector Jerry Shue presented the 2016 Honey Bee Inspection Report. Grand County bee colonies are reported to be healthy and increasing in number.

**Citizens to Be Heard**

None

**Presentations**

**F. PowerPoint presentation on Red Rock Speedway proposal for motocross lease renewal under new management (David Adams, Red Rock Speedway, LLC Board, President)**

Red Rock Speedway Board President David Adams presented a proposal for future use and management of the leased facility.

**Discussion Items**

**G. Discussion on proposed policy exception regarding initial grade and step assignments for entry level law enforcement positions (Graig Thomas, Human Resources Director and Sheriff White)**

Grand County Sheriff Steve White and HR Director Graig Thomas led the discussion regarding proposed changes in recruiting and retaining entry level law enforcement positions.

**H. Discussion on recommended revisions to the Policies and Procedures of the Governing Body: Section S, Public Hearings, continued from August 16, 2016 (Ruth Dillon, Council Administrator and Council Study Committee Members Tubbs, Hawks, and McGann) (allow 15 minutes)**

**I. Discussion on calendar items and public notices (Bryony Chamberlain, Council Office Coordinator)**

**General Business- Action Items- Discussion and Consideration of:**

**J. Approving the proposed 2016 property tax abatements and cancelations through 9/28/2016 (Chris Kauffman, County Treasurer)**

Postponed until 6:05 p.m.

**MOTION:** Motion by Council Member Chris Baird to approve the 2016 property tax abatements and cancellations through 09/28/2016 as presented, and authorize the Chair to sign all associated documents. Motion seconded by Council Member Ken Ballantyne carried 7 – 0.

**K. Approving 2016 Board of Equalization Hearing Officer's recommendations (Diana Carroll, Clerk/Auditor)**

**MOTION:** Motion by Council Member Mary McGann to approve the proposed Board of Equalization Hearing Officer recommendations resulting from taxpayer valuation appeals during the 2016 BOE hearings and authorize the Chair to sign all associated documents. Motion seconded by Council Member Rory Paxman carried 7 - 0.

**L. Approving surplus declaration of heavy equipment for online auction (Cody McKinney, Fleet Manager)**

**MOTION:** Motion by Council Member Ken Ballantyne to approve declaration of surplus equipment as presented for online auction with "Public Surplus" so as to help maintain an organized and efficient fleet for Grand County, and authorize the Chair to sign all associated documents. Motion seconded by Council Member Lynn Jackson carried 7 – 0.

**M. Approving the formation of a temporary EMS Stakeholder Group, with proposed community representation, to review options in order to make a recommendation on long-term placement and sustainability of Emergency Medical Services as an agency (Andy Smith, EMS Director)**

**MOTION:** Motion by Council Member Chris Baird to approve the formation of a temporary community-based EMS Stakeholder Group to review options in order to make a recommendation to the County Council on long-term placement and sustainability of Emergency Medical Services as an agency; such Stakeholder Group to include: Canyonlands Health Care Special Service District, Grand County EMS, Grand County Sheriff's Office, Moab Area Chamber of Commerce, and Moab Regional Hospital; and 2 voting representatives from the currently seated County Council as follows: Council Members Baird and Tubbs. Motion seconded by Council Member Mary McGann carried 7 – 0.

**N. Adopting proposed ordinance approving amendments to the Grand County Land Use Code (LUC) Section 9.17 Site Plan Review (Zacharia Levine, Community Development Director)**

**MOTION:** Motion by Council Member Chris Baird to adopt the proposed ordinance to amend Section 9.17 of the Grand County Land Use Code: Site Plan Review and authorize the Chair to sign all associated documents. Motion seconded by Council Member Ken Ballantyne carried 7 – 0.

**Consent Agenda- Action Items**

**O. Approving proposed State of Utah contract amendment between Grand County and Utah Attorney General's Office to increase funding for the Children's Justice Center Program effective July 1, 2016**

**P. Approving proposed grant agreement between the Utah Department of Natural Resources, Division of Wildlife Resources and the Grand County Weed Department for the completion of riparian habitat restoration on the Lower Dolores River**

**Q. Ratifying the Chair's signature on proposed Geographic Information System (GIS) support block with GIS Inc.**

**R. Ratifying the Chair's signature on proposed professional services statement of work with LanDesk**

**MOTION:** Motion by Council Member Chris Baird to approve the Consent Agenda as presented and authorize the Chair to sign all associated documents. Motion seconded by Council Member Rory Paxman carried 7 – 0.

**Public Hearings- Possible Action Items**

**S. Public Hearing to hear public comment on a proposed resolution for a Conditional Use Permit– Day Care Center General, care for more than eight (8) children at one time– located at 4508 Vista Verde Circle in the Pueblo Verde Subdivision, a Planned Unit Development (PUD) (Community Development Department Representative)**

This application is submitted by Jeff and Jessica Dunn, property owners. The applicant is requesting conditional use approval for an in-home Day Care, which is by conditional use permit. The applicant currently provides day care for no more than eight children, a limited Day Care, and is requesting a conditional use permit to expand the care to allow more than eight children, General Day Care, which is conditional use in the SLR zone district.

**MOTION:** Motion by Council Member Ken Ballantyne to suspend the Council rules to take action at this meeting. Motion seconded by Council Member Chris Baird carried 7 – 0.

**MOTION:** Motion by Council Member Chris Baird to adopt the proposed resolution approving a conditional use permit for Munchkins Day Care with the following conditions as identified in Sec. 3.2.3B in the Grand County Land Use Code and authorize the Chair to sign all associated documents. Motion seconded by Council Member Mary McGann carried 7 – 0.

**6:25 p.m.**

**T. Public Hearing to allow interested parties to present arguments in favor of and against the proposed rural health care facilities sales and use tax ballot proposition, “Proposition 3: Canyonlands Care Center and Ambulance Services Sales Tax,” for the November General Election (Chairwoman Tubbs)**

On September 6, 2016 the County Council adopted arguments in favor of the proposed rural health care facilities sales and use tax to be on the November General Election ballot. This public hearing provides the opportunity for interested parties to present comments regarding the proposed sales and use tax.

Ann Carter, a resident of Grand County, spoke in favor of the tax.

Jen Sadoff, CEO of Moab Regional Hospital, spoke in favor.

The Public Hearing closed at 6:35 p.m.

**General Council Reports and Future Considerations**

Council Member McGann

- Reported that rack cards for Throttle Down Campaign have been distributed.

Council Chair Tubbs

- Reported the Public Health Director has requested services be provided to San Juan County from the local health district.

Council Member Paxman

- Attended the Weed Board budget meeting.
- Attended the Airport Board meeting.

Council Member Baird

- OSTA is installing a pressure reducing valve and searching for Ken’s Lake water shares to purchase or lease.

**Closed Session(s): Pending or Reasonably Imminent Litigation**

**MOTION:** Motion by Council Member Chris Baird to enter into Closed Session at 6:45 p.m. to discuss pending or reasonable imminent litigation. Motion seconded by Council Member Rory Paxman carried 7 -0. Present were Council Members Baird, Ballantyne, Hawks, McGann, Paxman and Tubbs along with Clerk/Auditor Diana Carroll, Council Administrator Ruth Dillon, County Attorney Andrew Fitzgerald, and Airport Manager Judd Hill.

**MOTION:** Motion by Council Member Mary McGann to end the Closed Session at 7:26 p.m. Motion seconded by Council Member Chris Baird carried 7 – 0.

**MOTION:** Motion by Council Member Chris Baird to enter into Closed Session at 7:28 p.m. to discuss the Character, Professional Competence or Physical or Mental Health of an Individual. Motion seconded by Council Member Rory Paxman carried 7 -0. Present were Council Members Baird, Ballantyne, Hawks, McGann, Paxman and Tubbs along with Clerk/Auditor Diana Carroll, Council Administrator Ruth Dillon, County Attorney Andrew Fitzgerald, and Airport Manager Judd Hill.

**MOTION:** Motion by Council Member Rory Paxman to end the Closed Session at 8:04 p.m. Motion seconded by Council Member Chris Baird carried 7 – 0.

**Adjourn**

The meeting was adjourned at 8 :06 p.m.

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Elizabeth Tubbs  
Grand County Council Chair

**ATTEST:**

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Diana Carroll  
Grand County Clerk/Auditor

**GRAND COUNTY COUNCIL  
Special Administrative Meeting  
125 East Center Street  
Moab, Utah**

**October 7, 2016**

The Grand County Council met in Special Session on the above date in the Grand County Council Chambers of the Courthouse located at 125 East Center Street, Moab, Utah. The meeting was called to order by Vice-Chair Jaylyn Hawks at 9:13 a.m. In attendance were Council Members Jaylyn Hawks, Chris Baird and Mary McGann along with Clerk/Auditor Diana Carroll and Council Administrator Ruth Dillon. Council Members Ken Ballantyne, Lynn Jackson, Elizabeth Tubbs and Rory Paxman were absent.

**Administrative and Budget Workshop:**

**A. Discussion of 2017 Grand County Budget**

Grand County Community Development, Airport, and OSTA Departments presented budget requests and amendments.

**ADJOURN**

The meeting was adjourned at 11:40 p.m.

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Grand County Council Chair  
Elizabeth Tubbs

**ATTEST:**

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Diana Carroll  
Grand County Clerk/Auditor

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

**October 18, 2016**

The Regular Session of Grand County Council was called to order at 4:00 p.m. by Chair Elizabeth Tubbs on the above date in the Council Chambers of Grand County Courthouse located at 125 East Center Street, Moab, Utah. In attendance were Council Members Elizabeth Tubbs, Chris Baird, Rory Paxman, Mary McGann, Jaylyn Hawks along with Grand County Deputy Clerk Renee Baker and Council Administrator Ruth Dillon. Council Members Lynn Jackson and Ken Ballantyne were absent. The Pledge of Allegiance was led by Lee Shenton.

**Approval of Minutes**

- A. October 4, 2016 (County Council Meeting)**
- B. October 7, 2016 (County Council Special Meeting; Budget Workshop)**

Action postponed until the next meeting.

**Ratification of Payment of Bills**

**MOTION:** Motion by Council Member Chris Baird to approve payment of bills presented in the amount of \$938,691.32. Accounts payable check numbers 94404-94618 totaling \$752354.55 and payroll in the amount of \$186,336.77 confirming all bills presented were within budgeted appropriations. Motion seconded by Council Member Rory Paxman carried 6 - 0 by roll-call vote.

Council Member Jackson arrived at this time.

**Council Administrator Report**

Council Administrator Ruth Dillon went to the meeting for the Airport CIB funding, reported that the funding was approved. A moment of silence was held for Road Department employee Eric Brewer.

**Department Reports**

- C. Announcement and Brief Presentation on Approaching Dedication of the Lisbon Valley Historical Marker to Commemorate the Area's History Associated with the Mi Vida Uranium Mine (Lee Shenton, UMTRA Liaison)**

UMTRA Liaison Lee Shenton announced that there will be a dedication of the Lisbon Valley Historical Marker to commemorate the area's history associated with the Mi Vida uranium mine. There will be invites sent out at a later time.

**Citizens to Be Heard**

David Adams spoke on the fact that they are unable to get the lease for the Red Rock Speedway at this time because their company is not set up as a Non-Profit, he wanted the council to consider the liabilities if no one has the lease when it is up on November 30, 2016, and think about maybe granting them a temporary lease while they get the Non-Profit status so that someone can cover the liabilities.

Council Member Ballantyne arrived at this time.

**Discussion Items**

- D. Discussion on prioritizing Grand County's 2017 match-required projects for potential funding by the Permanent Community Impact Fund Board (CIB) (Ruth Dillon, Council Administrator)**

Discussion was led by Council Administrator Ruth Dillon on prioritizing Grand County's 2017 match-required projects for potential funding by the Permanent Community Impact Fund Board.

- E. Discussion on recommended revisions to the Policies and Procedures of the Governing Body: Section S, "Public Hearings," continued from October 4, 2016; Section T, "Personnel Action Appeal Hearing Protocol;" and Section U, "Amendment of Policies and Procedures" (Ruth Dillon, Council Administrator and Council Study Committee Members Tubbs, Hawks, and McGann) (allow up to 30 minutes)**

Discussion on recommended revisions to the Policies and Procedures of the Governing Body; Section S, "Public Hearings," continued from October 4, 2016; Section T, "Personnel Action Appeal Hearing Protocol;" and Section U, "Amendment of Policies and Procedures"

- F. Discussion on calendar items and public notices (Bryony Chamberlain, Council Office Coordinator)**

**General Business- Action Items- Discussion and Consideration of:**

- G. Approving 1) proposed letter of agreement with San Juan County and 2) proposed Challenge Cost Share Agreement with the Manti- La Sal National Forest regarding 4.5 miles of snow removal on Geyser Pass Road. (Bill Jackson, Road Supervisor and Michael Diem, Forest Service District Ranger)**

**MOTION:** Motion by Council Member Mary McGann to approve 1) proposed letter of agreement with San Juan County and 2) proposed Challenge Cost Share Agreement with the Manti-La Sal National Forest both regarding snow plowing by Grand County of approximately 4.5 miles of Geyser Pass Road—a San Juan County Road—and associated parking areas, and authorize the Chair to sign the Forest Service Agreement and the Council Administrator to sign the letter of agreement with San Juan County. Motion seconded by Council Member Chris Baird carried 6-1. Council Member Elizabeth Tubbs opposed.

- H. Approving proposed Inmate Housing Agreement with Emery County for the housing of Grand County inmates during the remodeling of the Grand County Jail and Dispatch Center (Sheriff White)**

**MOTION:** Motion by Council Member Chris Baird to approve proposed Inmate Housing Agreement with Emery County for the housing of Grand County inmates during the remodeling of the Grand County Jail and Dispatch Center and to authorize the Chair to sign all paperwork associated with this agreement. Motion seconded by Jaylyn Hawks carried 7-0.

- I. Adopting 1) proposed resolution approving "Grade and Step Assignments Policy for Entry Level Law Enforcement Positions" and 2) adjusting the wages of existing entry level (Grade 13) officers using the same standard.**

**MOTION:** Motion made by Council Member Mary McGann to Adopting 1) proposed resolution approving "Grade and Step Assignments Policy for Entry Level Law Enforcement Positions" and 2) adjusting the wages of existing entry level (Grade 13) officers using the same standard. Motion seconded Lynn Jackson carried 7-0.

- J. Approving 2017 healthcare benefit rates and approving renewing coverage with existing carriers.**

**MOTION:** Motion made by Council Member Chris Baird to amended the motion to include that the County to split the increase with the employees on traditional insurance at 50/50. Motion seconded by Council Member Mary McGann carried 7-0.

**MOTION:** Motion made by Council Member Chris Baird to approved the 2017 healthcare benefits Rates and the county will split the cost of the increase 50/50 with the employees on the traditional insurance plan and Approve Renewal with the following insurance carriers: Cigna, for Medical, Dental and Vision

coverage; Lincoln Financial Group for Life, AD&D and Long Term Disability coverage; National Benefits Services for Flexible Spending and Health Savings Accounts; and Bloomquist & Hale for the Employee Assistance Program and authorize the Chair to sign all associated documents. Motion seconded by Council Member Mary McGann carried 7-0.

**K. Approving proposed scope of work-based reclassification and corresponding job description amendments of one of the Maintenance Worker positions at the Old Spanish Trail Arena Recreation Complex.**

**MOTION:** Motion made by Mary McGann to approve the proposed scope of work-based reclassification and corresponding job description amendments of one of the Maintenance Worker (Grade 6) positions to Maintenance Technician (Grade 9), by creating a new uniformly written job description, and to compensate the incumbent for the expended responsibilities effective January 1, 2017 and authorize the Chair to sign all associated documents. Motion seconded by Council Member Chris Baird carried 6-1 Council Member Jaylyn Hawks opposed.

**L. Approving proposed bid awards for 1) installation and 2) LED light fixtures at the Old Spanish Trail Arena.**

**MOTION:** Motion made by Council Member Chris Baird to approve the proposed bid award for installation of Arena LED Lighting to A&E Electric (Moab) for the amount of \$6523 and the bid award for the supply of LED fixtures to Titan LED for the amount of \$46689.08 and authorize the Chair to sign all associated documents. Motion seconded by Council Member Ken Ballantyne carried 7-0.

**M. Approving proposed 2 year office lease agreement between Grand County and Pinnacle Helicopters, LLC at Canyonlands Field Airport. (Judd Hill, Airport Manager)**

**MOTION:** Motion made by Council Member Rory Paxman to approve the proposed 2-year office lease agreement with Pinnacle Helicopters, LLC for office space in the terminal building at Canyonlands Field Airport, effective November 1, 2016 and authorizes the Chair to sign all associated documents. Motion seconded by Chris Baird carried 6-0; Council Member Jaylyn Hawks was out of chambers.

**N. Approving proposed ground lease agreement between Grand County and Pinnacle Helicopters at Canyonlands Field Airport (Judd Hill, Airport Manager)**

**MOTION:** Motion made by Council Member Chris Baird approve the proposed ground lease agreement between Grand County and Pinnacle Helicopters, LLC for the construction of a hangar and authorize the Chair to sign all associated documents. Motion seconded by Rory Paxman carried 6-0; Council Member Jaylyn Hawks was out of chambers.

**O. Approving seven individual proposed ground lease agreements between Grand County and William Hawley for a nested T-hangar development at Canyonlands Field Airport (Judd Hill, Airport Manager)**

**MOTION:** Motion made by Council Member Chris Baird approve the proposed seven individual proposed ground lease agreements between Grand County and William Hawley for a nested T-hangar development at Canyonlands Field and authorize the Chair to sign all associated documents. Council Member Ken Ballantyne carried 6-0; Council Member Jaylyn Hawks was out of chambers.

**Public Hearing- Possible Action Items**

**P. Public Hearing to solicit public input on proposed amendments to the Council on Aging Ordinance No. 478 (Verleen Striblen, Grand Center Program Director)**

**There were no public comments.**

**MOTION:** Motion made by Council Member Chris Baird to close the Public Hearing, suspend the rules, and approves the chair to sign all associated documents. Motion seconded by Council Member Rory Paxman carried 7-0.

**General Council Reports and Future Considerations**

**Council Member McGann**

- Got the state approval for the compost facility
- A rack card holder has been created for the UTV rack cards, will be asking business to donate to cover the cost of the holders.

**Council Member Jackson**

- Green River Farmer would like to do the maintenance on his section of a road, when the road department comes thru after a storm it messes with his water system
- Will work on a Draft Agreement for this Farmer

**Council Member Tubbs**

- Inter-Generational Poverty committee has set up some benchmarks and goals for the upcoming meetings
- Would like to set up a workshop to talk about creating an Economic Development position
- USU has submitted their application to the CIB, next CIB meeting will be held at Red Cliffs Lodge in November.

**Council Member Baird:**

- Working on the Recreation District Budget
- Next week will be heading to a Cooperative Agency meeting with the Forest Service in Price, UT.

**Adjourn**

The meeting was adjourned at 6:59 p.m.

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Grand County Council Chair  
Elizabeth Tubbs

**ATTEST:**

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Diana Carroll  
Grand County Clerk/Auditor

**GRAND COUNTY COUNCIL  
Special Administrative Meeting  
125 East Center Street  
Moab, Utah**

**October 21, 2016**

The Grand County Council met in Special Session on the above date in the Grand County Council Chambers of the Courthouse located at 125 East Center Street, Moab, Utah. The meeting was called to order by Chair Elizabeth Tubbs at 9:10 a.m. In attendance were Council Members Elizabeth Tubbs, Jaylyn Hawks, Chris Baird and Mary McGann along with Clerk/Auditor Diana Carroll and Council Administrator Ruth Dillon. Council Members Ken Ballantyne, Lynn Jackson and Rory Paxman were absent.

**Administrative and Budget Workshop:**

**A. Discussion of 2017 Grand County Budget**

Grand County Maintenance, Travel Council, Sheriff and Library Departments presented budget requests and amendments.

**ADJOURN**

The meeting was adjourned at 12:20 p.m.

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**Grand County Council Chair  
Elizabeth Tubbs**

**ATTEST:**

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**Diana Carroll  
Grand County Clerk/Auditor**

**GRAND COUNTY COUNCIL  
Special Administrative Meeting  
125 East Center Street  
Moab, Utah**

**October 28, 2016**

The Grand County Council met in Special Session on the above date in the Grand County Council Chambers of the Courthouse located at 125 East Center Street, Moab, Utah. The meeting was called to order by Chair Elizabeth Tubbs at 9:10 a.m. In attendance were Council Members Elizabeth Tubbs, Jaylyn Hawks, Chris Baird, Lynn Jackson, Rory Paxman and Mary McGann along with Clerk/Auditor Diana Carroll and Council Administrator Ruth Dillon. Council Member Ken Ballantyne was absent.

**Administrative and Budget Workshop:**

**A. Discussion of 2017 Grand County Budget**

Grand County Travel Council (follow-up) and IT Departments presented budget requests and amendments. Non-Department items and Revenue projections were discussed.

**ADJOURN**

The meeting was adjourned at 2:50 p.m.

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Grand County Council Chair  
Elizabeth Tubbs

**ATTEST:**

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Diana Carroll  
Grand County Clerk/Auditor

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

**November 1, 2016**

The Regular Session of the Grand County Council was called to order at 4:00 p.m. by Chair Elizabeth Tubbs on the above date in the Council Chambers of the Grand County Courthouse located at 125 East Center Street, Moab, Utah. In attendance were Council Members Elizabeth Tubbs, Chris Baird, Lynn Jackson, Rory Paxman, and Mary McGann along with Grand County Clerk/Auditor Diana Carroll and Council Administrator Ruth Dillon. Council Members Ken Ballantyne and Jaylyn Hawks were absent. The Pledge of Allegiance was led by Andy Smith, Grand County EMS Director.

**Approval of Minutes (Diana Carroll, Clerk/Auditor)**

- A.** October 4, 2016 (County Council Meeting), Postponed from October 18, 2016
- B.** October 7, 2016 (County Council Special Meeting: Budget Workshop), Postponed from October 18, 2016
- C.** October 18, 2016 (County Council Meeting)
- D.** October 21, 2016 (County Council Special Meeting: Budget Workshop)
- E.** October 28, 2016 (County Council Special Meeting: Budget Workshop)  
Action postponed until the next meeting.

**Ratification of Payment of Bills**

**MOTION:** Motion by Council Member Chris Baird to approve payment of bills presented in the amount of \$567,186.13. Accounts payable check numbers 94619 - 94801 totaling \$348,663.65 and payroll in the amount of \$218,552.48 confirming all bills presented were within budgeted appropriations. Motion seconded by Council Member Rory Paxman carried 5 - 0 by roll-call vote.

**Council Administrator Report**

Ruth Dillon reported attending the Moab City waste water workshop.

**Department Reports**

Zacharia Levine, Community Development Director, announced an upcoming Land Use training for appointed and elected officials.

**Discussion Items**

- F.** Discussion on calendar items and public notices (Bryony Chamberlain, Office Coordinator)

**General Business- Action Items- Discussion and Consideration of:**

- G.** Approving proposed contract award to print the new Moab Area Travel Council Travel Planner (Robert Riberia, Moab Area Travel Council, Internet Specialist/Graphic Designer)

**MOTION:** Motion by Council Member Chris Baird to approve the proposed contract award effective November 1, 2016 to Hudson Printing Company of Salt Lake City, Utah as the company for the printing of the new Moab Area Travel Council Travel Planner and authorize the Chair to sign all associated documents. Motion seconded by Council Member Mary McGann carried 5 – 0.

- H.** Approving proposed resolution to make proposed changes to the Grand County Safety and Accident Review Committee (SARC) and Accident Review Policy (Chris Kauffman, Committee Secretary and Jana Smith, Committee Chair)

**MOTION:** Motion by Council Member Chris Baird to approve the proposed resolution making changes to the Grand County Safety & Accident Review Committee and Accident Policy, amending page 2, striking Council as part of the committee, and authorize the Chair to sign all associated documents. Motion seconded by Council Member Mary McGann carried 5 – 0.

**I. Approving proposed declaration of County-Owned Electronics as surplus for recycling/disposal (Matt Cenicerros, IT Manager)**

**MOTION:** Motion by Council Member Mary McGann to approve the proposed declaration of County-owned electronics a surplus and authorize the Chair to sign all associated documents. Motion seconded by Council Member Chris Baird carried 5 – 0.

**J. Approving proposed scope-of-work reclassification and corresponding job description amendments of the Road Department Clerk position (Bill Jackson, Road Department Supervisor)**

**MOTION:** Motion by Council Member Chris Baird to approve the proposed scope of work reclassification and corresponding job description amendments of the Road Department Clerk position to Administrative Assistant at the Road Department to Grand 10 Step 4 for the expanded responsibilities effective January 1, 2017 and authorize the Chair to sign all associated documents. Motion seconded by Council Member Mary McGann carried 5 – 0.

**K. Approving proposed reclassification and corresponding job description amendments of the EMS Assistant Director position (Andy Smith, Emergency Medical Services Director)**

**MOTION:** Motion by Council Member Mary McGann to approve the proposed job description amendments and reclassification of the Assistant Director position to the Assistant Director of Education and increase the wage from Grade 13 to Grand 16, effective January 1, 2017, and authorize the Chair to sign all associated documents. Motion seconded by Council Member Lynn Jackson carried 5 – 0.

**L. Approving proposed transition plan in the absence of a Human Resources Director (Andrew Fitzgerald, County Attorney)**

Grand County Attorney Andrew Fitzgerald reported that he is working through any issues during the transition period of absence of the Human Resource Director.

**Consent Agenda- Action Items**

**M. Approving proposed retail beer license for Grassroots Events – Moab’s Red Hot 55K/33K, located at Poison Spider Trailhead**

**MOTION:** Motion by Council Member Chris Baird to approve the Consent Agenda as presented and authorize the Chair to sign all associated documents. Motion seconded by Council Member Rory Paxman carried 5 – 0.

**General Council Reports and Future Considerations**

Council Member McGann

- Attended a Homeless Committee meeting.

Council Chair Tubbs

- Reported that Thompson Fire District is working through some issues of the Board.

Council Member Jackson

- Recently heard rumors of Bureau of Land Management road closures in Grand County.

**Closed Session(s): Pending or Reasonably Imminent Litigation**

**MOTION:** Motion by Council Member Chris Baird to enter into Closed Session at 5:10 p.m. to discuss pending or reasonable imminent litigation. Motion seconded by Council Member Rory Paxman carried 5 -0. Present were Council Members Baird, Jackson, McGann, Paxman and Tubbs along with Clerk/Auditor Diana Carroll, Council Administrator Ruth Dillon, County Attorney Paralegal Emily Butterfield, and Attorney James Ahlstrom via telephone.

**MOTION:** Motion by Council Member Rory Paxman to end the Closed Session at 5:25 p.m. Motion seconded by Council Member Chris Baird carried 5 – 0.

**MOTION:** Motion by Council Member Chris Baird to enter into Closed Session at 5:26 p.m. to discuss real estate negotiations. Motion seconded by Council Member Rory Paxman carried 5 - 0. Present were Council Members Baird, Jackson, McGann, Paxman and Tubbs along with Clerk/Auditor Diana Carroll, Council Administrator Ruth Dillon, and County Attorney Paralegal Emily Butterfield.

**MOTION:** Motion by Council Member Lynn Jackson to end the Closed Session at 5:35 p.m. Motion seconded by Council Member Rory Paxman carried 5 – 0.

**Adjourn**

The meeting was adjourned at 5 :36 p.m.

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Elizabeth Tubbs  
Grand County Council Chair

**ATTEST:**

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Diana Carroll  
Grand County Clerk/Auditor

**Adjourn**

The meeting was adjourned at 5:36 p.m.

**GRAND COUNTY COUNCIL  
Special Administrative Meeting  
125 East Center Street  
Moab, Utah**

**November 4, 2016**

The Grand County Council met in Special Session on the above date in the Grand County Council Chambers of the Courthouse located at 125 East Center Street, Moab, Utah. The meeting was called to order by Chair Elizabeth Tubbs at 9:05 a.m. In attendance were Council Members Elizabeth Tubbs, Jaylyn Hawks, Chris Baird, Rory Paxman and Mary McGann along with Clerk/Auditor Diana Carroll and Council Administrator Ruth Dillon. Council Members Ken Ballantyne and Lynn Jackson were absent.

**Administrative and Budget Workshop:**

**A. Discussion of 2017 Grand County Budget**

Departmental budget requests and amendments were discussed and finalized.

**B. Adopting the 2017 Tentative Budget for Grand County**

**MOTION:** Motion by Council Member Chris Baird to adopt the Tentative Grand County Budget for 2017. Motion seconded by Council Member Mary McGann carried 5 – 0.

**C. Approving Proposed Beer Wholesaling License for General Distributing Company**

**MOTION:** Motion by Council Member Chris Baird to approve the proposed beer wholesaling license, as presented, and authorize the Chair to sign all associated documents. Motion seconded by Council Member Mary McGann carried 5 – 0.

**ADJOURN**

The meeting was adjourned at 9:50 a.m.

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Grand County Council Chair  
Elizabeth Tubbs

**ATTEST:**

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Diana Carroll  
Grand County Clerk/Auditor

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

**November 15, 2016**

**2:00 p.m.  
Economic Development Workshop**

**Recess at 3:45 p.m.**

The regular session of the Grand County Council was called to order at 4:01 p.m. by Chari Elizabeth Tubbs on the above date in the Council Chambers of the Grand County Courthouse located at 125 East Center Street, Moab, Utah. In attendance were Council Members Elizabeth Tubbs, Chris Baird, Mary McGann, Jaylyn Hawks, Lynn Jackson and Ken Ballantyne along with Grand County Deputy Clerk Renee Baker and Council Administrator Ruth Dillon. Council Member Rory Paxman was absent. The Pledge of Allegiance was led by Elaine Gizler.

**Approval of Minutes (Diana Carroll, Clerk/ Auditor)**

- A. October 4, 2016 (County Council Meeting)**
- B. October 7, 2016 (County Council Special Meeting: Budget Workshop)**
- C. October 18, 2016 (County Council Meeting)**
- D. October 21, 2016 (County Council Special Meeting: Budget Workshop)**
- E. October 28, 2016 (County Council Special Meeting: Budget Workshop)**
- F. November 1, 2016 (County Council Meeting)**

Action postponed until the next meeting.

**Ratification of Payment of Bills**

**MOTION:** Motion by Council Member Christopher Baird to approve payment of bills presented in the amount of \$314,408.64. Accounts payable check numbers 84802-94843 totaling \$121,450.09 and payroll in the amount of \$192,958.55 confirming all bills presented were within budgeted appropriations. Motion seconded by Council Member Lynn Jackson carried 6 - 0 by roll-call vote. Council Member Rory Paxman was absent.

**Council Administrator Report:**

Council Administrator Ruth Dillon introduced new Grand County HR Director- John West. Additionally, went to the CDGB workshop on how to apply for grant funding and attended the high school debate on the minimum wage

**G. Discussion on options for a market-rate temporary lease between Grand County and Red Rock Speedway LLC, for the Grand County owned speedway property located in San Juan County. (Ruth Dillon, Council Administrator and David Adams, Red Rock Speedway, LLC Board President)**

**H. Discussion on calendar items and public notices (Bryony Chamberlain, Council Office Coordinator)**

**I. Approving Horsepower Fleet Lease Master Agreement for annual leasing of vehicles (Darrel Mecham, Chief Deputy Sheriff)**

**MOTION:** Council Member Mary McGann moved to approve the Horsepower Fleet Lease Master Agreement and authorize the chair to sign to all documents. Motion seconded by Ken Ballantyne motion carried 6-0.

**J. Approving proposed Bylaws for the OSTA Advisory Committee (Steve Swift, OSTA Manager)**

Motion: Council Member Mary McGann moved to approve the proposed Bylaws for the OSTA advisory committee bylaws and authorize the Chair to sign all associated documents. Motion amended to exclude the "faithfully" wording. Motion seconded by Chris Baird motion carried 6-0 as amended.

**K. Approving proposed "Comprehensive Statewide Wildland Fire Prevention, Preparedness & Suppression Policy" agreement with Utah Division of Forestry, Fire and State Lands effective January 1, 2017 (Chairwoman Tubbs and Jason Johnson, Southeast Area Manager, Utah Division of Forestry, Fire, and State Lands)**

Motion: Motion made by Council Member Chris Baird to postpone this item until the next meeting seconded by Council Member Mary McGann carried 6-0.

**L. Approving 1) a request for impact fee waivers on 44 deed- restricted affordable dwelling units in the proposed Arroyo Crossing Subdivision, and 2) proposed amendments to the Arroyo Crossing Subdivision Development Agreement.**

Motion: Motion made by Council Member Lynn Jackson approving the waiver 44 deed- restricted impact fees at the time the buildings are being permitted. Motion seconded by Council Member Ken Ballantyne.

**MOTION:** Council Member Chris Baird substituted the motion to approve the impact fee waiver for the deed restricted affordable units as defined in the development agreement, and to approve the concept of transferable deed restrictions. Motion seconded by Council Member Lynn Jackson carried 6-0.

**General Council Report and Future Considerations:**

**Council Member Mary McGann:**

Composting has been approved- meeting will be held at the MARC to consistently recycle the electronics

**Council Member Ken Ballantyne:**

Scheduled Care Center meeting was set for 11/24/2016- meeting has been moved and the tax has passed so the budget will be a bit easier to set.

**Council Member Jaylyn Hawks:**

Council on Aging- will be meeting every other month.

Attended the High School Debate on the Minimum Wage.

**Council Member Elizabeth Tubbs:**

Attended the EMS meeting and directions are emerging with the tax being passed.

CIB bid was USU 50/50 grant loan for the building of the campus.

**Council Member Chris Baird:** Attended the coordinating meeting for the forest service plan. Also attended water study meeting with Council Member Jackson.

Working with the Recreation Board to set the tentative budget for next year and inquire grants.

Recess 5:55 – 6:00 p.m.

**6:00 PM**

**M. Public Hearing to hear public comment on proposed amendments to the Consolidated Fee Schedule Ordinance (Ruth Dillon, Council Administrator)**

There were no public comments at this time, the hearing is now closed. Public can submit written comment until November 30, 2016.

**N. Closed Session**

MOTION: Motion by Council Member Chris Baird moved to go into closed session to discuss pending or reasonably imminent litigation. Motion seconded by Council Member Mary McGann carried 6-0. Present were Council Members Baird, Ballantyne, Hawks, Jackson, McGann and Tubbs along with Deputy Clerk/Auditor Renee Baker, Council Administrator Ruth Dillon, County Attorney Andrew Fitzgerald and Airport Manager Judd Hill.

MOTION: Motion by Council Member Chris Baird end the closed session. Motion seconded by Council Member Mary McGann carried 6-0.

**Adjourn**

The meeting adjourned at 6:47 p.m.

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Elizabeth Tubbs  
Grand County Council Chair

**ATTEST:**

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Diana Carroll  
Grand County Clerk/Auditor

Statement of Votes Cast  
Grand County, Utah  
General Election  
November 8, 2016

Date:11/18/16  
Time:13:02:59  
Page:51 of 51

SOVC For Jurisdiction Wide, All Counters, All Races  
FINAL RESULTS

The foregoing information has been reviewed by the Grand County Board of Canvassers and is found to be accurate.

Dated this 18th day of November, 2016

*Diana Carroll*

Diana Carroll, Grand County Clerk/Auditor

Board of Canvassers:

Signature:

*A. Lynn Jackson*  
*Mary McGann*  
*Elizabeth A. Tubbs*  
*Chris Baird*

Printed Names:

*A. Lynn Jackson*  
*Mary McGann*  
*ELIZABETH A. TUBBS*  
*Chris Baird*

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

<b>TITLE:</b>	Presentation Recognizing Employees' Years of Service
<b>FISCAL IMPACT:</b>	None
<b>PRESENTER(S):</b>	Employee Supervisors, Department Heads, Elected Officials And Human Resources

**Prepared By:**

John W. West  
Human Resource  
Director

**BACKGROUND:**

At the end of each year, Grand County recognizes its employees for their years of service to the organization with an award. This year, employees will be presented with awards for reaching the following service milestones for the following years: 5, 10, 15, 20, 25 and 30 years.

**Attachment(s):**

1. 2016 Grand County Employee Years of Service Recognition list

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A



**2016 Grand County Years of Service Recognition  
December 20, 2016  
County Council Session**

<b>5 years: Employee</b>	<b>Supervisor - Department</b>	<b>Title</b>
Eastwood, Lorette	Verleen Striblen - Grand Center	Facility Coordinator
Fitzgerald, Andrew	Elizabeth Tubbs-Attorney	Attorney
Graham, Timothy	Carrie Valdes - Library	Clerk
McKinney, Jill	Debbie Swasey - Assessors	Real Property Appraiser
Poor, Gregory	Steve Swift – Spanish Trail Arena	Technician
Russo, Benjamin	Sheriff White - GCSO	Corrections Officer
Springer, Gary	Judd Hill - Airport	ARFF
Tubbs, David	Elizabeth Tubbs – Justice Court	Justice Court Judge
Welch, Kaleigh	Ruth Dillon – County Administrator	Office Coordinator

<b>10 years: Employee</b>	<b>Supervisor - Department</b>	<b>Title</b>
Boone, Andrew	Andrea Brandt – Sand Flats	Lead Technician
Hurley, Charlotte	Carrie Valdes - Library	Head of Children’s Services
Jimerson, Chris	Sheriff White - GCSO	Comm/Dispatch
Nerone, Melissa	Sheriff White - GCSO	SAR/Technician II
Webster, James	Sheriff White - GCSO	SAR/Director
Whitney, Nathaniel	Sheriff White - GCSO	Investigator
Pearson, Kirk	Andy Smith - EMS	EMT – Advanced
Winters, Regina	John Cortes - Recorder	Deputy

<b>15 years: Employee</b>	<b>Supervisor – Department</b>	<b>Title</b>
Tranter, Callie	Elaine Gizler – Travel Council	Administrative Assistant
Turner, Thomas	Andrea Brandt – Sand Flats	Assistant Director

<b>20 years: Employee</b>	<b>Supervisor - Department</b>	<b>Title</b>
None		

<b>25 years: Employee</b>	<b>Supervisor - Department</b>	<b>Title</b>
Brooks, August	Sheriff White - GCSO	SAR
	Judd Hill- Airport	ARFF

<b>30 years: Employee</b>	<b>Supervisor - Department</b>	<b>Title</b>
None		

# December 2016

November 2016							January 2017							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	22	23	24	25	26	27	28	
27	28	29	30				29	30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
	<ul style="list-style-type: none"> <li>5:00PM Airport Board (Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>8:30AM Safety &amp; Accident Review Committee (Chambers)</li> <li>4:00PM Municipal Building Authority Meeting (Chambers)</li> <li>4:05PM County Council Meeting (Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>5:00PM Agenda Summaries Due</li> <li>9:00AM New Council Member Orientation (Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>9:00AM Canyon Country Partnership - Holiday Banquet and Retirement Roast (Grand Center)</li> <li>1:00PM Association of Local Governments (ALG) (Price)</li> <li>5:30PM Mosquito Abatement District (District Office)</li> <li>6:00PM Solid Waste Community Goals Public Workshop (MARC)</li> <li>3:30PM Sand Flats Stewardship Committee (Chambers)</li> <li>4:00PM Solid Waste Management SSD (District Office)</li> <li>7:00PM Thompson Springs Water SSD (Thompson)</li> </ul>	<ul style="list-style-type: none"> <li>7:00PM Grand Water &amp; Sewer Service Agency (District Office)</li> </ul>	
4	5	6	7	8	9	10
	<ul style="list-style-type: none"> <li>12:30PM Council on Aging (Grand Center)</li> <li>7:00PM Conservation District (Youth Garden Project)</li> </ul>	<ul style="list-style-type: none"> <li>12:00PM Chamber of Commerce (Zions Bank)</li> <li>12:00PM Trail Mix Committee (Grand Center)</li> <li>3:00PM Travel Council Advisory Board (Chambers)</li> <li>5:30PM OSTA Advisory Committee (OSTA)</li> <li>6:00PM Cemetery Maintenance District (Sunset Memorial)</li> <li>6:00PM Planning Commission (Chambers)</li> <li>6:00PM Transportation SSD (Road Shed)</li> </ul>	<ul style="list-style-type: none"> <li>5:00PM Agenda Summaries Due</li> <li>6:00PM Recreation SSD (City Chambers)</li> <li>7:00PM Thompson Springs Fire District (Thompson)</li> </ul>	<ul style="list-style-type: none"> <li>12:00PM County Employee Christmas Potluck (Chambers)</li> <li>12:00PM Housing Authority Board (City Chambers)</li> <li>1:30PM Exemplary / Performance Review Committee Meeting - canceled (Chambers)</li> <li>4:00PM Arches SSD (Fairfield Inn &amp; Suites)</li> <li>5:30PM Canyonlands Healthcare SSD (Moab Regional Hospital)</li> <li>7:00PM Grand Water &amp; Sewer Service Agency (District Office)</li> </ul>		
11	12	13	14	15	16	17
		<ul style="list-style-type: none"> <li>4:00PM County Council Meeting (Chambers)</li> </ul>		<ul style="list-style-type: none"> <li>12:00PM Local Emergency Planning Committee - Canceled (Fire Dept)</li> </ul>	<b>Christmas Holiday</b> <ul style="list-style-type: none"> <li>8:00AM County Offices Closed</li> </ul>	
18	19	20	21	22	23	24
	<b>Christmas Holiday</b> <ul style="list-style-type: none"> <li>8:00AM County Offices Closed</li> </ul>		<ul style="list-style-type: none"> <li>1:00PM Homeless Coordinating Committee - CXL (Zions Bank)</li> <li>5:00PM Agenda Summaries due</li> <li>6:00PM Planning Commission (Chambers)</li> </ul>			
25	26	27	28	29	30	31

# January 2017

December 2016							February 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30	31	26	27	28				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>New Years Day</b>  <div style="text-align: center; font-size: 2em; color: #e91e63;">1</div>	<b>New Years Holiday</b> <ul style="list-style-type: none"> <li>8:00AM - 5:00PM County Offices Closed</li> </ul> <div style="text-align: center; font-size: 2em; color: #9e9e9e;">2</div>	<ul style="list-style-type: none"> <li>8:30AM - 8:30AM Safety &amp; Accident Review Committee (Chambers)</li> <li>9:00AM - 9:00AM Swearing in of New Council Members (Corridor in front of Clerk's Office)</li> <li>4:00PM - 4:00PM County Council Meeting (Chambers)</li> </ul> <div style="text-align: center; font-size: 2em; color: #9e9e9e;">3</div>	<div style="text-align: center; font-size: 2em; color: #9e9e9e;">4</div>	<ul style="list-style-type: none"> <li>5:30PM - 5:30PM Mosquito Abatement District (District Office)</li> <li>7:00PM - 7:00PM Grand Water &amp; Sewer Service Agency (District Office)</li> </ul> <div style="text-align: center; font-size: 2em; color: #9e9e9e;">5</div>	<ul style="list-style-type: none"> <li>10:00AM - 12:00PM BLM Coordination Meeting (Chambers)</li> </ul> <div style="text-align: center; font-size: 2em; color: #9e9e9e;">6</div>	<div style="text-align: center; font-size: 2em; color: #e91e63;">7</div>
<div style="text-align: center; font-size: 2em; color: #e91e63;">8</div>	<ul style="list-style-type: none"> <li>12:30PM - 12:30PM Council on Aging (Grand Center)</li> <li>1:00PM - 1:00PM Affordable Housing Task Force (Chambers)</li> <li>4:00PM - 4:00PM Noxious Weed Control Board (Grand Center)</li> <li>5:00PM - 5:00PM Airport Board (Chambers)</li> <li>7:00PM - 7:00PM Conservation District (Youth Garden Project)</li> </ul>	<ul style="list-style-type: none"> <li>12:00PM - 12:00PM Trail Mix Committee (Grand Center)</li> <li>2:00PM - 2:00PM USU Advisory Board (USU Moab)</li> <li>3:00PM - 3:00PM Travel Council Advisory Board (Chambers)</li> <li>5:30PM - 5:30PM OSTA Advisory Committee (OSTA)</li> <li>6:00PM - 6:01PM Cemetery Maintenance District (Sunset Memorial)</li> <li>6:00PM - 6:00PM Transportation SSD (Road Shed)</li> </ul>	<ul style="list-style-type: none"> <li>5:00PM - 5:00PM Agenda Summaries Due</li> <li>6:00PM - 6:00PM Planning Commission (Chambers)</li> <li>7:00PM - 7:00PM Thompson Springs Fire District (Thompson)</li> </ul>	<ul style="list-style-type: none"> <li>4:00PM - 4:00PM Solid Waste Management SSD (District Office)</li> <li>5:30PM - 5:30PM Library Board (Library)</li> <li>7:00PM - 7:00PM Thompson Springs Water SSD (Thompson)</li> </ul>	<ul style="list-style-type: none"> <li>10:00AM - 10:00AM Historical Preservation Commission (Grand Center)</li> </ul>	<div style="text-align: center; font-size: 2em; color: #e91e63;">14</div>
<div style="text-align: center; font-size: 2em; color: #e91e63;">15</div>	<b>Martin Luther King</b> <ul style="list-style-type: none"> <li>8:00AM - 5:00PM County Offices Closed</li> </ul>	<ul style="list-style-type: none"> <li>12:00PM - 12:30PM Chamber of Commerce (Zions Bank)</li> <li>2:00PM - 2:00PM Joint City/County Council Meeting (Chambers)</li> <li>4:00PM - 4:00PM County Council Meeting (Chambers)</li> <li>6:00PM - 6:00PM Municipal Building Authority Meeting (Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>1:00PM - 1:00PM Moab Area Watershed Partnership (Water District Office)</li> <li>6:00PM - 6:00PM Recreation SSD (City Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>12:00PM - 12:00PM Housing Authority Board (City Chambers)</li> <li>1:30PM - 4:30PM Exemplary / Performance Review Committee Meeting (Chambers)</li> <li>4:00PM - 4:00PM Arches SSD (Fairfield Inn &amp; Suites)</li> <li>7:00PM - 7:00PM Grand Water &amp; Sewer Service Agency (District Office)</li> </ul>	<div style="text-align: center; font-size: 2em; color: #e91e63;">20</div>	<div style="text-align: center; font-size: 2em; color: #e91e63;">21</div>
<div style="text-align: center; font-size: 2em; color: #e91e63;">22</div>	<div style="text-align: center; font-size: 2em; color: #9e9e9e;">23</div>	<ul style="list-style-type: none"> <li>2:45PM - 2:45PM Mental Health Board (Green River)</li> <li>3:00PM - 3:00PM Moab Tailings Project Steering Committee (Chambers)</li> <li>5:00PM - 5:00PM Public Health Board (Green River)</li> </ul>	<ul style="list-style-type: none"> <li>1:00PM - 1:00PM Homeless Coordinating Committee (Zions Bank)</li> <li>5:00PM - 5:00PM Agenda Summaries due</li> <li>6:00PM - 6:00PM Planning Commission (Chambers)</li> </ul>	<ul style="list-style-type: none"> <li>1:00PM - 1:00PM Association of Local Governments (ALG) (Price)</li> <li>5:30PM - 5:30PM Canyonlands Healthcare SSD (Moab Regional Hospital)</li> </ul>	<div style="text-align: center; font-size: 2em; color: #e91e63;">27</div>	<div style="text-align: center; font-size: 2em; color: #e91e63;">28</div>
<div style="text-align: center; font-size: 2em; color: #e91e63;">29</div>	<div style="text-align: center; font-size: 2em; color: #9e9e9e;">30</div>	<div style="text-align: center; font-size: 2em; color: #9e9e9e;">31</div>	<div style="text-align: center; font-size: 2em; color: #9e9e9e;">1</div>	<ul style="list-style-type: none"> <li>5:30PM - 5:30PM Mosquito Abatement District (District Office)</li> <li>7:00PM - 7:00PM Grand Water &amp; Sewer Service Agency (District Office)</li> </ul> <div style="text-align: center; font-size: 2em; color: #9e9e9e;">2</div>	<div style="text-align: center; font-size: 2em; color: #9e9e9e;">3</div>	<div style="text-align: center; font-size: 2em; color: #e91e63;">4</div>



## Employment Opportunities

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

Posted March 15, 2016 8:00 AM | Closes December 31, 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](#)

### **EMS - Assistant Director of Education**

Posted November 15, 2016 | Closes December 31, 2016 5:00 PM

Job Summary The Assistant Director of Education will support exceptional clinical operations by independently planning, implementing, controlling, improving and... [Full Description](#)

[Apply Online](#)

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

Posted February 19, 2016 | Closes December 31, 2016 3:00 PM

Must Complete Sheriff's Office Application Click Here to Download Job Summary Under the supervision of the Food Service Manager, assists in planning... [Full Description](#)

### **GCSO Corrections Officer**

Posted May 10, 2016 | Closes December 31, 2016 3:00 PM

Must Complete Sheriff's Office Application Click Here to Download Job Summary Under the supervision of the Assistant Jail Commander the Corrections Officer is a... [Full Description](#)

### **GCSO Drug Court Tracker**

Posted May 10, 2016 | Closes December 31, 2016 3:00 PM

Must Complete Sheriff's Office Application Click Here to Download Job Summary The Deputy Sheriff Drug Court Tracker under the direction of the Sheriff... [Full Description](#)

### **GCSO Patrol Deputy**

Posted September 27, 2016 9:00 AM | Closes December 31, 2016

Must Complete Sheriff's Office Application Click Here to Download Job Summary Under the direct supervision of the Patrol Supervisor the Deputy Sheriff... [Full Description](#)

# *Make a difference in your community ...*

## **Become a Grand County Board or District Volunteer**

**NOTICE OF COUNTY BOARD END OF THE YEAR VACANCIES for Citizen Participation.** The following *Grand County Boards, Commissions & Committees* will have vacancies at year end. Must reside in Grand County unless otherwise indicated, have the appropriate expertise when required by law, and agree to abide by the County's Conflict of Interest Ordinance. Applications are due: **Open Until Filled**

**NOTICE OF DISTRICT BOARD END OF THE YEAR VACANCIES for Citizen Participation.** The following *District Boards* in Grand County will have vacancies at year end. Must reside in Grand County; must be a registered voter within the District; may not be an employee of the District. Applications are due: **Open Until Filled**

COUNTY BOARD, COMMISSION OR COMMITTEE	VACANCIES	TERM EXPIRATION
Council on Aging	3	12/31/2020
Historical Preservation Commission (May reside in Grand, Emery or San Juan County)	1	12/31/2020
Housing Authority of Southeastern Utah (may reside in Grand or San Juan County)	1	12/31/2021
Library Board	2	12/31/2020
Planning Commission (Must be a resident and a registered voter of Grand County for at least 2 yrs prior to serving)	2	12/31/2020
Public Health Board	12	12/31/2019
Travel Council Board (Must represent the local hotel & lodging industry; restaurant industry; recreational facilities; conventional facilities; museums; cultural attractions; or other tourism-related industries)	1	12/31/2020

DISTRICT BOARD	Vacancies	Term Expiration
Canyonlands Health Care District	2	12/31/2020
Cemetery Maintenance District	1	12/31/2020
Recreation District	2	12/31/2020
Solid Waste Management District	1	12/31/2020
Thompson Fire District	1	12/31/2020
Transportation District (must reside in unincorporated Grand County)	1	12/31/2020

For more information call Bryony Chamberlain at (435) 259-1346. Interested applicants shall complete the "Board, Commission, and Committee Certification and Application Form" available at <http://grandcountyutah.net/194/Boards-Commissions-Committees> or at the County Council's Office. Completed forms may be emailed to [council@grandcountyutah.net](mailto:council@grandcountyutah.net) or delivered to Grand County Council Office, 125 E Center, Moab, UT 84532 by **Monday, October 31, 2016**. All new qualified applicants will be interviewed. The County Council will begin making appointments for these volunteer positions during a regular Council meeting at the beginning of the New Year.

Board member responsibilities and board meeting dates are available at <http://grandcountyutah.net/194/Boards-Commissions-Committees>

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Bid Title:	RFP for Airport Terminal Expansion/Remodel Design
Category:	Canyonlands Field Airport
Status:	Open

---

Description:

Grand County

REQUEST FOR PROPOSALS

Professional Design Services

Grand County is now accepting proposals for Professional Design Services for the Canyonlands Field Terminal Expansion/ Remodel Project to include, but not limited to, designs and schemas related to an extensive expansion and remodel of the Canyonlands Field Airport terminal. All submissions must be delivered to the Grand County Clerk's Office no later than 3:00 p.m. on Tuesday, December 20, 2016 at 125 East Center Street, Moab, Utah 84532. Grand County reserves the right to reject any and all submissions; or waive any informality or technicality. For further information, please contact Judd Hill, Canyonlands Field Airport Manager at 435-259-4849 to request information packets.

/s/ Diana Carroll

Grand County Clerk/Auditor

Published in the Times Independent November 17 & 24, 2016

Publication Date/Time:

11/18/2016 12:00 AM

Publication Information:

<http://moabairport.com/914/Terminal-RFP-Documents>

Closing Date/Time:

12/20/2016 3:00 PM

Submittal Information:

Grand County Clerks Office: 125 E Center St. Moab, UT 84532

Contact Person:

Judd Hill

Airport Manager

[jhill@grandcountyutah.net](mailto:jhill@grandcountyutah.net)

435-259-4849

Miscellaneous:

Packet Available at:

<http://moabairport.com/914/Terminal-RFP-Documents>

[Return To Main Bid Postings Page](#)

**PUBLIC NOTICE  
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Grand County Council will hold a Public Hearing at a Regular Meeting on Tuesday, December 20, 2016 at 6:00 p.m. in the Council Chambers of the Grand County Courthouse, located at 125 East Center Street, Moab, Utah.

The purpose of this hearing is to solicit public input on a proposed ordinance to adjust wages and benefits for the Grand County Council Members. A complete draft of the ordinance is available in the Grand County Clerk's Office, 125 East Center Street, Moab, Utah.

Witness my hand and seal this 7<sup>th</sup> day of December 2016.

Diana Carroll, Clerk/Auditor

Published in Times Independent December 15, 2016

**PUBLIC NOTICE  
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Grand County Council will hold a Public Hearing at a Regular Meeting on Tuesday, December 20, 2016 at 6:00 p.m. in the Council Chambers of the Grand County Courthouse, located at 125 East Center Street, Moab, Utah.

The purpose of this hearing is to solicit public input on a proposed ordinance to adjust wages for the Grand County Elected Officials. A complete draft of the ordinance is available in the Grand County Clerk's Office, 125 East Center Street, Moab, Utah.

Witness my hand and seal this 7<sup>th</sup> day of December 2016.

Diana Carroll, Clerk/Auditor

Published in Times Independent December 15, 2016

**PUBLIC NOTICE**  
**ADOPTION OF ORDINANCE 552**

The Grand County Council passed, adopted and approved Ordinance 552 in open session on October 18, 2016, amending Ordinance 478 which amended Ordinance Nos. 355 and 176 that established and created the Grand County Council on Aging Board defining the constituent membership, terms of their office, purposes thereof, and providing for the duties and responsibilities of said Council on Aging. A complete copy of the Ordinance is available at the Grand County Clerk's Office.

/s/Diana Carroll  
Grand County Clerk/Auditor

Published in *The Times-Independent*,  
Moab, Utah December 22, 2016

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

Agenda Item: N

<b>TITLE:</b>	Approving proposed County Fire Warden Agreement with the Utah Division of Forestry, Fire and State Lands, effective January 1, 2017
<b>FISCAL IMPACT:</b>	\$43,652 per year (within 2017 budget)
<b>PRESENTER(S):</b>	Chairwoman Tubbs

**Prepared By:**

Elizabeth Tubbs  
 Council Chair

**FOR OFFICE USE ONLY:**

**Attorney Review:**

None Requested

**RECOMMENDATION:**

I move to approve the proposed County Fire Warden Agreement with the Utah Division of Forestry, Fire and State Lands, effective January 1, 2017, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

On December 6, 2016, the County council approved the Comprehensive Statewide wildland Fire Prevention, Preparedness and Suppression Policy agreement with Utah Division of Forestry, Fire and State Lands. The Wildland Fire Policy legislation (SB 122 and SB 212) passed unanimously in the 2016 legislative session. The legislation goes into effect on January 1, 2017, for eligible entities (counties, SSD's, municipalities) who sign on to the voluntary cooperative agreement (attached). The effect of the legislation is to shift responsibilities for prevention and mitigation and preparedness to the participating entity, while the responsibility for suppression (after initial attack) shifts to the State (FFSL). The cost to entities is incurred as a "participation match" which is based on a ten-year history of actual fire costs (dropping the high and the low years) as well as the percentage of high, medium and low acreage of fire related risk. For Grand County the participation match total for 2017 is \$15,855.00. This represents a decrease in total fire costs from previous years.

The County Fire Warden agreement and function remains generally unchanged. The Fire Warden position is funded jointly by the County and FFSL and the associated costs are not included in the participation match. The amended FW agreement is also included in this packet for your reference. There are additional expenses born by the county related to fire and these can be found in the "tentative budget" under Fire Control 10-4222.

If the County signs on to the Cooperative Agreement several factors need to be considered.

1. The County has responsibility for Initial Attack (the estimated amount in the budget for 2017 is \$13, 880.00 (10-4222-390-000).
2. The County needs to delegate authority for extended attack to another entity – ***someone in the County has to be responsible for the delegation.***
3. The \$\$ amount of the participation match remains in the County and is to be spent on prevention, mitigation and preparedness. A list (attached) of possible actions and activities for each of these areas is attached with a minimum and maximum % of the match amount

for each area. The list is not all inclusive and other actions will be added as appropriate. ***The County is responsible for accomplishing the identified match actions as well as the means to get them done.***

If the County declines to enter into the Cooperative Agreement they'll be on their own. All fire suppression costs fall to the county.

**ATTACHMENT(S):**

1. County Fire Warden Agreement between the Utah Division of Forestry, Fire and State Lands

**COUNTY FIRE WARDEN AGREEMENT  
BETWEEN THE  
UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS  
AND**

These additional terms related to the county fire warden are required for counties participating directly as a “participating entity” or indirectly through another “eligible entity” (e.g., fire district) in the Division of Forestry, Fire and State Lands (FFSL) wildland fire management system, pursuant to Utah Code § 65A-8-209.1 (effective January 1, 2017). The agreement is required for any county with unincorporated private land within the jurisdictional authority of any eligible entity that has entered into a cooperative agreement with FFSL. This agreement revokes and replaces any previous warden agreements between the parties. This agreement shall be effective beginning January 1, 2017.

A county of the fifth class that, as of January 1, 2016, is cost-sharing a fire warden with an adjacent county may continue to do so with the permission of the State Forester, and a county of the sixth class may cost-share a county fire warden with an adjacent county with the approval of the State Forester, pursuant with Utah Code § 65A-8-209.1 (effective 2017).

For the purpose of cooperatively hiring, employing, supervising and compensating a county fire warden, FFSL and [County] hereby agree:

**A. FFSL WILL:**

1. Employ, at a minimum, a seasonal, full-time fire warden, unless exempted in Utah Code § 65A-8-209.1(3)(b) (2017).
2. Recognize the fire warden as a representative of FFSL for wildland fire management on all state and private land within the County(ies). The fire warden will be supervised by FFSL as part of FFSL’s statewide wildland fire program and organization.
3. Pay 50 percent of the fire warden’s compensation (including salary, FICA and employee benefits according to the State system, as applicable) consistent with Utah Code § 65A-8-209.1(2) (2017). All on-call time will be paid by FFSL.
4. Employ an assistant fire warden at the request of the County; the position duration and status will be determined by available funding.
5. Pay for assistant fire warden and other seasonal employees’ on-call time and time spent on FFSL-funded projects. Other duties assigned by the County or participating entity to the assistant fire warden and other seasonal employees will be funded by the County or participating entity. Assistant fire warden and other seasonal employees’ time spent on wildland fire suppression will be billed to the appropriate fire code.

6. Invoice the County for its portion of the costs for the fire warden, assistant fire warden, and other seasonal employees after the conclusion of the State fiscal year (June 30).
7. Provide fire warden support, as outlined in Appendix A, to include the following:
  - a. Training;
  - b. Winter vehicle;
  - c. Office spaces, computer, phone and office supplies;
  - d. Fire prevention activities and or materials; and
  - e. Other items as applicable.
8. Hold the fire warden accountable for meeting the written objectives in their annual Performance Management Contract developed in cooperation with the County or participating entity and overseen by their FFSL supervisor.
9. Provide and maintain at State expense a vehicle, auxiliary tools, and equipment appropriate for use in wildland fire suppression and associated activities during the statutory closed fire season (June 1 - October 31).

**B. THE COUNTY WILL:**

1. Employ, at a minimum, a seasonal, full-time fire warden, if they are an exempt county as outlined in Utah Code § 65A-8-209.1(3)(b)(2017).
2. Recognize the fire warden as a representative of FFSL for wildland fire management on all state and private land within the County(ies). The fire warden will be supervised by FFSL as part of FFSL's statewide wildland fire program and organization.
3. Reimburse FFSL for 50 percent of the fire warden's compensation (including salary, FICA and employee benefits under the State system, as applicable) consistent with Utah Code § 65A-8-209.1(2)(2017).
4. Employ an assistant fire warden; the position duration and status will be determined by available funding.
5. Pay for assistant fire warden and other seasonal employees. Assistant fire warden and other seasonal employees' time spent on wildland fire suppression will be billed to the appropriate fire code.
6. Reimburse any additional costs associated with the assistant fire warden and other seasonal employees, excluding on-call time, time spent on FFSL-funded projects, and time spent on wildland fire suppression that is billed to a fire code. Reimbursement will be made within 30 days following date of invoice by FFSL.

7. Provide fire warden support, as outlined in Appendix A, to include the following:
  - a. Training;
  - b. Winter vehicle;
  - c. Office spaces, computer, phone and office supplies;
  - d. Fire prevention activities and or materials; and
  - e. Other items as applicable.
  
8. Hold the fire warden accountable for written objectives in their annual Performance Management Contract developed in cooperation with the County or participating entity.
  
9. Ensure cooperative support for the fire warden and wildland fire program from the offices of county sheriff, emergency management director, and other County departments or corresponding offices within a participating entity.

**C. IT IS MUTUALLY AGREED:**

1. The local fire chief having jurisdictional authority is the official representative in structural, personal property and other non-wildland fire protection matters. FFSL will assume no responsibility for suppressing structural, vehicle, landfill or other types of non-wildland fire anywhere in the County or participating entity.
  
2. The qualifications of a fire warden are:
  - a. To be hired, the individual must be minimally qualified as an NWCG Type 4 Incident Commander. If a qualified candidate is not found, an "under-qualified" candidate may be hired if the County, area manager, and state fire management officer agree. If an under-qualified individual is hired, steps will be agreed to by the County and area manager to allow the individual to meet minimum qualifications as quickly as possible. These steps should be outlined in the fire warden's annual Performance Management Contract. The individual will remain on probation until qualifications are met.
  - b. The individual must be able to pass the physical fitness requirements associated with their qualifications as established by NWCG.
  - c. The individual must demonstrate excellent leadership and interpersonal skills, as determined by FFSL.
  - d. The individual or qualified designee must be available to work irregular hours associated with community and fire department meetings and training. The individual shall also coordinate with the county and neighboring FFSL resources to ensure local fire suppression demands are met while the individual is out of the area on training, national and IMT assignments.
  
3. The assistant fire warden must be qualified as a NWCG FFT2 (basic wildland firefighter).

**County:**

\_\_\_\_\_  
County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

**Division of Forestry, Fire and State Lands:**

\_\_\_\_\_  
FFSL Area Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

**Approved as form:**

\_\_\_\_\_  
Name/Assistant Attorney General

\_\_\_\_\_  
Signature

**Delegation of Fire Management Authority  
and  
Transfer of Fiscal Responsibility  
between  
Utah Division of Forestry, Fire and State Lands  
and  
[Participating Eligible Entity]**

**Definition as outlined in the Cooperative Agreement for Participating Entities:**

Delegation of Fire Management Authority and Transfer of Fiscal Responsibility (“Delegation”) occur simultaneously with **one** of the following events (check all that apply):

- State or federally owned lands are involved in the incident; or,
- firefighting resources are ordered through an Interagency Fire Center (beyond “pre-planned dispatch”); or,
- at the request of the Participating Entity having jurisdiction by the local fire official on scene; or,
- by decision of the State Forester after consultation with local authorities.

Delegation to FFSL means FFSL or its designee becomes the primary incident commander, in a unified command environment with the agency having jurisdiction.

BASED UPON one of the foregoing having occurred it is hereby agreed by and between the parties that Fire Management Authority and Fiscal Responsibility is hereby delegated and transferred to the Division of Forestry, Fire and State Lands. Responsibility for fire suppression costs depends upon applicable statutes, rules, and agreements.

**Participating Entity Fire Official:**

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Name/Title	Signature
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Date	Time
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**Forestry, Fire and State Lands Official (or designee):**

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Name/Title	Signature
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Date	Time
------	------

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Incident Name	Incident Number
---------------	-----------------



Utah Division of Forestry, Fire and State Lands  
 1594 West North Temple, Suite 3520  
 P.O. Box 145703  
 Salt Lake City, UT 84114-5703



**WILDLAND FIRE PROGRAM SUPPORT BUDGET BETWEEN GRAND COUNTY AND UTAH  
 DIVISION OF FORESTRY, FIRE, & STATE LANDS  
 FOR CALENDAR YEAR 2017**

	<b>Professional/Technical</b>	2016	2017 REQUEST	2017 APPROVED
	Warden Salary	\$34,553	\$31,993	
	Engine Boss			
	Assistant Warden	\$7,859	\$7,859	
	Engine Crew Member			
	<b>Program Support</b>			
	Fire Prevention	\$250	\$250	
	Equipment & Supplies	\$1,600	\$1,600	
	Fire Tools	\$550	\$550	
	Training	\$1,400	\$1,400	
	Warden IT			
	Engine Mileage			
	<b>TOTALS</b>	\$46,212	\$43,652	\$0

**Utah Division of Forestry, Fire and State Lands**

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

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Official County Representative**

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

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

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

Agenda Item: O

<b>TITLE:</b>	Approving sole source provider to transfer the chassis/computer inject sprayer from the old Weed truck to the new 2016 F450 chassis
<b>FISCAL IMPACT:</b>	\$19,892, within 2016 budget
<b>PRESENTER(S):</b>	Scott Crookston, Grand County Lead Weed Technician

**Prepared By:**

Tim Higgs, Grand  
County Weed  
Supervisor  
435-259-1369  
[twhiggs@grandcountyu  
tah.net](mailto:twhiggs@grandcountyu<br/>tah.net)

**FOR OFFICE USE ONLY:**

**Attorney Review:**

**RECOMMENDATION:**

I move to approve Norstar Industries, Inc. of Auburn, Washington as a sole source provider to transfer the chassis/computer inject sprayer from the old Weed truck to the new 2016 F450 chassis to make needed repairs at a total cost for transfer, repairs and freight at a total cost of \$19,892 and authorize the Chair to sign all associated documents.

**BACKGROUND:**

At the budget time in late 2015 we asked that we have the sprayer being moved from the 2000 F-450 that we were using to be moved from that truck to the new one. The County Council approved it for the 2016 budget. The new truck will be used like the old one for spraying roadsides and other noxious weed throughout the county. The cost to move the sprayer over and ship the new one back was \$14,400 and they would do any minor repairs. The invoice shows what other major repairs that were needed to be made. This will be \$698 under the total budget for both things to happen. There used to be two companies that did this and after the one sold his to a company in Utah they went out of business a few years later. Norstar Industries is the only who have this type of sprayers and the have two sites where they do the work one in the Southeastern U.S. and the other in Washington State.

**ATTACHMENT(S):**

1. Invoice from Norstar Industries
2. Quote from Norstar Industries

# NORSTAR INDUSTRIES, INC.

2302 "A" ST. S.E. · AUBURN, WASHINGTON 98002 · (253) 735-1881

<b>INVOICE</b>	
<b>53537</b>	
<b>ALWAYS REFER TO ABOVE NUMBER</b>	
<b>Invoice Date:</b>	<b>12/12/2016</b>

S TIM HIGGS  
 O GRAND COUNTY  
 L 125 EAST CENTER ST  
 D MOAB UT 84532

S TIM HIGGS  
 H GRAND COUNTY  
 I 125 EAST CENTER ST  
 P MOAB UT 84532

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Order Number	Order Date	Ship Date	Shipped Via	F.O.B.	PPD	COLL	Purchase Order	Terms
36082	7/28/2016	12/12/2016	Truck Frt	Auburn, WA	<input checked="" type="checkbox"/>	<input type="checkbox"/>		NET 30 USD

Ordered	Shipped	Backorder	Description	Price	Total
1	1	0	Transfer 2010 NSC-RS6-G-525 off Chassis to New 2016 F450 Chassis	\$14,400.00	\$14,400.00
1	1	0	Repair right rear well, sprayhead socket. Install uria fill bracket. Fabricate & install new rear step. Rebuild soleniod-regulator, sprayhead. Repair RS600, replace water pump V belt. Freight for old chassis.	\$5,492.00	\$5,492.00

Notes

## PAY THIS INVOICE

*No statement will be sent*

A FINANCE CHARGE OF 1-1/2% PER MONTH (18% ANNUAL RATE) WILL BE ADDED FROM THE FIRST DAY OF THE FIRST MONTH AFTER WHICH THE INVOICE IS PAST DUE, AT MAXIMUM RATE PERMITTED BY LAW WHERE SUCH RATE IS LIMITED.

40250.220

<b>Order Total</b>	\$19,892.00
<b>Freight &amp; Handling</b>	\$0.00
<b>Subtotal</b>	<u>\$19,892.00</u>
<b>Sales Tax @ 0.00%</b>	\$0.00
<b>Grand Total</b>	<u>\$19,892.00</u>

August 1, 2015

Tim Higgs  
Grand County Weed Dept.  
125 East Center St.  
Moab, Utah 84532

**RE: TRANSFER 2010 NSC-RS6-G-525 OFF CHASSIS TO NEW 2016 F450 CHASSIS**

- Power wash old bed remove cab controls, pedestal, wiring, plumbing and frame mounts.
- Remove spray components related plumbing and electrical harness.
- Repair minor damage, spray head socket, well dents and rear step trailer hitch, sand-blast and powder coat black.
- Re-assemble sprayer components to bed make necessary repairs, modify cab pedestal, install plumbing and electrical harness bed mounted weather tite fuse-con box.
- Prepare new chassis for sprayer bed install, secure bed mounts, trailer hitch-grip strut step mounts and install cab pedestal.
- Install bed to new chassis, wire cab consoles, accessories, set factory values, renew spray head pressures-pattern, calibrate and test.
- Prepare for shipping refresh maintenance calibration kit.

**FOB MOAB UTAH .....\$ 14,400.00**

**TERMS AND CONDITION:**

- **Delivery 60-90 days after receipt of 2000 F450 sprayer and 2016 F450 chassis.**
- **Payment 30 days after receipt of equipment.**
- **Applicable taxes not included in price quote.**
- **Sprayer to be delivered to Norstar Industries with clean chemical tanks and injection plumbing.**
- **Quote does not include replacement of major components found to be defective.**

**KB SWAIN, NORSTAR INDUSTRIES  
253-905-2195 kbs@norstarind.com**

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

Agenda Item: P

<b>TITLE:</b>	Adopting proposed resolution formalizing the Geographic Information Systems (GIS) Technical and Policy Committees
<b>FISCAL IMPACT:</b>	None
<b>PRESENTER(S):</b>	Matt Cenicerros, IT Director

**Prepared By:**

Bryony Chamberlain  
 Council Office Coordinator  
 (435)259-1346  
 and  
 Ruth Dillon  
 Council Administrator  
 (435)259-1347

**FOR OFFICE USE ONLY:**

**Attorney Review:**

Complete  
 (see attached)

**RECOMMENDATION:**

I move to adopt the proposed resolution formalizing the Geographic Information Systems (GIS) Technical and Policy Committees and authorize the Chair to sign all associated documents.

**BACKGROUND:**

Now that a more comprehensive Enterprise GIS system has received support of the County Council and is in the process of being fully implemented, a GIS resolution will serve to formalize two needed staff committees:

1. GIS Technical Committee
2. GIS Policy Committee (subject to the Open and Public Meetings Act)

These two committees have been in the process of formation during 2015 and 2016. To provide clarity, the proposed resolution establishes committee membership and delineates committee roles. As committee membership or other GIS needs change, the resolution can be amended by approval of the County Council.

**ATTACHMENT(S):**

1. Proposed Resolution – redlined with legal review (see confidential folder)
2. Proposed Resolution – clean

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

**A RESOLUTION OF THE GRAND COUNTY COUNCIL  
FORMALLY ESTABLISHING GEOGRAPHIC INFORMATION SYSTEMS (GIS) COMMITTEES**

**WHEREAS**, GIS is a geographic information system that integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information and is an important tool for protecting the health, safety and welfare of citizens and guests of Grand County; and

**WHEREAS**, GIS allows users to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns, and trends in the form of maps, globes, reports, and charts; and

**WHEREAS**, GIS helps answer questions and solve problems by looking at data in a way that is quickly understood and easily shared; and

**WHEREAS**, GIS technology can be integrated into any enterprise information system framework; and

**WHEREAS**, GIS is used to map: where things are; quantities; densities; change in an area; and is used to find what is inside a specific area; and find what is nearby, among other uses; and

**WHEREAS**, GIS is widely used to optimize maintenance schedules and daily fleet movements, resulting in savings of operational expenses through reduction in duplicative effort and staff time, improved customer service and more efficient routing; and

**WHEREAS**, GIS is the go-to technology for making better decisions about location such as real estate site selection, route/corridor selection, emergency planning, conservation, natural resource extraction, and zoning; and

**WHEREAS**, GIS-based maps and visualizations greatly assist in understanding situations and in storytelling as a type of language that improves communication between different teams, departments, disciplines, professional fields, organizations, and the public; and

**WHEREAS**, GIS provides a strong framework for managing authoritative records regarding the status and change of geography with full transaction support and reporting tools; and

**WHEREAS**, GIS is essential to understanding what is happening—and what will happen—in geographic space so that appropriate actions can be prescribed; and

**WHEREAS**, a GIS Task Force led by the County Information Technology Services Director and comprised of key GIS stakeholders from Grand County, Moab City, Moab Valley Fire Protection District, and Grand Water & Sewer Service Agency, was formed in 2015 to consider ideas for a centralized process to address demands for map-based information while providing a platform for safer and more efficient countywide operations; and

**WHEREAS**, the Grand County Council (“County Council”) held an open, public GIS Workshop on September 15, 2015 to hear the needs of the various GIS stakeholders and thereafter budgeted for a 2016 GIS Enterprise solution to address the fragmented GIS arrangement into a comprehensive, centralized system; and

**WHEREAS**, the County Council awarded a contract in 2016 to GIS, Inc., a vendor for GIS support, including implementation, training, and other matters set forth in the agreement between GIS, Inc., and Grand County; and

**WHEREAS**, a GIS Policy Committee is needed with the following roles, responsibilities, and authority: to act as an advisory body to the County Council; review and oversee all GIS-related projects; determine the level of additional support needed; review county-wide GIS budget needs; determine permissions related to the GIS system; invite government agencies, utility companies, and other stakeholders to meetings; create or dissolve a GIS Technical Committee(s) according to project(s) demand; determine approvals following input from the GIS Technical Committee; develop a framework for a memorandum of understanding or interlocal agreement between Grand County and other political subdivisions and agencies for GIS related projects; and other related responsibilities; and

**WHEREAS**, the GIS Policy Committee is to be led by the Information Technology Services Director and comprised of representatives from the following county offices and departments: Information Technology Services Director, Council Administrator, Sheriff’s Office, Road Department, Building Department/Floodplain Administrator, and Planning/Zoning; and

**WHEREAS**, a GIS Technical Committee comprised of users of the data is needed with the following responsibilities: to make recommendations for improvements; make implementations and integrations; determine technical needs of the system, such as plug-ins or access; ensure that the data published are accurate and all data are based on the same coordinate system; oversee permissions; once set, define permissions to update and/or modify the core base layer and new permissions for new access; implement auditing to provide a report of changes made; constantly update the data and bring discussions and recommendations to the GIS Policy Committee; and other related responsibilities; and

**WHEREAS**, the GIS Technical Committee is led by the Information Technology Services Director and will assemble as needed by GIS project demand and will comprise of representatives from affected project departments or Offices as determined by the policy committee;

**NOW, THEREFORE, BE IT RESOLVED** by the County Council that the GIS Policy Committee is hereby established with authority to compose and dissolve from time to time a GIS Technical Committee or Committees as follows:

### **GIS POLICY COMMITTEE**

#### **Purpose, Responsibility and Authority of the GIS Policy Committee:**

The Purpose of the GIS Policy Committee is to act as an advisory body to the County Council, and in that capacity is tasked to:

- review and oversee all GIS-related projects;
- determine the level of additional support for the GIS system that may be needed;
- review county-wide GIS budget needs; determine permissions related to the GIS system;
- invite agencies, utility companies, and other stakeholders to meetings of the GIS Policy Committee;
- create or dissolve GIS Technical Committees according to project demands;
- determine approvals following input from the GIS Technical Committee;
- develop framework for a memorandum of understanding or interlocal agreement between Grand County and other political subdivisions and agencies for GIS related projects; and
- undertake such other related tasks as necessary to accomplish the foregoing purposes.

The responsibility and authority of the GIS Policy Committee will be coextensive with the purposes contained in the foregoing paragraph.

#### **Composition of the GIS Policy Committee:**

The GIS Policy Committee will be led by the Information Technology Services Director, who will serve as a member of the GIS Policy Committee and act as the Committee Chair. The remainder of the GIS Policy Committee will be composed of representatives from the following county offices and departments:

- the County Council Administrator;
- the Sheriff's Office;
- the Road Department;
- the Building Department/Floodplain Administrator; and
- the Planning & Engineering/Zoning Department.

#### **Meetings of the GIS Policy Committee:**

The GIS Policy Committee shall meet on an as-needed basis, but not less frequently than one meeting per quarter.

The Committee Chair shall:

- provide notice of the regular quarterly meeting and any special meeting held more frequently;
- set the agenda for each meeting;
- conduct each meeting;
- submit minutes for County retention in the office of the County Administrator;
- establish such subcommittees as may be necessary or desirable to address pertinent issues and topics as they may arise;
- appoint, with approval by the GIS Policy Committee, a Committee Vice-Chair and a Committee Secretary.

The Committee Vice-Chair shall:

- assist the Chair in the discharge of the Chair's duties; and

- fulfill the duties of the Chair in the Chair's absence.

The Committee Secretary shall:

- take minutes at meetings of the GIS Policy Committee to capture the essence of the meeting;
- send the draft of the minutes to the Chair;
- keep attendance and sign-up sheets; and
- perform such other tasks as reasonably requested by the Chair.

Two-thirds of the members of the GIS Policy Committee shall be present to constitute a quorum for the transaction of business at a meeting of the GIS Policy Committee.

Once the GIS Policy Committee has approved the draft minutes of a meeting, the Committee Secretary shall sign the minutes. The official signed copy of the minutes, including any approved corrections, shall then be forwarded to the Committee Chair for retention and storage.

Meetings shall be conducted in compliance with the Utah Open and Public Meetings Act, Utah Code Title 52, Chapter 4. The GIS Policy Committee shall adopt Robert's Rules of Order in conducting its meetings.

#### **Duration of the GIS Policy Committee:**

The GIS Policy Committee shall remain in effect until the Grand County Council adopts a resolution dissolving the committee.

### **GIS TECHNICAL COMMITTEES**

#### **Purpose, Responsibility and Authority of GIS Technical Committees:**

The purpose of a GIS Technical Committee is to make recommendations to the GIS Policy Committee for improvements to the GIS system and implement the determinations of the GIS Policy Committee, and in that capacity is tasked to:

- determine the technical needs of the GIS system, such as plug-ins or access;
- implement and integrate improvements to the GIS system as approved by the GIS Policy Committee;
- ensure the data published on the GIS system are accurate and all data are based on the same coordinate system;
- implement permissions related to the GIS system;
- once set, define permissions to update and/or modify the core base layer and new permissions for new access as approved by the GIS Policy Committee;
- implement auditing to provide a report of changes made to the GIS system;
- timely update the data contained in the GIS system;
- bring discussions and recommendations to the GIS Policy Committee; and
- undertake such other related tasks as necessary to accomplish the foregoing purposes.

The responsibility and authority of a GIS Policy Committee will be coextensive with the purposes contained in the foregoing paragraph.

**Composition of GIS Technical Committees:**

GIS Technical Committees will be appointed by the GIS Policy Committee and be composed of users of the GIS system or a component of the GIS system.

**Meetings of a GIS Technical Committee:**

A GIS Technical Committee shall set such methods for conducting its meetings and business as it deems appropriate, provided that such methods will allow for full participation by all committee members.

Meetings of a GIS Technical Committee are not subject to the Utah Open and Public Meetings Act, however, a GIS Technical Committee's recommendations to the GIS Policy Committee shall be in writing and shall be presented in writing and orally at a public meeting of the GIS Policy Committee. Additionally, a GIS Technical Committee shall make reasonable efforts, as directed by the GIS Policy Committee where appropriate, to seek input from public users of the GIS system concerning the public's use, if any, of the GIS system, as it relates to the purpose and authority of a GIS Technical Committee.

**Duration of a GIS Technical Committee:**

A GIS Technical Committee will remain in effect until dissolved by action of the GIS Policy Committee.

**GENERAL**

**Compensation:**

No member of the GIS Policy Committee or a GIS Technical Committee will receive or be entitled to additional compensation as a result of appointment to or participation on such committee, provided, however, that a Grand County employee who is paid on an hourly basis will be entitled to the employee's regular hourly compensation for time spent performing committee work as a duly appointed committee member appointed by the employee's supervisor, subject to all of the terms and conditions applicable to the employee's employment.

**PASSED, ADOPTED, AND APPROVED** by the Grand County Council in open session this 20<sup>th</sup> day of December, 2016 by the following vote:

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

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

Absent: \_\_\_\_\_

**ATTEST:**

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

*Grand County Council*

*Elizabeth A. Tubbs, Chair*

DRAFT

**AGENDA SUMMARY**  
**GRAND COUNTY PLANNING COMMISSION**  
**December 20, 2016**

Agenda Item: Q

<b>TITLE:</b>	Approving proposed land use code amendment removing “residential units used for overnight accommodations” in the highway commercial (HC) zone district
<b>FISCAL IMPACT:</b>	Directly, no fiscal impacts are anticipated; Indirectly, the County <i>may</i> see impacts to property taxes and transient room tax (TRT) revenue
<b>PRESENTER(S):</b>	Zacharia Levine, Community Development Director

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

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**STATED MOTION :**

I move to adopt the proposed land use code amendment, which removes “residential units used for overnight accommodations” from the list of permitted uses in the Highway Commercial zone district.

**STAFF RECOMMENDATION:**

Staff recommends approval of the proposed land use code amendment *WITH INCLUSION OF THE THREE SUGGESTED CHANGES DISCUSSED IN THE STAFF REPORT.*

**BACKGROUND:**

See staff report

**ATTACHMENT(S):**

- Staff Report
- Grand County LUC Table 3.1 Uses (Existing)
- Grand County LUC Section 3.2 Use Specific Standards (Existing)
- Grand County LUC Section 4.6 (-OAO) Overnight Accommodations Overlay Districts (Existing)
- OAO Zone Map (Existing)
- Draft Ordinance
- Citizen Comments



## STAFF REPORT

MEETING DATE: December 20, 2016

TO: Grand County Council

FROM: Community Development Department Staff

SUBJECT: Use Table 3.1: Residential units used for overnight accommodations in the HC zone

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### STAFF RECOMMENDATION

Staff supports the proposed land use code amendment, which removes “residential units used for overnight accommodations” from the list of permitted uses in the Highway Commercial (HC) zone district. See additional recommendations below.

Since the Planning Commission forwarded its favorable recommendation to the County Council, the Community Development Staff have had several conversations with landowners, developers, and realtors about the proposed amendment. Based on these conversations, Staff recommends three changes to the amendment as drafted:

1. Simultaneously amend the Overnight Accommodations Overlay (-OAO) Zone map to include the following developments: Red Cliffs Condos, Desert Wind, and Southgate Village. These developments are built out or nearly built out, already possess a large percentage of residential units used for overnight accommodations, and were previously approved with a general understanding that they would be used primarily as overnight accommodations.
2. Update Section 4.6.4(C) in the Grand County LUC (see redlined version below):

~~Owners of S~~ such units shall provide contact information for a local property management agent; be managed by a Utah licensed property management agent or company with a local, Grand County representative; properly licensed to ~~shall acquire and maintain all licensure necessary to~~ conduct business in Grand County; and shall collect and pay all applicable taxes, including but not limited to, the TRT tax.

The code language was adopted in 2008 with the passage of the (-OAO) Overnight Accommodations Overlay District. Its intent was to ensure residential units used for overnight accommodations would have a local representative in the case of nuisance complaints. One can easily imagine a situation with an absentee owner renting their unit via AirBnB, VRBO, HomeAway, or any other listing site from another state and exhibiting less of an interest (in theory) in maintaining good neighborly relations than a unit owned or managed by a local representative. For local owners who manage their own properties, they are, themselves, the "company with a local, Grand County representative" within the existing regulation. Staff has always interpreted the existing code in that manner because all owners have to set up a business in order to get the business license for an overnight accommodation. The redlined version above clarifies the issue and addresses owners' concerns about a mandate to hire a property management company.

3. Update Section 4.6.4 in the Grand County LUC by adding the following:

4.6.4 (l) Any development approved within an -OAO zone shall be built to the commercial building code standard and charged commercial impact fees.

The above code language ensures that any development intended for commercial uses is built to the commercial building code, which protects the users of such developments, and that such developments are assessed impact fees appropriately.

## BACKGROUND

Short-term rentals play an undeniable and central role in the local economy. They provide alternative accommodations options for travelers, complement the stock of hotel rooms available on busy weekends, generate incomes for property owners, and create more than \$4M in Transient Room Tax revenue for the County.

To be VERY CLEAR, the Community Development Department is not against short-term rentals. Staff are very clear on the role short-term rentals play in Grand County's economy. That said, the Planning Commission and County Council should engage in a discussion about whether or not the current zoning regulations accurately reflect the community's needs, protect the health, safety, and welfare of residents, and/or advance the broader economic development goals of the County.

Staff notes the existence of Section 4.6 of the LUC, Overnight Accommodations Overlay (-OAO) Districts, as a means for developers to establish overnight accommodations rights for entire subdivisions and developments. In effect, this enables the Planning Commission to provide a recommendation and County Council to make a legislative decision on a project-by-project basis for allowing overnight accommodations in the HC zone, or anywhere else in the County for that matter. Any developer is welcome to apply for the -OAO designation. Should the land use authorities in Grand County (e.g. Planning Commission and County Council) review such an application within the HC zone district and determine that it is beneficial to the County, aligns with current and future development goals in the southern corridor, and does not create negative externalities for the community, they can approve the designation. Lastly, bed & breakfasts, RV Parks, and hotels/motels will remain permitted uses in the HC zone district (See Use Table 3.1).

In other words, **four avenues for overnight accommodations (via residential construction or commercial construction) will remain in the land use code.**

**Existing residential units licensed as overnight accommodations that are located outside of an -OAO zone will be allowed to continue as overnight accommodations. These units will become legal nonconforming uses.**

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Over the last 15 years, the number of short-term rentals in Grand County (including the City of Moab) has increased to more than 700. While second homes, vacation rentals, and general investment properties represented about 15% of the County's housing stock in 2000, they now account for 30% or more of the housing stock (US Census). Staff recently requested a list of the business licenses for overnight accommodations in the unincorporated area of Grand County (i.e. excluding the City of Moab). *Alarmingly, 148 out of the 236 residential units licensed for overnight accommodations, or 63 percent (63%), are owned by individuals or businesses located outside of Grand County.* While these units generate property and transient room taxes for Grand County, they also generate a fair amount of business revenue that leaves the community.

Recent construction and permit numbers suggest the trend is likely to continue for many years, which places Grand County on a similar trajectory as other prominent tourism destinations in the American West. In many of these communities, residents and workers across a range of incomes and industries have been displaced by second homeowners and lodging property investors.

It is important to balance tourism growth with other components of community development, including infrastructure, housing, public health, diversified economic development and others. Indeed, balance is essential for sustainable economic development. Without the right mix of affordable workforce housing and tourist accommodations, the local economy will remain vulnerable. Current market conditions suggest that residential construction for overnight accommodations will continue to dominate the development activity in the HC zone. Development interests are primarily focused on short-term occupancy opportunities due to the profit potential associated with that use type. As long as the Use Table in Section 3.1 of the Grand County LUC remains the same, this trend is likely to continue unabated, even if the County sees a small pause associated with Moab City's Wastewater Treatment Plant.

On the surface, this trend may seem unimportant. However, it does lead to unintended consequences. Each acre of land in the HC zone used for short-term rental construction is an acre of land that cannot be used for long-term housing construction. Grand County has limited developable land and may need to preserve more space for its residents' housing needs. The HC zone allows for the highest densities in Grand County (18 du/acre, by right). Per unit construction costs, and ultimately rent or ownership costs, decrease significantly at higher densities. Yet, these lower per unit costs are not currently passed on to local residents and workers because the units are not intended for locals.

Equally important, Grand County may also find significant value in preserving land for a wider range of business development. With limited land zoned for commercial use, it is important to think about other forms of economic development Grand County may accommodate or attract in the future. Does a long stretch of high density buildings for short-term accommodations match the community's vision for "commercial development," its southern corridor, or economic development (more broadly) that is expressed in the General Plan and other planning documents? While short-term accommodations are most appropriately situated in the HC zone, it is not unreasonable to manage the growth of said uses through a legislative process. Staff suggests this is not a conversation about growth or no-growth, but rather a conversation about *how* growth occurs. Short-term rentals play a significant role in Grand County's current economic mix, but it is good planning to consider the role they are to play in a future economic mix.

Additionally, because of the increasing emphasis on short-term rentals within the construction industry, local builders are less available for residential projects making rates rise and even small projects more difficult to complete on time and in budget. Under current regulations, many buildings in the HC zone are constructed to the residential building code standard. However, most of the individual units within them are immediately utilized for commercial uses as overnight accommodations. That means Grand County has not required construction under the commercial building code, which calls for the installation of fire sprinklers as a protective measure for occupants (e.g. guests), nor has it collected commercial impact fees for a commercial activity. Transient room taxes do not adequately address the myriad of impacts created by overnight accommodations, so it is vital that construction for commercial purposes is assessed a commercial impact fee. These fees support capital investments in public safety, transportation, public parks, and stormwater management.

Staff feels the proposed land use code amendment will help Grand County manage the growth of overnight accommodations and protect the health, safety, and welfare of its citizens and visitors.

**ATTACHMENTS**

1. Grand County LUC Table 3.1 Uses
2. Grand County LUC Section 3.2 Use Specific Standards
3. Grand County LUC Section 4.6 (-OAO) Overnight Accommodations Overlay Districts
4. Existing OAO Zone Map
5. Draft Ordinance (As recommended by Planning Commission)
6. Citizen Comments

**3.1 Use Table (Proposed Change in Red)**

Principal Uses by Zoning District														
Use Category	Specific Use	RESIDENTIAL					NONRESIDENTIAL					Use-Specific Standards		
		SLR	LLR	RR	MFR	RG	NC	GB	RC	RS	HC		LI	HI
Key: P = Permitted by right C = Conditional Use Permit Required ___ Not Permitted (Use-specific Standards and descriptions of Use Categories are provided in 3.2 and 3.4, respectively)														
Overnight Accommodations	Bed and breakfast	P	P	P	P	P			P	P				3.2.3D
	Dude ranch or destination resort					C								3.2.3F
	Hotel or motel						P	P	P	P	P			
	Recreational vehicle parks and campgrounds								C	C	C			3.2.3L
	Residential units used for overnight accommodation							P	P	P	X			3.2.3M
	All other overnight accommodation uses													4.6.4

**3.2.3 Commercial Use Standards (Existing)**

**D. Bed and Breakfast (Existing)**

Bed and breakfast establishments shall comply with the standards of this section:

1. Lodging and breakfast may be provided for temporary overnight occupants in no more than 5 separate bedrooms for compensation;
2. One (1) off-street parking space shall be provided per bedroom offered for use for temporary overnight accommodations, in addition to off-street parking otherwise required pursuant to Section 6.1, off-street parking standards;
3. All guest rooms shall be located in the principal structure;
4. Structures shall not be altered in a way that changes their general residential appearance;
5. One (1) sign shall be allowed, in accordance with the requirements of Section 6.5, Signs, of this LUC;
6. There shall be an on-site resident manager; and
7. Earth-tone colors shall be utilized that minimize contrast with the surrounding landscape.

**L. Recreational Vehicle/Travel Trailer Park (Existing)**

Recreational vehicle/ travel trailer parks shall comply with the following standards

1. Each space may be occupied only by persons using travel trailers, truck campers, small cabins (traditional KOA-style), and tents for overnight, short duration, or seasonal camping;
2. Each space RV/travel trailer space shall be at least 1200 square feet in area;
3. Each cabin or tent space shall be at least 800 square feet in area;
4. Each space shall be at least 30 feet in width;
5. Each park shall be served by public water and sewer facilities;
6. No space shall be located more than 200 feet from a water and sewage service building;
7. The County may require landscaping and screening pursuant to the provisions of Section 6.4, Landscaping and screening; and
8. One (1) tree of a species suitable for the area shall be provided for each 2 spaces, and shall be located in close proximity to those spaces. (Existing trees on the site may be used to satisfy this requirement.)

**M. Residential Units Used for Overnight Accommodations (Existing)**

Residential units used for overnight accommodations shall comply with the following requirements:

1. An individual business license shall be required for each dwelling unit rented for time periods of less than 30 days.
2. Such units shall be managed by Utah-licensed property management agents or companies with a local, Grand County representative, and shall collect and pay all applicable taxes, including but not limited to, the Transient Room Tax (TRT).
3. Additional off-street parking may be required as necessary to mitigate impacts on adjacent land uses and neighborhoods.
4. Properties used for overnight accommodations shall have direct access to an arterial or collector street.
5. Current contact information for property owners or management agencies or companies shall be posted in an accessible location outside such units or project.

## **4.6 -OAO, Overnight Accommodations Overlay District (Existing)**

### **4.6.1 Purpose**

The -OAO, Overnight Accommodations Overlay District is an overlay district intended to designate subdivisions and developments within which overnight accommodations are permitted. Overnight accommodations use of residential dwelling units is an important part of the Grand County economy and tradition, but such use is not appropriate in all districts and parts of the county. The -OAO district should be applied only to entire developments and subdivisions or to portions of such developments and subdivisions planned or historically used primarily for such use and activity, and where appropriate and compatible with adjacent land uses and neighborhoods. The -OAO district will not be applied to individual units or lots.

### **4.6.2 Allowed Uses**

Uses allowed in the -OAO district shall be as specified in the underlying base district; provided that residential dwelling units otherwise allowed may be occupied for time periods of less than 30 days.

### **4.6.3 Lot Design Standards**

All development in the -OAO district shall comply with the Lot Design Standards of the underlying zoning district.

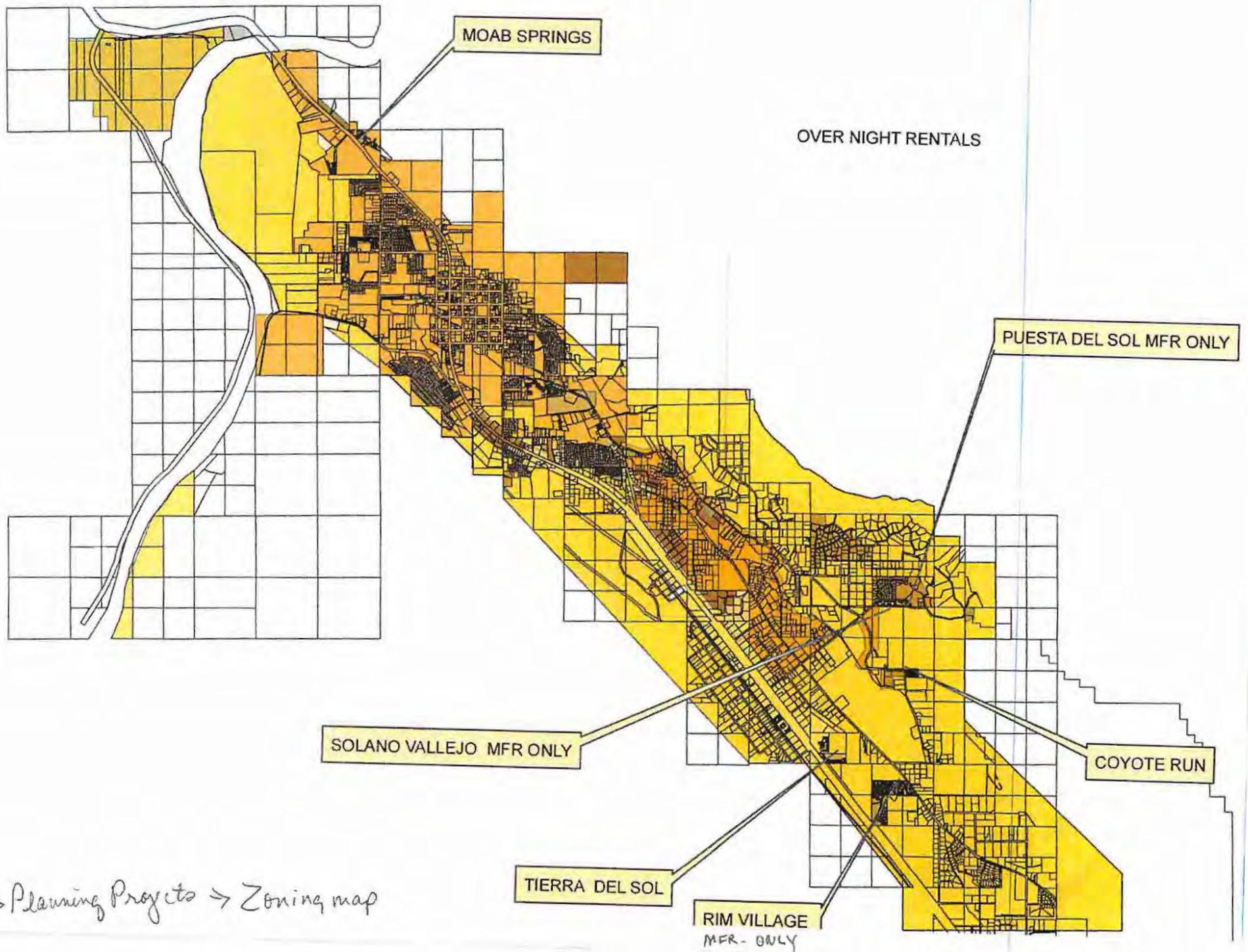
### **4.6.4 District Standards**

All principal and accessory structures shall comply with the following requirements:

- A. Occupancy of dwelling units in the -OAO district may be less than 30 days in duration.
- B. An individual business license shall be required for each dwelling unit rented for time periods of less than 30 days.
- C. Such units shall be managed by a Utah-licensed property management agent or company with a local, Grand County representative; properly licensed to conduct business in Grand County; and shall collect and pay all applicable taxes, including but not limited to, the TRT tax.
- D. Additional off-street parking may be required as necessary to mitigate impacts on adjacent land uses and neighborhoods.
- E. Current contact information for property owners or management agencies or companies shall be posted in an accessible location outside such units or project.
- F. Potential impacts upon affected public water sources shall be reasonably mitigated.

G. Properties designated by the -OAO district shall have direct access to an arterial or collector street.

H. Property used for such rentals shall not be considered abandoned pursuant to Section 1.10.6 solely for reason of vacancy for a period of six months; provided, however, that such property shall not be considered abandoned so long as such property is rented at least once during each 12 consecutive months.



As Planning Projects → Zoning map

**GRAND COUNTY, UTAH**  
**ORDINANCE \_\_\_\_\_ (2017)**

**APPROVING AN AMENDMENT TO SECTION 3.1 USE TABLE 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 or LUC) on January 4, 1999 with Ordinance No. 299 and amended it February 19, 2008 with Ordinance No. 468 for the purpose of regulating land use, subdivision and development in Grand County in accordance with the General Plan;

**WHEREAS**, in recent years, construction of residential units used for overnight accommodations has outpaced construction of residential units used for primary or long-term occupancy;

**WHEREAS**, overnight accommodations, second-homes, and general investment properties as a share of Grand County's residential housing stock have increased from 15% in 2000 to 30% or more in 2016 (US Census);

**WHEREAS**, Grand County has a compelling interest in supporting diverse residential and commercial development within its southern corridor;

**WHEREAS**, the Grand County Land Use Code still contains multiple avenues for legally establishing overnight accommodations in residential and commercial construction types through legislative or administrative processes;

**WHEREAS**, in a public hearing on November 17, 2016 the Grand County Planning Commission considered all evidence and testimony presented with respect to the subject application and forwarded a favorable recommendation to the Grand County Council;

**WHEREAS**, due notice was given that the Grand County Council would meet to hear and consider the proposed ordinance in a public hearing on December 6, 2016;

**WHEREAS**, the County Council has heard and considered all evidence and testimony presented with respect to the subject application and has determined 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 that the LUC is hereby amended to read:

Principal Uses by Zoning District														
Use Category	Specific Use	RESIDENTIAL					NONRESIDENTIAL					Use-Specific Standards		
		SLR	LLR	RR	MFR	RG	NC	GB	RC	RS	HC		LI	HI
Key: P = Permitted by right C = Conditional Use Permit Required ___ Not Permitted (Use-specific Standards and descriptions of Use Categories are provided in 3.2 and 3.4, respectively)														
Overnight Accommodations	Bed and breakfast	P	P	P	P	P				P		P		3.2.3D
	Dude ranch or destination resort					C								3.2.3F
	Hotel or motel						P	P	P	P	P			
	Recreational vehicle parks and campgrounds								C	C	C			3.2.3L
	Residential units used for overnight accommodation							P	P	P				3.2.3M
	All other overnight accommodation uses													4.6.4

**PASSED, ADOPTED, AND APPROVED** by the Grand County Council in open session this (date) by the following vote:

Those voting aye: \_\_\_\_\_  
 Those voting nay: \_\_\_\_\_  
 Those absent: \_\_\_\_\_

**ATTEST:**

**Grand County Council**

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

\_\_\_\_\_  
 Elizabeth Tubbs, Chair

December 1, 2016

Dear Grand County Council,

I am writing to ask you to please vote against the proposed ordinance for the highway commercial zone.

I see the highway commercial ordinance as unnecessary. The highway corridor is the perfect place for overnight rentals and all the other lodging uses (hotels and campgrounds) that are currently allowed in HC zoning. It's my perspective that overnight rentals have improved tax revenues for Grand County and have also improved the lives of many Moab locals. I have personally sold numerous overnight rental units to locals that manage and maintain them themselves. They hire local people to provide cleaning services, local handymen, plumbers, electricians, and landscapers. They also buy insurance, pay much higher property taxes since it's a secondary residence and last but not least contribute to transient room and sales tax.

Overnight rentals are a great way for families and individuals to supplement their incomes, including mine. I have worked in real estate for over 8 years now and in the beginning the market was slow and it was hard to make ends meet. My rental kept me afloat and allowed me to not have to work a restaurant job every night, in addition to putting long days in at the office. I know of many locals that own nightly rentals. I have a list of buyers including servers, bike mechanics, construction workers and many others that would love to buy an overnight rental. Most are waiting for the right price range or saving up their down payment. If we remove overnight rentals from HC zoning, they will continue to get more and more expensive. I believe this ordinance will create more pressure for affordable housing in residential neighborhoods.

This ordinance also is going to hurt current nightly rentals and developments in highway commercial that aren't fully developed, but have been platted. This could be devastating to a lot of people and I desperately urge you all, please vote against this.

Thank you for your service to our county and for taking the time to consider my letter.

Warm regards,

Rebecca Wells



**From:** Beth Malloy  
**To:** [Mary Hoffine](#)  
**Subject:** Affordable Housing  
**Date:** Saturday, November 12, 2016 8:57:39 PM

---

Dear Planning Commission,

I strongly supporting the adoption of an Assured Housing Ordinance, crafted to ensure that new businesses and new hotels of a certain size contribute toward the solution of the affordable housing problem in Grand County.

Thank you,  
Beth Malloy

Nov. 5, 20016

To the Members of Grand County Planning Commission,

Now is truly an appropriate time for the Commission to vote its approval of the "assured housing" ordinance and the HC zone restructure re: overnight rentals. Recent events have clearly shown the result of unregulated growth. Blind faith in market forces, and the naive belief that growth is always benevolent are not in the best interest of our community. Finding the balance point between change and stability is difficult. There is no way to please everyone if you are seeking to correct a system that is out of balance. Yet, failing to make the correction results in the same sort of crisis we facing with our water treatment plant. We have already grown too big to kick the can down the road with any hope that the consequences will not fall on our heads. Time's up for that strategy.

Our community needs to act now to reserve space for affordable housing. We also need to reserve space for commercial business that is more diverse than just overnight rentals. The moratorium being considered by the City should not be seen as an excuse to avoid making these tough decisions. The whole situation highlights the need to strike a balance before an irreversible tipping point overtakes us.

Thanks you for your service to our community!

Sincerely,

Bonita & Ken Kolb

A solid black rectangular box used to redact the signature of Bonita & Ken Kolb.

Spanish Valley

Grand County Planning Commission Members,

Nov. 15, 2016

I am very concerned about the face paced development occurring in Grand County. We live next door the Entrada nightly rental development, which is greatly effecting the residential environment of our neighborhood.

The points, that I wish to discuss are, I support, the removal of overnight rental construction (hotel and condo and resort accommodations) from the Highway Commercial Zone. This zone is the land that runs along either side of Highway 191 in Grand County.

I support the adoption of an Assured Housing Ordinance. This ordinance is crafted to ensure that new businesses and new hotels of a certain size contribute toward the solution of the affordable housing problem in Grand County.

I support construction of higher density affordable housing. (Ensuring our highest densities be used for high density residential construction for long-term occupancy, not short-term occupancy

I support preserving commercially zoned land for more diversified economic development

Our current infrastructure (streets, sewer plant, etc) is overwhelmed by the growth in tourism. More overnight rental properties just adds to this problem. Again it is important that we diversify our economy and maintain growth that serves the residents living in Grand County both with housing and greater employment opportunities-

I ask you to vote again any development that turns the southern corridor into one long strip of short-term rental developments and buildings that are usually owned by out of towners who make money off Grand County's tourist economy and send these dollars out of the county.

I appreciate your attention.

Thank you so much,  
Catherine Shank

Charlie & Trena Harrison

Moab, Utah 84532

December 12, 2016

Grand County Council

RE: Rezoning of 191 Corridor against nightly rentals.

Dear Council Members,

Charlie and I have both lived in Moab all of our lives, and have seen many changes come to the Moab Valley due to tourism. Some are good, some are bad. As a resident we have seen property values increase substantially over the years, with no end in sight. After years of hard work, we were lucky enough to purchase a large section of land already zoned Highway Commercial on SR 191 South of Moab and have received a lot of interest regarding developing it into nightly rentals. As we see it, tourism is the main industry in Moab and there are very few commercial zoned parcels left in this town. A nightly rental or Condominium complex is best suited for our parcel as its adjacent to the proposed college, and it's location is prime for a development as it puts the high traffic of visitors out of the residential areas of Moab, where the locals can finally get away from many visitors, some of which can be very ignorant and rude. We experience this daily, as Coyote Run was built many years ago in my neighborhood. During prime tourism times, we experience constant traffic, trucks with trailers some are 40 ft long, bicycles, and over flow parking on Bench Road...visitors mechanic on their vehicle's, change tires, they roll the tires out in the street and leave them and expect you the residents to drive around them, they do not park all the way off Bench Road, they let their kids play in Bench Road, all on a corner of Bench Rd., and not one of them live here full time. We live at the end of Bench Road, and we get constant traffic up our private drive, they wander in my back yard, it goes on and on and on....

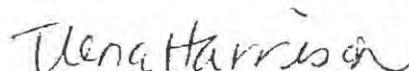
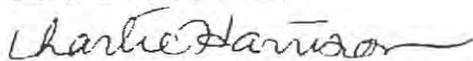
We bought that property because it was zoned Highway Commercial and we could do anything we wanted with it. By changing the zoning to limit what we can do, or sell it for, is devaluing our property.

As far as a residential unit built there.....as a family I would never in my right mind build a family home there where I was going to raise my children. Its right on the busy Hwy.....

Both Charlie and I strongly OPPOSE this zone change. Hwy 191 is the only place these types of nightly rental developments should be allowed!!

Thank You

Charlie & Trena Harrison



December 6, 2016

Grand County Planning Commission Members  
C/O Community Development Office  
125 E. Center St.  
Moab, UT 84532

RE: Use Table 3.1 Short-term accommodations in the HC zone

Dear Grand County Planning Commission Members,

I own two town homes in Rim Village. I have been coming to Moab area since 1973. Since purchasing town homes in Moab, I come there 6 or 7 times per year. I consider Moab to be truly a second home and I am considering retiring there.

I love Moab and I appreciate your efforts to preserve the quality of life in Moab. I live near Aspen Colorado, and understand the challenges of building a resort community and creating affordable housing with limited land available (the Aspen valley is much smaller than Spanish Valley).

As an owner of "residential units used for overnight accommodations", I wanted to share with you the benefits these types of units bring the Moab area. I also believe you should encourage these types of units over hotels and RV parks.

There appears to be this belief that people like me are taking revenue out the Moab economy. This belief is not true. Besides paying property tax, I also pay transient room tax and Utah state tax. I also buy, in Moab, furniture, hardware, bicycles, local art work and eat at local restaurants. Just ask Jerry at Knowles Furniture, Billy at Poison Spider or Julie at Twisted Sistas. How many hotel owners buy their furniture in Moab? Now add in what my guests purchase in Moab. They also use the restaurants, bike shops and 4x4 shops. I am sure that is quite a large sum of money. I believe that I contribute more to the Moab economy than many residents who live there full time.

If one of the goals is to preserve the quality of life and the desert experience that Moab offers, I believe that residential nightly rentals offer distinct advantages over hotels and RV parks. Hotels and RV parks will only bring more tourists, bikes and 4x4's into the area, thus increasing the already crowded parks and adding to the environmental damage. Residential nightly rentals, being lower density, naturally limit the number of tourists that can come to the area. Residential nightly rentals also provide a better overall tourist living experience than hotels.

Residential nightly rentals can easily be converted to primary homes for Moab residents; hotels and RV parks cannot. Residential nightly rental units are more visually appealing than hotels, RV parks and other commercial buildings. I also think residential nightly rental units, being less dense, put less stress on the sewer and water resources than hotels.

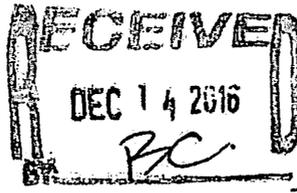
I also wanted to make a few comments on the HC Zone and "assured housing". It seems the HC zone is totally inappropriate for assured housing. Don't the full-time residents of Moab deserve a better place to live than right along the Hwy 191 corridor surrounded by hotels, RV parks and commercial enterprises? There is a lot of noise and exhaust fumes in the area right around the highway. I am sure the Planning Commission can find a better location for assured housing than the HC zone.

In summary, I encourage you to not remove "residential units used for overnight accommodations" from the list of permitted uses in the HC zone district. Residential nightly rentals provide many benefits and contribute significantly to the Moab area economy. Further, I encourage you to actively find other suitable locations for residential nightly rentals and make proactive allowances in the zoning laws to accommodate their growth.

Thank you for your time and consideration.

Dale Ahrens  
Owner at Rim Village

  
Moab, UT



To Grand County Council

December 13, 2016

From Dan Pyatt

RE HC zone change

Please allow this letter to express my concerns over the proposed zone change within The Highway Commercial Zone. In full disclosure, my company owns about 3 acres within this zone. Located on my property are 23 apartment units of various sizes which are rented on a long term basis. It also has some vacant land which could be further developed.

It seems only a few years ago, the narrative was to get overnight rentals out the neighborhood zones and into the commercial zones, which in my opinion is where this use belongs. This proposed zone change makes absolutely no sense and I would argue falls under another misguided attempt at social engineering. Many HC property owners bought our land with certain uses guaranteed, and this proposal represents a significant taking of one of those rights. There are many other ways to encourage affordable housing without taking away the property rights of these many property owners.

Is The County prepared to compensate these land owners for significantly reducing their property values? My apartments are currently zoned for overnight rentals, even though I choose to rent them long term. If it were ever necessary for me to sell this property, the value will be greatly reduced to only offer these for sale as long term rentals. It's unclear to me how The Council will handle current long term and overnight rentals currently operating in The HC zone. It seems The County at a minimum must grandfather all properties in The HC Zone which have rentals, whether they are overnight or long term.

Will The County instruct The Assessor to revalue all highway commercial property? Reducing property values will reduce assessments and property taxes collected by The County.

**Has The Council considered legal challenges by affected property owners? For me personally, this falls under a "life's too short "scenario, but I would definitely consider participating in a class action effort spearheaded by someone else.**

**I hope in the end The Council will consider this proposal and decide it simply doesn't make sense and is very unfair to all HC property owners. There are better ways to achieve a goal without taking of property rights. Thank you for consideration of my concerns.**

**Dan Pyatt**

Dear Grand County Council Members,

December 12, 2016

Please support the proposed Land Use Code amendment which will remove "residential units used for overnight accommodations" from the list of permitted uses in the Highway Commercial zone district.

I attended the council meeting on December 6<sup>th</sup> and have read the justifications for such a change prepared by the community development staff.

None of the citizens who made statements against the proposed change made any justification for leaving the Land Use Code as it is EXCEPT that they want to be able to develop their property for a residential use and use it commercially and not pay the justified fees and permits costs that go along with the impact of commercial development.

With this proposed change to the Land Use Code owners of all properties in the HC zone district are still, and always will be, capable to realize the value of their land for profit.

Please adopt this change. It encourages the development of more long term rentals. And it collects the appropriate revenues needed to support commercial development if the property owner requests commercial development.

Thank you all for the time you devote to our community.

Sincerely,

Dennis Silva [REDACTED]

[REDACTED], Moab

[REDACTED]

Donald Leathers, ND

Moab, UT 84532

11-8-16

Grand County Planning Commission Members

C/O Community Development Office

125 E. Center St.

Moab, Ut. 84532

Dear Grand County Planning Commission Members,

I wish to see your support on the following actions:

1- The removal of overnight rental construction (hotel and condo and resort accommodations) from the Highway Commercial Zone. This zone is the land that runs along either side of Highway 191 in Grand County.

2- Supporting the adoption of an Assured Housing Ordinance. This ordinance is crafted to ensure that new businesses and new hotels of a certain size contribute toward the solution of the affordable housing problem in Grand County.

Points to include in the letter follow as well as a copy of the letter I wrote. Please feel free to use any or all of this information. This is our opportunity to have a voice in the future of our community.

\* Allows for the construction of higher density affordable housing. (Ensuring our highest densities be used for high density residential construction for long-term occupancy, not short-term occupancy

\*Preserving commercially zoned land for more diversified economic development

\*Grand County's infrastructure (streets, sewer plant, etc) is overwhelmed by the growth in tourism. More overnight rental properties just adds to this problem. Again it is important that we diversify our economy and maintain growth that serves the residents living in Grand County both with housing and greater employment opportunities-

\*Preventing the southern corridor from turning into one long strip of short-term rental developments and buildings that are usually owned by out of towners who make money off Grand County's tourist economy and send these dollars out of the county.

it is time to act now before the problems that face Grand County become even greater due to the growth in overnight rental accommodations.

Thank you for your work and considering my desires for our community.

Sincerely,

Donald Leathers. ND

**From:** [Grand County Council](#)  
**To:** [Zacharia Levine](#)  
**Cc:** [Diana Carroll](#)  
**Subject:** FW:  
**Date:** Tuesday, December 6, 2016 10:18:47 AM

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**From:** Jody Hale [REDACTED]

**Sent:** Monday, December 05, 2016 8:03 PM

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:**

Dear Grand County Council,

We are writing to ask you to please vote Against the proposed ordinance for the highway commercial zone.

We believe that overnight rentals are great for Moab. We have generated a lot of taxes for Grand County. We contribute to transient room and sales tax along with property taxes. We hire local people to provide cleaning, landscaping, plumbing, electrical and also to manage our property. The people who rent these units eat in Moab restaurants and shop in Moab stores.

Please vote against this ordinance.

Thank you for your consideration.

Jay and Jody Hale

[REDACTED]  
Moab, Utah 84532

**From:** [Grand County Council](#)  
**To:** [Chris Baird](#); [Elizabeth Tubbs](#); [Jaylyn Hawks](#); [Ken Ballantyne](#); [Lynn Jackson](#); [Mary McGann](#); [Rory Paxman](#)  
**Cc:** [Ruth Dillon](#); [Diana Carroll](#); [Zacharia Levine](#)  
**Subject:** FW: comments on highway-commercial zone proposal  
**Date:** Tuesday, December 13, 2016 9:35:53 AM

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**From:** Mary Wernette Love [mailto:[\[REDACTED\]](#)]  
**Sent:** Sunday, December 11, 2016 8:26 AM  
**To:** Grand County Council <[council@grandcountyutah.net](mailto:council@grandcountyutah.net)>  
**Subject:** comments on highway-commercial zone proposal

Regarding the developers' remarks at the Public Hearing on December 6th, how is this proposal a "land grab" by the county? Is the priority of the planning commission to maximize the profits of the property owners at the expense of the community's long term interests? The reason your property is so valuable is precisely due to the foresight demonstrated by County proposals such as this one which makes Moab such a desirable place to live and vacation.

Mary Wernette

[\[REDACTED\]](#)

Moab, UT

**From:** [Grand County Council](#)  
**To:** [Chris Baird](#); [Elizabeth Tubbs](#); [Jaylyn Hawks](#); [Ken Ballantyne](#); [Lynn Jackson](#); [Mary McGann](#); [Rory Paxman](#)  
**Cc:** [Ruth Dillon](#); [Diana Carroll](#); [Zacharia Levine](#)  
**Subject:** FW: County Ordinance for Highway Commercial Zoning  
**Date:** Tuesday, December 6, 2016 1:36:58 PM

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**From:** Jennifer Moab [mailto: [REDACTED]]  
**Sent:** Tuesday, December 06, 2016 1:36 PM  
**To:** Grand County Council <council@grandcountyutah.net>  
**Cc:** Kaleigh Welch <kwelch@grandcountyutah.net>; [REDACTED]  
**Subject:** County Ordinance for Highway Commercial Zoning

Dear Grand County Council,

We urge you to vote against the proposal to remove overnight rentals from the Highway Commercial Zone. We appreciate that Community Development Department Staff recognizes the valuable role short-term rentals play in the local economy however, we believe it is a mischaracterization to suggest that they provide alternative accommodations and complement the stock of hotel rooms. Short-term rentals are sought after by many travelers where hotel rooms do not meet their needs. These accommodations are desirable for a number of reasons including keeping families or large groups together in an affordable way that hotels do not offer. These affordable and desirable accommodations allow this segment of travelers to visit Moab time and time again spending more of their vacation dollars at other local business such as restaurants, shops and tour companies.

As residents of Moab, we recognize the need for long term and affordable housing in our community but removing short-term rentals from the HC Zone does not solve this problem. Singling out this particular zone does nothing to support building long term housing. As real estate investors and people interested in contributing to our community in a meaningful way, we have explored opportunities to develop high density affordable housing. The land in this zone has become so overpriced, an investment in this area for this purpose would only be a losing proposition. While the HC zone does allow for the highest densities in Grand County, the cost of entry to this market does not pencil out for long term housing in the HC zone. To suggest that lower costs are not currently passed to local residents and workers because the units are not intended for locals does not consider the entire picture. The land cost alone does not provide for lower cost per unit. A far better solution would be to consider allowing for higher density in other zones. Further, to suggest that due to increasing construction of short-term rentals local contractors are unavailable for smaller projects seems like a dangerous mindset. This problem is not solved by taking away a means for these companies and their employees to support their families. It is solved by making our local economy strong so they can hire more employees. It is solved when small businesses are created to fill a need not currently met.

Your background statement recognizes the existence of Section 4.6 of the LUC, Overnight Accommodations Overlay Districts as a means for developers to establish overnight accommodation rights enabling the planning commission to provide recommendation to County Council. While this does provide an avenue to pursue Overnight Accommodations, it does not offer protections for all to be treated equally when projects are approved on a case by

case basis.

We recognize that it feels good to consider other commercial development and think about bringing other industry to Moab, the fact of the matter is that we are a community that thrives on tourism. With National and State Parks surrounding Moab, we would be well served to embrace this. Most residents of Grand County make their livelihood on tourism either directly or indirectly.

Further, this proposal is an amendment to the Grand County Land Use Code, this is not the appropriate place to legislate how these properties are managed. To require a specific method for managing properties in one zone only is to add a significant burden to owners in this zone exclusively. Property managers in Moab charge astronomical rates of 35% to 40% of revenues. Most markets have a rates between 18% and 25%. To become a Utah licensed property manager requires a Real Estate Brokers license making it impossible for owners to meet the burden of this unnecessary standard in a timely manner as to not devastate themselves financially. It is unclear what problem this part of the amendment is trying to solve. Other laws must be followed and appropriate TRT tax should be paid but this is addressed properly by existing law.

Lastly, there is language in the proposed ordinance to suggest that existing short-term rentals will be recognized. There is not specific language to grandfather these investments for these owners. If this Land Use Code amendment is approved it may be appropriate to add specific language for completed projects or projects already permitted and in process.

Thank you for your time and consideration.

Joe Riley  
Jennifer Johnson  
Dixon Property Investment, Inc.  
dba [GoToMoab.com](http://GoToMoab.com)

**From:** [Grand County Council](#)  
**To:** [Chris Baird](#); [Elizabeth Tubbs](#); [Jaylyn Hawks](#); [Ken Ballantyne](#); [Lynn Jackson](#); [Mary McGann](#); [Rory Paxman](#)  
**Cc:** [Ruth Dillon](#); [Diana Carroll](#); [Zacharia Levine](#)  
**Subject:** FW: HC Zone amendment comments  
**Date:** Tuesday, December 13, 2016 2:02:44 PM

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**From:** DanetteinMoab@aol.com [mailto: [REDACTED] ]  
**Sent:** Tuesday, December 13, 2016 1:59 PM  
**To:** Grand County Council <council@grandcountyutah.net>  
**Cc:** [REDACTED]  
**Subject:** HC Zone amendment comments

I am very much opposed to the HC zone amendment.

In 1993, we sold our home in town and purchased this property *specifically* because it would accommodate nightly rentals. We immediately turned our garage into three bedrooms so that we could begin renting those, while we built additional units. The situation changed and I was not in a position to continue. My situation has since changed again and I am now interested in offering overnight accommodations. This amendment would directly affect my ability to do that in the manner, and at the cost I have been planning since purchasing the property (building to commercial code would be cost prohibitive). This amendment also affects the supplemental income those nightly rentals would provide. I have a daughter in a college that costs over \$85,000.00/year and have seen this as a way to defer some of that cost.

While I am very much in favor of affordable/essential housing development, I do not believe that the HC zone is the place. The highest and best use includes allowing residential nightly rentals. The current market value of HC property makes it cost prohibitive for affordable/essential housing, even with County incentives. Long term residential housing does not belong on a main highway that, with the incoming USU campus among other factors, will likely become strip malls with business and light industry.

In speaking with a planning commission member who recommended the amendment, he talked about wanting to "close the loop hole". There is no loop hole - residential nightly rentals are currently allowed in the HC zone. He said the "loop hole" referred to developers who were not completely honest up front about what their intentions were regarding building - saying residential units but ending up with nightly rental units, not built to the commercial standard. If that is the actual issue, this amendment is not the way to solve it.

I have been a part of this community for over 23 years. I care very much about the people who live here and our economy. I am a founder of the Moab Free Health Clinic; I co-chaired the committee to pass the bond that built the new HMK. I have been with Grand Area Mentoring for over 10 years and am the Chair of the Grand County Education Foundation. My husband works at the Moab UMTRA project and is active with Grand County EMS. Our daughter was raised here and graduated from Grand County High School. We are a part of, and care deeply about this community that we call home.

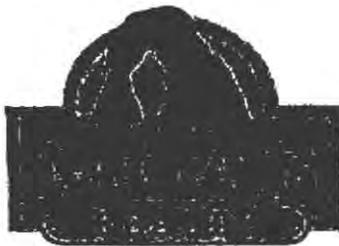
I am also a realtor. I believe I have a comprehensive understanding of our affordable and essential housing needs and issues. I have helped find housing (both rentals and purchases) for many school staff and teachers. I work with low income buyers through the USDA loan program and I have worked with VISTA volunteers to find affordable housing. Recently I worked with a buyer whose intention was to build essential housing on property located in the HC zone (and in fact deed restrict out of nightly rentals). In the end, even with a zero percent return on investment for the first 5 years, the project was still not viable for many reasons.

I strongly urge you to vote against this amendment.

Danette Johnson

[REDACTED]  
Moab, UT 84532

Danette Johnson  
(435) 260-0130  
Moab Realty  
300 S. Main Street  
Moab, UT 84532  
Phone (435) 259-7870  
Fax (435) 259-7294



**From:** [Grand County Council](#)  
**To:** [Chris Baird](#); [Elizabeth Tubbs](#); [Jaylyn Hawks](#); [Ken Ballantyne](#); [Lynn Jackson](#); [Mary McGann](#); [Rory Paxman](#)  
**Cc:** [Ruth Dillon](#); [Diana Carroll](#); [Zacharia Levine](#)  
**Subject:** FW: Highway Commercial Zone Amendment  
**Date:** Tuesday, December 13, 2016 2:08:59 PM

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**From:** David E. [mailto: ]  
**Sent:** Tuesday, December 13, 2016 5:58 AM  
**To:** Grand County Council <council@grandcountyutah.net>  
**Subject:** Highway Commercial Zone Amendment

December 12, 2016

To Grand County Council

Re-  
Public Hearing to hear public comment on a proposed land use code amendment removing "residential units used for overnight accommodations" in the highway commercial (HC) zone district (Zacharia Levine, Community Development Director)

We would like to add our voice to the many people who are also OBJECTING to the proposed amendment. We have read the pros and cons on this proposal and this is just another example of government overreach. We see absolutely no valid reason why this amendment is needed. As property owners of land in the commercial zone south of Moab we object to further restrictions being place on how we might best utilize our land. We ask the council to vote against this proposal. Mr. Baird, as our council representative for the Council District we live in, we are especially requesting you to vote against this amendment.

Sincerely,

David and Mary Engleman

**From:** [Grand County Council](#)  
**To:** [Chris Baird](#); [Elizabeth Tubbs](#); [Jaylyn Hawks](#); [Ken Ballantyne](#); [Lynn Jackson](#); [Mary McGann](#); [Rory Paxman](#)  
**Cc:** [Diana Carroll](#); [Zacharia Levine](#); [Ruth Dillon](#)  
**Subject:** FW: Highway zoning ordinance  
**Date:** Monday, December 5, 2016 4:36:35 PM

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**From:** Wendy Hoff [REDACTED]  
**Sent:** Saturday, December 03, 2016 6:03 AM  
**To:** Grand County Council <council@grandcountyutah.net>  
**Subject:** Highway zoning ordinance

Dear Council,

Regarding the proposed change to highway zoning to limit short-term rentals, obviously it is a complex issue. Developers and realtors are always going to support more development, predictably using the "more tax revenue" and/or "less government" battle cry. However I'm sure the Planning Commission examined all of the the many issues involved. Therefore, if they voted in favor of the change I support that and urge you to do the same.

Wendy Hoff  
Moab, UT

**From:** [Grand County Council](#)  
**To:** [Chris Baird](#); [Elizabeth Tubbs](#); [Jaylyn Hawks](#); [Ken Ballantyne](#); [Lynn Jackson](#); [Mary McGann](#); [Rory Paxman](#)  
**Cc:** [Ruth Dillon](#); [Diana Carroll](#); [Zacharia Levine](#)  
**Subject:** FW: Main St.  
**Date:** Tuesday, December 6, 2016 10:20:35 AM

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**From:** Nan Marquardt [mailto:[\[REDACTED\]](#)]  
**Sent:** Tuesday, December 06, 2016 8:25 AM  
**To:** Grand County Council <[council@grandcountyutah.net](mailto:council@grandcountyutah.net)>  
**Subject:** Main St.

As a Moab resident and as a Main St. property owner, I urge you to stop overnight rental construction along Highway 191. We need to maintain the diversity of the corridor, potentially provide sites for high density affordable housing, and to limit the stress on the infrastructure. Thank you for your consideration.

Nan D. Marquardt  
[\[REDACTED\]](#)

**From:** [Grand County Council](#)  
**To:** [Chris Baird](#); [Elizabeth Tubbs](#); [Jaylyn Hawks](#); [Ken Ballantyne](#); [Lynn Jackson](#); [Mary McGann](#); [Rory Paxman](#)  
**Cc:** [Ruth Dillon](#); [Diana Carroll](#); [Zacharia Levine](#)  
**Subject:** FW: Moratorium on Nightly rental construction  
**Date:** Tuesday, December 6, 2016 10:22:17 AM

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**From:** Eve Tallman [mailto: ]  
**Sent:** Tuesday, December 06, 2016 9:59 AM  
**To:** Grand County Council <council@grandcountyutah.net>  
**Subject:** Moratorium on Nightly rental construction

Dear Council Members:

I have been drafting a new water conservation plan for the City of Moab and find the growth projections and tourist impact on Moab's water supply do not meet actual supply of water.

According to an analysis of TRT and sales tax increases during the busy summer months (which are becoming more and more a year-round impact on the area) average daily use of the water and sewer systems exceeds 30,000 people when year-round residents of Moab City alone (not all Grand County residents) are included.

The deficit of water to meet demand will become more clear as the USGS water study becomes more firm in its data.

It would be very costly to start processing Colorado River water to meet our area's culinary water needs, not to mention a likely losing political and legal battle with other jurisdictions in the Colorado River basin.

I strongly urge you to rezone the highway 191 corridor to curb the growth of the nightly rental impacts on our community, which even now exceed build-out projections as predicted by Zacharia.

Affordable housing is indeed needed.

Thanks for all your hard work on behalf of our community,  
Eve Tallman

**From:** [Grand County Council](#)  
**To:** [Chris Baird](#); [Elizabeth Tubbs](#); [Jaylyn Hawks](#); [Ken Ballantyne](#); [Lynn Jackson](#); [Mary McGann](#); [Rory Paxman](#)  
**Cc:** [Ruth Dillon](#); [Diana Carroll](#); [Zacharia Levine](#)  
**Subject:** FW: Nightly rentals  
**Date:** Tuesday, December 6, 2016 10:20:06 AM

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-----Original Message-----

From: Moabkiley [REDACTED]  
Sent: Tuesday, December 06, 2016 7:59 AM  
To: Grand County Council <council@grandcountyutah.net>  
Subject: Nightly rentals

I fully support a ban on nightly rentals throughout the county, enough is enough. The ban on highway commercial nightly rentals is a very smart decision.

Kiley Miller

Sent from my iPhone

**From:** [Grand County Council](#)  
**To:** [Chris Baird](#); [Elizabeth Tubbs](#); [Jaylyn Hawks](#); [Ken Ballantyne](#); [Lynn Jackson](#); [Mary McGann](#); [Rory Paxman](#)  
**Cc:** [Ruth Dillon](#); [Diana Carroll](#); [Zacharia Levine](#)  
**Subject:** FW: Re proposed ordinance vote Tuesday 6th  
**Date:** Thursday, December 1, 2016 9:29:46 AM

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-----Original Message-----

From: Rolf J Kappeli [REDACTED]  
Sent: Wednesday, November 30, 2016 6:08 PM  
To: Grand County Council <council@grandcountyutah.net>  
Subject: Re proposed ordinance vote Tuesday 6th

To the Moab County Council Members,

My name is Rolf Kappeli. I presently own a town home in the Southgate Village subdivision lot 13A as well as lot 14A and just sold lot 14B we are in the permitting stage and wish to break ground this early December to build on lots 14A & 14B

Our concern is that we are at a point of no return, due to being heavily invested at this point. Having a change to the Zoning of the HC would be catastrophic not only to us but for all in the Southgate Village subdivision to us.

Teara De Sol, our neighboring subdivision would not be affected by this change of zoning to the HC because they have a OAO zoning designation which Southgate village does not possess.

What will the Zoning change do for all the owners of the town homes that are in the Southgate subdivision, which the majority of the owners are among the year round Moab local working class who use there town homes to support their families. These town homes are and always have been on the nightly rental market? Some of these Moab locals also own lots to be developed.

We have not seen any descriptions as to what will be the fate for all concerned?

We feel that the proposed ordinance should be tabled, for now, until we get clearer information on the ramifications of this proposed ordinance.

Sincerely,

Rolf and Pamela Kappeli 13A & 14A

[REDACTED]  
Paul and Cindy Major 14B

Sent from my iPhone

**From:** [Grand County Council](#)  
**To:** [Chris Baird](#); [Elizabeth Tubbs](#); [Jaylyn Hawks](#); [Ken Ballantyne](#); [Lynn Jackson](#); [Mary McGann](#); [Rory Paxman](#)  
**Cc:** [Ruth Dillon](#); [Diana Carroll](#); [Zacharia Levine](#)  
**Subject:** FW: removing overnight rentals..  
**Date:** Wednesday, December 7, 2016 9:57:58 AM

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-----Original Message-----

From: Marilyn [REDACTED]  
Sent: Wednesday, December 07, 2016 9:14 AM  
To: Grand County Council <council@grandcountyutah.net>  
Subject: removing overnight rentals..

Dear Members of Grand County Council:

Please consider this late request to remove overnight rentals from highway commercial zone along Hwy. 191.

Such a move will help our local economy through diversification of land ownership. Not all land owners along the strip will be renting to short-term renters with no interest in maintenance of our local standards for peace and quiet. We won't be overwhelmed by extra traffic and noise or air pollution.

More land will be available for low-income housing to serve our entire city by providing housing for those who work here.

Thank you for considering these issues before you cast your crucial vote in a few days.

Marilyn Stolfa

[REDACTED]  
[REDACTED] 84532  
[REDACTED]

**From:** [Grand County Council](#)  
**To:** [Chris Baird](#); [Elizabeth Tubbs](#); [Jaylyn Hawks](#); [Ken Ballantyne](#); [Lynn Jackson](#); [Mary McGann](#); [Rory Paxman](#)  
**Cc:** [Ruth Dillon](#); [Diana Carroll](#); [Zacharia Levine](#)  
**Subject:** FW: Residential Units in the HC Zone  
**Date:** Tuesday, December 13, 2016 9:44:35 AM

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-----Original Message-----

From: Carol Mayer [<mailto:> ]  
Sent: Tuesday, December 13, 2016 5:07 AM  
To: Grand County Council <[council@grandcountyutah.net](mailto:council@grandcountyutah.net)>  
Subject: Residential Units in the HC Zone

Council Members,

I was at the meeting where the public was heard on the proposal to remove residential units used for overnight rentals from the Highway Corridor. I did not speak but I want to say that I ask that you approve the proposed land use code amendment. It seems that the majority of those that spoke against the amendment had a financial stake in the game. They did not think further than their pocketbooks about how this issue would affect the community in general. Zoning density issues are very complicated and all sides of the issue, other than profits to a few, need to be addressed.

Mr. Levine explained the issue by looking at all the pieces of the pie. Please do not let the piece labeled "Maximum Return for the Developers/Bankers/Realtors" ruin the looks and taste of the rest of the pie. To maintain safe growth for the rest of the population, for the future of our water supply, our sewer system, the transportation overview, affordable housing issues, and carrying capacities of this valley, please vote to approve this amendment, setting the tone for a future of wise choices for the general population of the county.

Thank you,  
Carol Mayer  
Moab

**From:** [Brvony Chamberlain](#)  
**To:** [Elaine Gizler](#); [Diana Carroll](#); [Zacharia Levine](#)  
**Subject:** FW: Vacation Rentals  
**Date:** Tuesday, December 6, 2016 8:56:03 AM  
**Attachments:** [image11.png](#)  
[image31.png](#)

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**From:** [REDACTED]

**Sent:** Monday, December 05, 2016 12:02 PM

**To:** [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Cc:** [REDACTED]

**Subject:** Re: Vacation Rentals

Dear County Council members:

Thank you for all of your hard work and dedication to our community, it is greatly appreciated! Please consider some of my thoughts below, as I do believe much of the vacation rental language in its current form could have a negative impact to the vacation rental industry, and have serious consequences to our community.

**2. Such units shall be managed by Utah-licensed property management agents or companies with a local, Grand County representative, and shall collect and pay all applicable taxes, including but not limited to, the Transient Room Tax (TRT).**

I have a lot of concerns with the language in the above paragraph and I'm having difficulty understanding the intent.

1. The language simply gives government too much authority over the rights of individuals, or small enterprise. Anytime local government passes laws, there should be a clear objective or benefit for the good of our community. There is no benefit for the good of our community requiring individuals to forfeit management of their small enterprise. If it's sought out to think a property management company with 100 plus rentals will do a better job or pay closer attention to detail, it may be sadly mistaken.

2. Why would our local government want to hurt so many individuals that have invested so much in our community? Many of these property owners would be required to pay management companies up to 40% of the nightly rental revenue. This would remove the profit from the vacation rental business model and force so many

individuals to go out of business. If a property owner is paying expenses like servicing the debt, paying taxes, insurance, HOA fees, maintenance cost, utilities, plus a 40% fee to a property management company, there is not enough profit to sustain the vacation rental industry. By hurting the vacation rental business model, it will ultimately see less revenue for property taxes and less revenue for sales tax.

3. If local government is simply trying to make sure all vacation rentals have a business license and are paying sales tax – please consider other avenues that are far less detrimental to our community. Generally, just about every vacation rental is listed and being marketed online – require property managers and property owners to include their sales tax ID number for each individual property or vacation rental. It would be important for local government to periodically check vacation rental marketing websites and assure all vacation rentals are in compliance.

**5. Current contact information for property owners or management agencies or companies shall be posted in an accessible location outside such units or project.**

1) I don't think signage should be required in our residential areas and neighborhoods.

2) There is nothing specific in the language, so the possibility of large banners, or neon colored signs could be an eye soar to our neighborhoods. Also, if the signs happen to be too small or insipid, then no one will read the signs anyway. 700 to 800 signs placed in our neighborhoods just does not seem to be a good or aesthetically pleasing idea.

3) The guests should already have the management contact information, so the intention of this requirement is not clearly stated. In case of an emergency, it should be made sure of all emergency departments have the property managers and the property owners contact information.

4) If a vacation rental owner is non compliant with a business license, they may not put a sign up as well.

5) There are construction concerns about signage placement such as, a sign posted on the stucco of a building could cause moisture to get behind the stucco and cause damage to the building.

6) The main concern with signs are the possibility of criminal activity. Vacation rentals are a target for criminals because they know there is a less chance of someone occupying it. Most of our vacation rentals are empty during the winter months and putting a sign up simply informs a criminal that there is a good chance that no one is home.

**Also, at tomorrows meeting or with a response - please explain if the changes for highway commercial zoning are only for future developments that have not been approved by the county, or if it would affect any nightly rental developments that have already been approved by the county. If it does affect developments already approved by the county, will it affect any of the buildings that have not been built yet?**

Thank you!

Shon Walter

Shon Walter  
President  
Moab Tourism Center

**From:** Zachary Wojcieszek  
**To:** [Zacharia Levine](#); [Grand County Council](#); [Elizabeth Tubbs](#); [Jaylyn Hawks](#); [Chris Baird](#); [Mary McGann](#); [trooperball@hotmail.com](mailto:trooperball@hotmail.com); [Rory Paxman](#); [Danalee Gerber](#)  
**Subject:** Highway 191 Overnight rentals  
**Date:** Tuesday, December 6, 2016 2:58:52 PM

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Esteemed members,

As an owner in the Redcliff Condominiums I am disappointed to see that there is a chance that I will lose my ability to utilize the current zoning for our project.

Currently we do not rent our unit out as we live in it but would always like to have the option in the future. We purchased the condo with the prospect of using it as an investment for our future and use the profit to purchase a home in the Moab area. We are not investors by any means actually this was our first real estate purchase. It would be nice to keep our property value moving forward.

I understand that the overnight rentals do take away from housing in the area but even if the units were rented to a long term renter it still would not be "affordable" for the area. The county will also lose a large amount of taxes from not having overnight rentals. It will also create a shortage of overnight accommodations which will result in less tourists coming to the area.

When considering this issue please honor the current zoning in our complex and allow overnight rentals to continue.

Thank you,  
Zach Wojcieszek  
Redcliff Condos

December 3, 2016

To: Grand County Council

From: Gerard Klaes, [REDACTED], Moab

I am a local resident of Grand County, and an owner of rental property in Grand County that is currently being used as nightly rental property.

This property was purchased in order to provide rental income during my retirement. I am in my 60's and plan to supplement my retirement income with the nightly rental property as long as I am able.

After reviewing the proposed change in the classification of nightly rental properties within the "HC" corridor, I found that some of the information published in the proposal was factually incorrect. In addition, the unintended consequences of this proposal would have negative impacts on the local owners of businesses in Moab for decades to come. Details are in the numbered points below.

Specifically, I urge the County Council to either vote "no", or establish a committee composed of local business and land owners, including current nightly rental owners, to study and document the economic impact that this proposal would have on the local economy. Reasons as follows:

1. There are 62 categories of uses permitted as either P or C in the HC corridor in the Grand County Land Use Code. Singling out one category and removing that category from the Land Use Code should only happen after formally studying the impact of that change. The formal study should include participation from existing property owners who fully understand the economic impact that these properties have on the Moab community, as well as local business owners who benefit from this economic activity.
2. With few exceptions, the recent high density construction in the Moab area has been hotels. The recent construction projects have favored the large chains. It is reasonable to expect that future development, especially along the HC area, would include a significant number of hotels.
3. Nightly rentals allow small, local, independent residents a path to financial sustainability in Moab's tourist based economy. Most other tourist based employment opportunities have limited financial potential.
4. The large hotel chains that are currently expanding in the Moab area do not benefit the local economy to the same extent that these small nightly rental businesses do. Examples include:
  - a. Local hardware, furniture and appliance retail stores like Knowles and Walkers benefit from nightly rental owners, when they purchase large and small items, furniture and appliances. All of my purchases of these items have been local, and I am now on a replacement cycle for some of them. My point is that there is a recurring economic benefit for these retail stores over a period of decades. On the other hand, hotel chains manage these items corporately. Furniture is handled via corporate contracts and the local retail stores do not benefit.
  - b. Local real estate, land title and insurance companies benefit due to the initial and recurring sales of these properties. This has a significant impact on the local economy, and does not exist when a large chain owns a property for a long period of time. Insurance of large commercial chains is managed corporately and does not benefit local insurance companies.

- c. Local contractors benefit when the small businesses who own the nightly rental properties upgrade or retrofit their properties. Corporate chains often bring in contractors for their major projects.
  - d. Wages for the hotel chain employees tend to be at or near minimum wage, whereas the nightly rental properties benefit locals across a much broader range of the economic spectrum.
5. The nightly rental businesses in proximity to the HC corridor seem compatible with the noise from the highway. We have not had a single noise complaint from a guest in years of operating. Long term residential use has different needs and is a better fit further away from the noise corridor.
6. The nightly rentals in the existing subdivisions like Tierra Del Sol, Rim Vista and Rim Village offer a unique accommodation to our visitor industry. The garages and open on-street parking in these areas give bicyclists, boaters, rafters, kayakers, and motorized recreation enthusiasts a place to store their larger recreational possessions safely during their visit. These businesses will never replace the larger, big corporation hotels. But they offer an excellent and far safer alternative to the big hotel, big chain, big parking lot accommodations.
7. Fire suppression requirements were noted as a concern for nightly rentals. If fire suppression systems are a legitimate concern, the county is free to add that as a requirement. In our case, it's apparent that insurance actuaries don't see the lack of a fire suppression system as a relative risk. Our premiums are quite reasonable, and we have been clear with our insurer that the use is nightly rental.
8. Why aren't new development nightly rental subdivisions being considered for mixed use, nightly rental along with USDA loan applicants? One of the local subdivisions has a mix today, and this presents some unique leadership and economic opportunities for these applicants. Several of the board members in that HOA have been USDA loan owners, and that ownership offers a long term path to business ownership and economic growth that would frankly be unavailable without that opportunity. Isn't long term economic growth a reasonable goal for these local residents also?
9. There is apparently some organized effort to support this proposal. In the letter from Donald Leathers that is posted on the Planning Commission website (Agenda minutes from Nov 17 2016), he mistakenly left in a portion of a form letter that was apparently sent to some people with the intent of garnering support for this proposal: "Points to include in the letter follow as well as a copy of the letter I wrote. Please feel free to use any or all of this information. This is our opportunity to have a voice in the future of our community..." In the interest of good governance and open communication in our small community, I encourage the County Council pro-actively request feedback from other affected members of the community, so that the entire impact of this proposal is understood.
10. The lack of comments from some portions of the community likely signals a lack of knowledge of the proposal, rather than a lack of concern. The Council should work to be as inclusive as possible.

In the interest of all of the residents of Grand County, I urge the Council to either vote no, or to appoint a committee of other interested parties, so the economic and social consequences, both positive and negative, can be better understood. Personally I would volunteer to be a part of that committee. Unfortunately my work schedule did not permit me to attend the Council meeting on Dec 6.

November 9, 2016

Dear Grand County Council Members,

I urge you to vote in favor of the proposal to remove overnight rentals from the Highway Commercial Zone. Without removing overnight rentals from this zone, the current trend will surely continue: multiple overnight rentals blossoming all along the highway. I'm grateful that you, as our elected council members, are considering the future of Grand County and that you are addressing the present situation. Currently, we have an abundance of overnight rentals (part of our tourist economy) and a more diversified economy is a recognized need.

Removing overnight rentals from the Highway Commercial Zone allows for the construction of higher density affordable housing. It is important that this area, that is zoned for higher density, be used to benefit the working residents of Grand County. We have an affordable housing shortage and it only makes sense to use this land as a solution to this problem.

The Highway Commercial Zone should also be used to diversify Moab's economy by encouraging and allowing acceptable commercial development. Moab would benefit from courting 'greener' businesses that will employ more of our residents without adding to the infrastructure strain and the pollution that the tourist economy and the extraction economy create. In addition, small business keep a much greater percentage of income here in Grand County. Most overnight rentals are owned by those living out of the county and so the money generated leaves our community.

This action will also encourage construction firms in the area to focus on and build residential construction (many are currently tied up with commercial projects due to the income potential).

Grand County's infrastructure (streets, sewer plant, etc) is overwhelmed by the growth in tourism. More overnight rental properties just adds to this problem. Again, it is important that we diversify our economy and maintain growth that serves the residents living in Grand County both with housing and greater employment opportunities.

I am certain that you are receiving comments from our construction industry which hopes to continue building overnight rentals. This group is a select, and percentage wise, a small segment of Grand County's population. I have passed around a petition calling for a moratorium on overnight rentals and everyone approached has signed the petition with the exception of one person who felt her county job posed a conflict of interest. Those who signed represent a broad spectrum of people and professions from hotel owners to bank tellers to small business owners, etc. All expressed a desire to stop the overnight rental growth, many expressing the sentiment, "Enough!" Without trying, we have gathered over 60 signatures.

Thank you for all of the time and effort that you contribute towards insuring that Moab is a truly wonderful place for all of us to live.

Sincerely,

Lisa Paterson

  
Moab, Utah

12/5/16

To Grand County Council,

My husband and I are owners of 2 nightly rentals in Moab, and future full time residents (as soon as my husband retires). We are very concerned about the proposed ban on nightly rentals. We have invested all of our retirement into these units and will fully rely on the income from them when we retire in a few years. We are definitely not the stereotypical purchasers of nightly rentals, (i.e. rich!) as we have struggled through many, many years of owning a small construction business in the Salt Lake area. These homes are our only hope of having any kind of decent retirement. We hope that you will consider voting no on the ban for nightly rentals, or at the very least only banning future development of nightly rentals as this would devastate our future financial planning as well as our current situation.

As a note, we support local businesses such as Knowles Home Furnishings, plumbers, electricians, painters, internet supplier, handymen, wholesale suppliers, propane refueling, and other local businesses to help maintain our business. We also feel it is nice for travelers to have choices when it comes to their accommodations as it is often an unrealistic option for larger families to be able to stay in hotels. We are a favorite of families traveling with trailers for jeeps, ATV's, etc., as we have plenty of street parking available, allowing a safer environment than hotel parking.

We also would like you to know that we are always honest and upfront about paying our sales and transient taxes and we always pay them in full and on time.

Thank you for your work on the council. I'm sorry we are unable to attend the meeting, but hope you will consider this letter as our voices.

Russell & Michelle Tychsen

██████████

November 16, 2016

Dear Grand County Planning Commission Members,

Thank you for your thoughtful consideration of the long running issue of lack of affordable housing in our county. I encourage you to forward to the Council recommendations to adopt the proposed Assured Housing ordinance and the proposed land use code amendment, which removes residential units used for overnight accommodations from the list of permitted uses in the Highway Commercial zone district.

The inclusion of density bonus incentives in the current plan have not resulted in any significant increase in affordable housing. A new and bold approach is needed. These two actions are well-paired and creative to further the Affordable Housing commitment addressed in the current General Plan. Staff research, insights, and analysis provide a sound basis for adopting both measures.

I envision that these will be good steps to foster a more diverse economy while encouraging thoughtful planning for growth as we go forward.

Thank you,

Pam Hackley

 84532

Dear Grand County Council,

The Planning Commission has before you a proposed ordinance to restrict overnight rentals in the highway commercial zone. We urge you to vote against this proposed ordinance which puts a halt to one of the current thriving economic revenues for Grand County and its residents and unnecessarily reduces income for existing overnight rental property owners who now successfully manage their own properties.

We own overnight rental properties in the highway commercial zone that we invested in over years. We established successful overnight rental businesses and are very thankful to have that source of income to supplement our endeavors for us and our children and their families to be able to live in Moab. Our customers have left many comments over the years about how thankful they are for our homes and how convenient it is to all of Moab's amenities. We also host many return customers who we have come to know over the years.

Contrary to comments submitted to the Planning Commission, many overnight rental property owners are long time residents of Moab. We have come to know some of the "out of town" overnight property owners in our community. They are very supportive of local businesses in managing their overnight properties and should not be discounted as "taking their money out of town". They buy furniture and supplies, pay local contractors and businesses to upkeep and manage their homes, hire cleaning and laundry companies, buy gas and groceries when they come to spend time here and most importantly pay full property tax value on their second home. They are residents of Grand County too.

Furthermore, there is no one that will better manage our overnight rental property than us. We have complied with the required laws including obtaining county and city business licenses, acquired federal and state tax id accounts, purchased enhanced overnight rental property insurance, paid second home county taxes and collected and submitted sales and TRT tax. One of the properties we own was managed by a property management company for the previous owner. We have quadrupled the business of what it was when it was handled by the property management company. We are not in favor of being forced to pay up to 40% for someone else to manage our business. When the Travel Council collected TRT tax they had a system to check and make sure overnight rental properties were licensed and doing business in the proper zone. Isn't this something that can still be done by the City and County rather than further regulate the owners who are doing business legitimately?

Highway commercial is not appropriate land for assured housing projects. It is most suited for hotels motels, rv parks and overnight rental properties along with other businesses needing highway frontage. Why is the County singling out only overnight rental properties from the highway commercial zone? There are many parcels of land for residential housing that are safer for families which aren't along a busy state highway.

Please vote no on this proposed ordinance.

Respectfully,  
Pete and Pat Byrd

**From:** AI  
**To:** [Zacharia Levine](#)  
**Subject:** Potential LUC Amendments  
**Date:** Tuesday, December 6, 2016 3:40:38 PM

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To the Grand County Council,

My name is Ryan Bowden, my family and I have been coming down to Moab for 25 years. We loved visiting so much that 8 years ago, I invested in 2 lots and have built 2 town homes in the Southgate Village Subdivision. My family and I use one of them and keep the second for friends, family and overnight rentals. We pay our share of property tax and Transient Room Tax.

I don't feel the council provided sufficient notification to all of the affected property owners. I only heard of the proposed ordinance, by chance, when speaking with a local business owner. It is unfair and unethical to pass an ordinance without providing a sufficient written notification to the affected property owners. By only advertising in the local paper you have taken the voice away from people who have a right to be involved in this process. The ordinances proposed changes will have short and long term ramifications. Not only does it affect home owners with overnight rentals it will negatively affect the value of undeveloped land inside the affected zone.

The only fair way to proceed would be to table the proposed ordinance until all affected property owners can be notified in writing. This would provide everyone, including the out of town residents, a chance to voice their opinion.

Sincerely,  
Ryan Bowden



**From:** Nick Oldroyd  
**To:** [Zacharia Levine](mailto:Zacharia.Levine)  
**Subject:** Re: Potential LUC Amendments  
**Date:** Tuesday, November 29, 2016 12:11:13 PM

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Hi Zacharia,

Thank you for taking the time to talk to me this morning and answering my questions. I read over the draft and it seems fair to me, there are a few things that I do not understand but I am sure it will be talked about in the meeting next week. Once again, thanks for your time this morning.

Thanks,

Nick

On Tue, Nov 29, 2016 at 10:57 AM, Zacharia Levine <[zlevine@grandcountyutah.net](mailto:zlevine@grandcountyutah.net)> wrote:

Hi Nick –

Nice speaking with you today. As noted, feel free to pass this e-mail along to your HOA, and anyone else that has an interest in the issue.

Once again, it will not affect existing overnight accommodations or properties located in the subdivisions with the –OAO zone designation. Tierra Del Sol has the –OAO zone designation.

Regards,

Zacharia Levine

[Grand County Community Development Director](#)

125 E. Center St.

Moab, UT 84532

[435-259-1371](tel:435-259-1371)

[zlevine@grandcountyutah.net](mailto:zlevine@grandcountyutah.net)

December 4, 2016

Liz Holland

[REDACTED]

Moab, UT 84532

Grand County Planning Commission Members  
Community Development  
125 E. Center St.  
Moab, UT 84532

Dear Grand County Planning Commission,

I am writing this letter to express my concern and disapproval of the HC zone restructuring. My husband and I were both born and raised in Moab. Shortly after we began to raise our family in our home town, we realized our primary incomes were not going to be enough to sustain our family's dream of living here.

We purchased a "nightly rental" to supplement our income and make living in Moab affordable. Our rental employs three other local residents who also feel the need to supplement their primary incomes with another job. With the high cost of living in Moab, "nightly rentals" is a way for many local residents to sustain a life in this town.

In regards to Moab's current waste water plant concerns, "nightly rentals" that only house people several months out of a year have less of an impact then a full time permanent resident does.

Any re-zoning that needs to be addressed should be done from this point forward. Anything already established and in existence should be exempt from the re-zoning.

Sincerely,

Liz Holland

Grand County Planning Commission Members

C\O Community Development Office

125 E Center Street

Moab, UT 84532

Dear Planning Commission Members:

I urge you to support the two amendments to the land use code being considered at your meeting on November 17: The removal of short-term rental construction from the Highway Commercial Zone along Highway 191; and the adoption of an Assured Housing Ordinance. Both of these measures will help alleviate the serious problem our community is facing in the lack of affordable housing for our work force.

These amendments would ensure that our HC Zones are preserved for high-density affordable residential construction for long-term occupancy and for economic development that is more diverse than just more overnight rentals.

Grand County's streets, sewer plant, and parking are overwhelmed by the explosive growth in tourism. At this point more overnight rental properties will just exacerbate the problem. It's time to slow down and rethink how we want our community to develop. We need to diversify our economy and maintain growth that serves the residents living in Grand County with affordable housing and a wider range of employment opportunities.

Please act quickly to approve these two amendments. Delaying will only make our out-of-control housing and infrastructure situation worse.

Thank you for considering my concerns.

Respectfully,

Thea Nordling



Moab UT 84532

To: Grand County Council  
From: Tom Shellenberger  
Subject: Highway Commercial zone change  
Date: 12/12/2016



Dear Commissioner,

I am asking the Commission to vote against the proposed Highway Commercial zone change for the following reasons.

The only people to be hurt by the zone change are the existing owners of property in that zone. Several of them purchased property in that zone believing they could develop or sell their property for a profit in future years. I personally know several people who are your neighbors and friends who will be adversely affected by this change. The ones that come to mind are Bryon Walston, Jim Nelson, Ben Byrd and his family, Rick McElhaney, Jay Camberlango, Jeff Cornelius, and Colin Fryer. As a real estate broker I feel that the proposed zone change will devalue the existing Highway Commercial properties owned by these people by at least 50% which is a huge loss of income to them.

The other thing that seems unfair to these owners is that none of them received notification that a zone change was in the works. I have developed property in the past and if a zone change or other material issues were required, I had to notify each and every owner of contiguous property in writing, of the proposed change. I believe the county needs to abide by their own regulations and should have notified in writing every affected property owner.

The only people who will benefit from this change are the existing owners of condos or townhomes along the highway. Their unit will appreciate in value due to the fact that no more units will be built on the highway. I don't want to see out of town buyers benefit on the backs of my friends and neighbors. I have no problem with people benefiting from appreciation but our long time residents should be able to benefit also.

I appreciate you taking the time to read my letter and urge you to vote against the zone change when it comes up for a vote.

Sincerely,

Tom Shellenberger



Dear Council Members,

I am writing as a concerned resident of Grand County. I testified at the last County Council meeting on the subject of removing the permitted use of overnight rentals from the Highway Commercial (HC) zone, but I wanted to provide you with written comments that are certainly more articulate than my testimony. We all know that the County has a problem with affordable housing and we have participated in many discussions of issues concerning affordable housing and ways of addressing this problem. Most of the potential ways the Council has of ameliorating this problem have to do with zoning and rules on the development of multiple housing units and requirements on those creating new businesses in new building. All of them regulate how certain types of development can proceed or not proceed on private (and sometimes public) property. These are the tools we have and hope to develop for managing the type of growth that occurs in our county. My comments at the last meeting of the Council on that the issue were concerned with how we manage growth and how we are willing to manage growth.

Right now there is much more growth in overnight rental “housing” than there is in affordable housing. A major source of that growth is in the HC zoned areas. Such overnight rentals from the newly constructed developments in the HC zone add to the number of service workers needed to serve these overnight rentals and adds to the affordable housing problem without providing even new housing for residents. It may be the highest use of the property in terms of the creating the most profit for the owners of the property and the developers of the property – but is it the best use in terms of the community when we are faced with a severe affordable housing problem.

This is part of the tradeoff before you. If you are thinking of addressing the affordable housing problem you are going to have to use some of the tools you have to address that problem and those will involve zoning and using and creating rules involving new developments.

In my judgement the change that does not allow new overnight rentals in the HC zoned areas is a change that should be adopted. Does it have some downsides as well as upsides (YES), but it is one of those tools that I think we need to use in our current situation if we are serious about doing something about affordable housing.

Rezoning and changes in permitted uses in zones are part of the basic tools that communities use to manage how their communities grow. In the past overnight rentals were not allowed in the HC zoned areas, then they were allowed in these areas, now they would not be allowed in these areas if you pass the proposed change for permitted uses in the HC zone. One can argue that when (in the past) the zoning was changed to allow such development in the HC zone it decreased the values of property in other areas by increasing the number of areas where such development could occur creating new competition with those areas where it was allowed, just as much as that it will likely decrease the value of the HC zoned land by now taking away this permitted use. This is, of course, the risk of investments. In Castle Valley I am now limited in the square footage of buildings that I can put on my land, a limit that wasn't passed by the Town Council until some years after I bought my property. If I want to sell my property this may well make it less valuable to a potential buyer. Such things happen when we make investments and the community decides that this limit is necessary to help the community as a whole.

I urge you to vote for this change as part of several suggestions that you are likely to consider that will begin to address our affordable housing problem.

Sincerely,

Bob O'Brien

Castle Valley  
270 Pope Lane

Late

## Bryony Chamberlain

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**From:** Becky Byrd <becky@moabbyrdco.com>  
**Sent:** Wednesday, December 14, 2016 6:28 PM  
**To:** Grand County Council; Chris Baird; Lynn Jackson; trooperball@hotmail.com; Rory Paxman; Mary McGann; Jaylyn Hawks; Elizabeth Tubbs  
**Subject:** Comments about HC Zoning Change

Hello all,

I apologize for getting this in on the last day, but I would like to make a few comments on this proposed zone change.

1. Why are nightly rentals being singled out against hotels and campgrounds? I thought it was strange of Zacharia to say that nightly rentals greatly contribute to overcrowding of parks and Moab when hotel and campgrounds are a much more dense way of developing overnight accommodations.
2. Why on earth is highway commercial being considered a place for affordable housing, or any long term housing for that matter? What a stressful place to live and have to worry about your kids or pets running out onto the highway. I lived in the highway commercial zone for over 5 years and it was a constant stress for me worrying about my dog escaping out of the gate and the highway being so close. Nightly rentals belong on the highway and not in the neighborhoods.
3. This zone change would be financially devastating to a lot of property owners in this zone.
4. I've driven up and down the highway with this zone change in mind and I can only count four, maybe five parcels that are left undeveloped. Most of highway commercial is already developed into other various forms of business including: cabinet shops, tile/flooring stores, tree trimming, numerous river companies, restaurants, houses and the list goes on and on. I'm left to wonder what point is being driven home about "commercial diversity" along the highway as it seems that is already quite diverse.
5. Another thing Zacharia said that I disagree strongly with is that nightly rentals contribute to more "low income tourist based jobs". About four years ago I hired a lady that had been working for one of the hotels in town for over decade, who's boss refused to give her a dollar raise from her 10.00 per hour wage. I hired her and have paid her on average over 20.00 per hour and she has been nothing but delighted with her new position with me. I know of numerous cleaning companies that have started up since nightly rentals have gotten more popular and they all make a great wage with their new businesses they have started. As I also mentioned in my letter, I have sold numerous rentals to locals that work in town and are looking for ways to supplement their income. Nightly rentals have diversified our economy in a good way from what I can see.
6. In regard to the "loophole" Joe Kingsley mentioned about residential units being developed and used for commercial purposes, have there been a lot of issues with fires or safety to the tenants? I've never heard of any kind of issues with the fact there are not fire sprinklers. If there have been issues then why not add fire sprinklers as a requirement for certain densities and uses, if it's absolutely necessary and there is an eminent danger to people.

I highly advise the council to vote against this ordinance. This would be such a detriment to private property rights and would be a very unfortunate direction for our county to go in. Let's promote commercial use in commercial zoning so our county can benefit from the tax dollars and promote residential housing in residential areas, so residents and their pets can be safe.

Thank you,

Becky



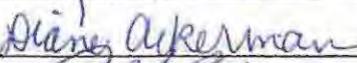
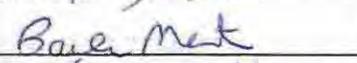
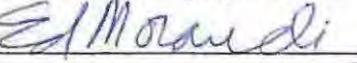
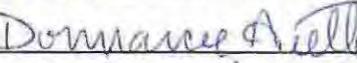
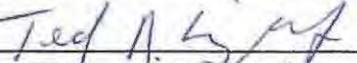
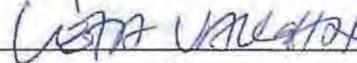
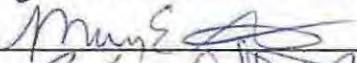
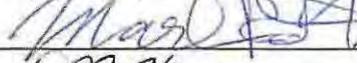
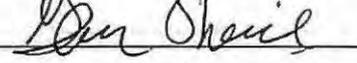
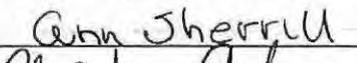
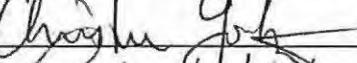


## Short-Term Rental Moratorium

We, the citizens of Grand County, petition the County Council and the City Council to enact an immediate moratorium on the approval and construction of new short-term rental units.

Grand County needs residential housing, especially affordable residential housing. A moratorium on short-term rental approval and construction gives the councils time to enact ordinances that require affordable housing as a component of new short-term construction approval.

Said moratorium also gives the citizens of Grand County, the City Council and the County Council the opportunity to address the strain placed on other resources by the rapid growth of short-term rentals.

Signature	Printed Name	Address
	Ruth Brown	225 Miller Lane, CV
	Diane Ackerman	HCG4 Box 3211 CV
	Pamela A. Gibson	184 Shafers Ln CV HCG4 Box 3206
	Paula Martin	140 Buchanan Ln. CV
	STEVEN KAHN	HCG4 Box 2912, CV, UT
	ED MORANDI	190 BUCHANAN CT CV
	DONNARHE AIELLO	435 RIMROCK LANE, CV
	TED BRIGHT	187 E. SHAFER LANE
	FAYLEVE ROTH	93 w. Bailey, CV
	LISA VALLETTA	43 LAZARUS LN CV, UT.
	Mary E. Fitzburgh	43 Lazarus Lane, CV, UT.
	Mark Roth	93 Bailey Ln CV
	Dennis Brown	225 Miller Lane, CV
	Glenn Sherrill	3166 Juniper Dr.
	Ann Sherrill	3166 Juniper Dr
	CHRISTINE GOETZE	143 E 100N
	LINDA H. KOLLER	1790 S. HIGHLAND DR. MOAD

## Moratorium on Approval and Construction of Short-Term Rentals

We, the citizens of Grand County, petition the County Council and the City Council to enact an immediate moratorium on the approval and construction of new short-term rental units.

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Said moratorium also gives the citizens of Grand County, the City Council and the County Council the opportunity to address the strain placed on other resources by the rapid growth of short-term rentals.

Signature	Printed Name	Address	(opt.) Phone #
<i>Karen Robinson</i>	KAREN ROBINSON	2871 E BENCH RD	259-4626
<i>Deb Gracen</i>	Deb GRACEN	1667 N Highland	267-2653201
<i>Marcia A. Hatcher</i>	Marcia A Hatcher	3585 Spanish Valley Dr.	
<i>Mary M. Collar</i>	MARY M. COLLAR	185 E. 100 S. ST.	801-230-0268
<i>Jocan Gough</i>	Jocan Gough	2141 E. Center	435-259-9488
<i>Thea Nordling</i>	Thea Nordling	1996 W. Highland Dr Moab	435-259-0001
<i>Suzanne</i>	Suzanne WHEATON	2215 MUNGIE DR MOAB	435-2575716
<i>Marska Modine</i>	Marska Modine	1850 W Highland Dr	435-260-8970
<i>Sarah Hamingson</i>	Sarah Hamingson	321 Park Dr. Moab	
<i>Peggy Harty</i>	Peggy Harty	2962 Desert Rd. Moab	
<i>Mary Moran</i>	Mary Moran	1991 W. Highland Dr, Moab	
<i>Dennis D. Silva</i>	Dennis D. Silva	1991 W. Highland Dr, Moab	
<i>John S. Covey</i>	John S. Covey	1996 Highland Dr, Moab	
<i>Susetta Weisheit</i>	Susetta <sup>DECOSTER</sup> Weisheit	120 Arbor Dr. Moab	
<i>Diane Allen</i>	Diane Allen	119 Arbor Dr. Moab	



## Moratorium on Approval and Construction of Short-Term Rentals

We, the citizens of Grand County, petition the County Council and the City Council to enact an immediate moratorium on the approval and construction of new short-term rental units.

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Said moratorium also gives the citizens of Grand County, the City Council and the County Council the opportunity to address the strain placed on other resources by the rapid growth of short-term rentals.

Name- Print	Signature	Address
GLEN CARTER	<i>[Signature]</i>	2779 CEDAR PARK MONTEV
Jodi Rae Salazar	<i>[Signature]</i>	400N 500W #40 Moab
Jon Kovash	<i>[Signature]</i>	139 Arches Dr.
<del>Jon</del>		
Nancy E. Kurtz	<i>[Signature]</i>	139 Arches Drive
Josephine Kovash	<i>[Signature]</i>	139 Arches Dr.
Cynthia Smith	<i>[Signature]</i>	1935 Spanish Valley Dr.
DIANE GREENE	<i>[Signature]</i>	2451 VISTA GRANDE
George Well	<i>[Signature]</i>	2950 OLD CITY PK
CATHIE SHANK	<i>[Signature]</i>	479 ALBERTA CT



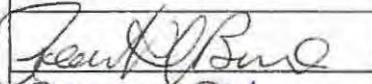
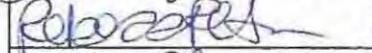
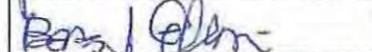
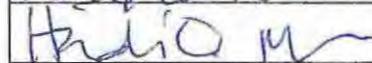
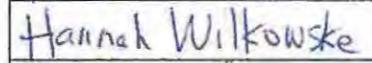
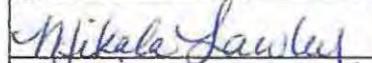
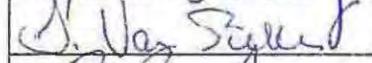
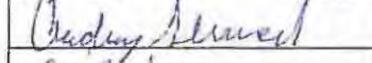
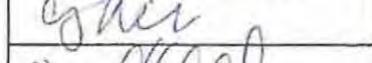
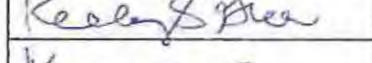
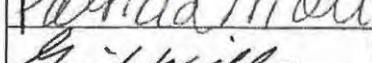
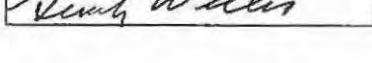


Lisa Patterson Short-Term Rental Moratorium  
 2729 Old City Park

We, the citizens of Grand County, petition the County Council and the City Council to enact an immediate moratorium on the approval and construction of new short-term rental units.

Grand County needs residential housing, especially affordable residential housing. A moratorium on short-term rental approval and construction gives the councils time to enact ordinances that require affordable housing as a component of new short-term construction approval.

Said moratorium also gives the citizens of Grand County, the City Council and the County Council the opportunity to address the strain placed on other resources by the rapid growth of short-term rentals.

Signature	Printed Name	Address
	Reannon Bruno	1989 Desert Hills Dr
	Rebecca Peterson	885 N 500 W
	Barry Ellison	404 N. 500 W
	HEIDI MCGOWAN	181 E. 100 N.
	Hannah Wilkowske	269 Hillside Dr
	Mikala Lawley	435 Mountain View DR
	Tiffany Van Sickle	3885 Spanish Valley
	Jeff Van Sickle	3885 Spanish Valley Dr.
	Audrey Sherwood	3885 Spanish Valley Dr
	Amber Hirschfeld	425 Hunt Ridge Dr
	Amber O'Donnell	Pueblo Verde
	Kelly Green	16 Desert Wind.
	Kandira Daus	2087 Murphy Lane
	Chris Strobel	290 S 200 E
	Randi Fosse	3051 Rimrock Rd
	PATRICIA MOTT	2729 Park Road
	Gerrish Willis	471 Loveridge Dr. MOAB

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

Agenda Item:

<b>TITLE:</b>	Approving the Purchase of a 60K Generator for the Jail
<b>FISCAL IMPACT:</b>	\$26,000
<b>PRESENTER(S):</b>	Grand County Sheriff Steve White

**Prepared By:**

Grand County Sheriff  
Steve White

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the purchase of a 60K generator for emergency back-up in the Grand County Jail and authorize the Chair to sign all associated documents

**BACKGROUND:**

Grand County will purchase a 60K Generator and automatic transfer switch to be delivered to the Grand County Jail located at 125 E. Center Street, Moab, Utah 84532. The Generator shall have a sound enclosure 64 d(B)A at 23 feet, remote annunciator with ATS indication, 2-year warranty on generator and transfer switch, 100% rate electronic breaker, and IBC Seismic name plate for both the generator and transfer switch.

The generator was in the original plans for the jail remodel project, but was pulled during CIB contract negotiations to reduce costs. Instead of financing the cost of the generator through CIB, the cost will come from the 2016 Sheriff budget.

**ATTACHMENT(S):**

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

Agenda Item: S

<b>TITLE:</b>	Adopting proposed resolution amending the Policies and Procedures (Bylaws) of the Governing Body, pending legal review
<b>FISCAL IMPACT:</b>	N/A
<b>PRESENTER(S):</b>	Ruth Dillon, Council Administrator

**Prepared By:**

Ruth Dillon  
 Council Administrator  
 (435) 259-1347  
 rdillon@grandcountyutah.net

**FOR OFFICE USE ONLY:**

**Attorney Review:**

In process

**RECOMMENDATION**

I move to adopt the proposed resolution amending the Policies and Procedures (Bylaws) of the Governing Body, such Bylaws to be effective January 1, 2017, with the understanding that legal review will not be complete, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

On December 6th, the Council held final discussions on suggested revisions to the Policies and Procedures document. This included Section B3, Council Members–Council Meeting Attendance; Section B11, Council Member Involvement in Operational Issues; Section C7, Council Members’ Participation on County Boards, Commissions & Committees and Local & Special Service District Boards–Attendance; and Section L, Consent Agenda (new section).

The attached table summarizes the proposed revisions (other than housekeeping revisions) that Council discussed in open, public meetings over the course of 2016.

Upon receipt of the legal review in 2017, the new Council will have the opportunity to read it and consider additional revisions.

**ATTACHMENT(S):**

1. Summary table of proposed revisions (to be provided)
2. Proposed resolution
3. Proposed amendments to the Bylaws – redlined (to be provided)
4. Proposed amendments to the Bylaws – clean (to be provided)

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE GRAND COUNTY COUNCIL  
AMENDING RESOLUTION NO. ~~2894~~2914 WHICH  
ADOPTED AMENDMENTS TO THE “POLICIES AND PROCEDURES OF  
THE GOVERNING BODY”**

WHEREAS, on February 5, 2013, the County Council revised by motion Section I-3 to begin the County Council Meetings at 4:00PM for one session only per meeting and Section K-1 to revise the order of the agenda; and

WHEREAS, on July 7, 2015, the County Council appointed a Council Study Committee to make recommendations for updating the Policies and Procedures of the Governing Body; and

WHEREAS, the Council Study Committee met several times in 2015 and 2016; and

WHEREAS, during multiple public meetings in 2016, the Council Study Committee made and discussed with Council the many recommendations for revision; and

WHEREAS, an amended document is attached as Exhibit A and a summary of revisions is attached as Exhibit B reflecting the Council consensus of such revisions; and

WHEREAS, these Policies and Procedures of the Governing Body are intended to be effective beginning January 1, 2017, while legal review is in process; and

WHEREAS, recommendations from legal review will be provided for Council consideration with the possibility of additional revisions to be made by resolution; and

WHEREAS, through the adoption of Resolution No. ~~2894~~2914 (which amended Resolution No. 2894 approved on ~~June 2, December 15,~~ 2009), the Grand County Council amended the established policies and procedures for the government of the County Council as authorized by Utah Code §17-53-207; and

WHEREAS, the County Council now finds that the preservation of order, and the efficient transaction of business and county governance requires additional amendment of the policies and procedures; and

WHEREAS, ~~in the interest of time,~~ the County Council finds that the Policies and Procedures of the Governing Body shall be amended, ~~to include, among other less significant changes, 1) the protocol for informal hearings of employee disciplinary action, such protocol being approved by the County Council on November 4, 2009 (added as Item T), and 2) the protocol for Council email and communication, such protocol being approved by the County Council on December 1, 2009 (inserted as Exhibit III).~~ All amendments are presented in Exhibit A, the amended Policies and Procedures of the Governing Body. Exhibit B is a summary table of revisions (excluding housekeeping revisions). ~~T~~he redlined document of Exhibit A, is to be retained electronically by the Council Administrator as an historical record to clearly indicate such approved amendments between the most recent adopted version and the current adopted version in the form of additions (underlined text) and deletions (~~strike throughs~~).

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**NOW THEREFORE, THE GRAND COUNTY COUNCIL RESOLVES AS FOLLOWS:**

The "Policies and Procedures of the Governing Body" [document](#) is hereby amended as presented in Exhibits A ~~and~~ [with Exhibit B as a supporting reference](#).

**APPROVED** this ~~15<sup>th</sup>~~-20<sup>th</sup> day of December, 201609, by the following vote:

AYE \_\_\_\_\_

NAY \_\_\_\_\_

ABSTENTION \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Diana Carroll  
Grand County Clerk

\_\_\_\_\_  
~~Robert Greenberg~~[Elizabeth Tubbs](#)  
Grand County Council Chair

**Exhibit “A”**

Amended Policies and Procedures of the Governing Body,  
Indicating Amendments Adopted Since the ~~June 2~~[December 15](#), 2009 Version

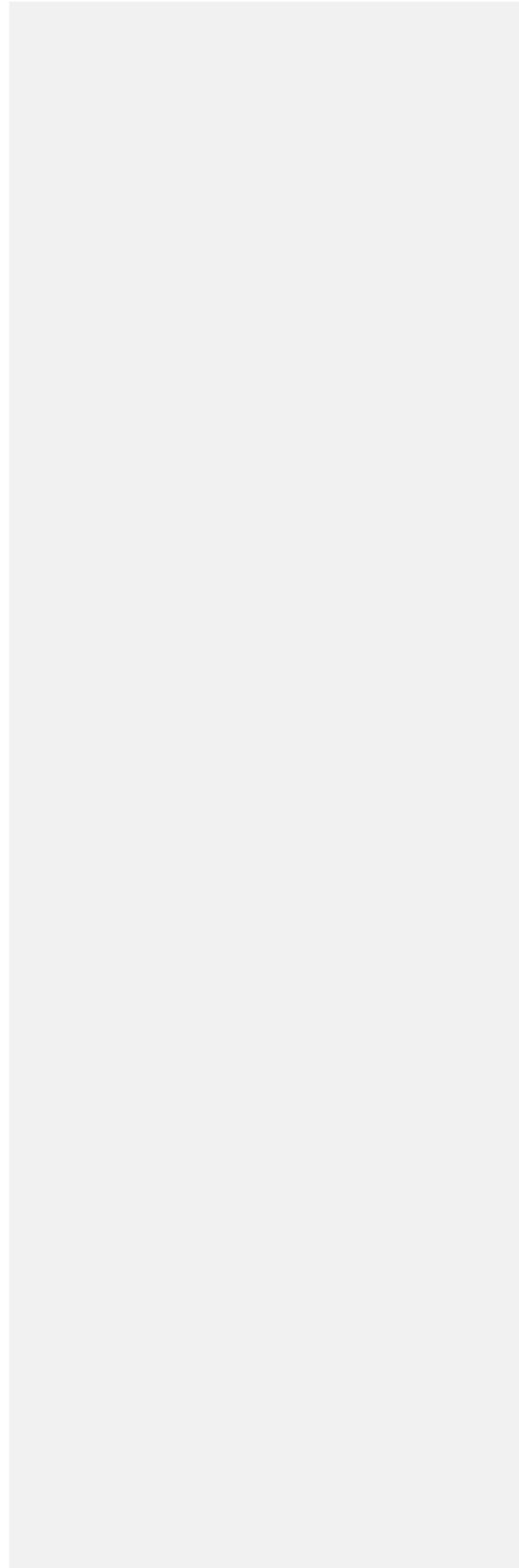


Exhibit "B"  
Summary Table of Revisions  
(excluding housekeeping revisions)

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**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE GRAND COUNTY COUNCIL  
AMENDING RESOLUTION NO. 2914 WHICH  
ADOPTED AMENDMENTS TO THE “POLICIES AND PROCEDURES OF  
THE GOVERNING BODY”**

WHEREAS, on February 5, 2013, the County Council revised by motion Section I-3 to begin the County Council Meetings at 4:00PM for one session only per meeting and Section K-1 to revise the order of the agenda; and

WHEREAS, on July 7, 2015, the County Council appointed a Council Study Committee to make recommendations for updating the Policies and Procedures of the Governing Body; and

WHEREAS, the Council Study Committee met several times in 2015 and 2016; and

WHEREAS, during multiple public meetings in 2016, the Council Study Committee made and discussed with Council the many recommendations for revision; and

WHEREAS, an amended document is attached as Exhibit A and a summary of revisions is attached as Exhibit B reflecting the Council consensus of such revisions; and

WHEREAS, these Policies and Procedures of the Governing Body are intended to be effective beginning January 1, 2017, while legal review is in process; and

WHEREAS, recommendations from legal review will be provided for Council consideration with the possibility of additional revisions to be made by resolution; and

**WHEREAS**, through the adoption of Resolution No. 2914 (which amended Resolution No. 2894 approved on December 15, 2009), the Grand County Council amended the policies and procedures for the government of the County Council as authorized by Utah Code §17-53-207; and

**WHEREAS**, the County Council now finds that the preservation of order, and the efficient transaction of business and county governance requires additional amendment of the policies and procedures; and

**WHEREAS**, the County Council finds that the Policies and Procedures of the Governing Body shall be amended., All amendments are presented in Exhibit A, the amended Policies and Procedures of the Governing Body. Exhibit B is a summary table of revisions (excluding housekeeping revisions). The redlined document of Exhibit A, is to be retained electronically by the Council Administrator as an historical record to clearly indicate such approved amendments between the most recent adopted version and the current adopted version in the form of additions (underlined text) and deletions (~~strikethroughs~~).

**NOW THEREFORE, THE GRAND COUNTY COUNCIL RESOLVES AS FOLLOWS:**

The "Policies and Procedures of the Governing Body" document is hereby amended as presented in Exhibit A with Exhibit B as a supporting reference.

**APPROVED** this 20<sup>th</sup> day of December, 2016, by the following vote:

AYE \_\_\_\_\_

NAY \_\_\_\_\_

ABSTENTION \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Diana Carroll  
*Grand County Clerk*

\_\_\_\_\_  
Elizabeth Tubbs  
*Grand County Council Chair*

## **Exhibit “A”**

Amended Policies and Procedures of the Governing Body,  
Indicating Amendments Adopted Since the December 15, 2009 Version

**Exhibit “B”**  
**Summary Table of Revisions**  
**(excluding housekeeping revisions)**

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

Agenda Item: V

<b>TITLE:</b>	Approving proposed job description for a new full-time position, Building Inspector 2 and adopting proposed resolution setting out step advancement for state-required certifications earned, effective January 1, 2017
<b>FISCAL IMPACT:</b>	Position costs at Grade 13 are included in the 2017 proposed budget
<b>PRESENTER(S):</b>	Jeff Whitney, Building Official and John West, Human Resources Director

**Prepared By:**

Jeff Whitney  
Grand County Building  
Official  
(435)259-1321  
and  
Ruth Dillon  
Council Administrator  
(435)2590-1347

**FOR OFFICE USE ONLY:**

**Attorney Review:**

None requested

**RECOMMENDATION:**

I move to approve the proposed job description for a new full-time position, Building Inspector 2, at Grade 13 and adopt the proposed resolution that sets out step advancement as state-required certifications are earned pre- or post-hire, effective January 1, 2017 and authorize the Chair to sign all associated documents.

**BACKGROUND:**

During the budgeting process, the Building Department requested the addition of one new full-time Building Inspector 2 position. The proposed job description defines the role and requirements of that employee.

The proposed job description was reviewed by the former Human Resources Director who supported the proposed policy exception for initial grade and step assignments that for every 2 certifications obtained or hired with, of the **8 required by state law**, the employee be awarded a step increase. This wording is reflected on the proposed job description under the assigned Grade.

Providing step increases in this way is outside the norm of the County's current policy for step increases, which "Initial Step and Grade Assignment" policy is attached. However, the proposed position is different from most county positions in which certifications can be obtained, for example, through a merit increase program, in that this position requires 8 state certifications within two years of hire. Since the request is a policy exception, a proposed resolution is recommended.

**ATTACHMENT(S):**

1. Proposed Job Description: Building Inspector 2
2. Grade and Step Chart
3. Current policy: Initial Step and Grade Assignment
4. Proposed resolution
5. Resolution No. 2916-2010/2855

# Grand County

## Job Description

<b>Job Title:</b>	Building Inspector 2	
<b>Department:</b>	Building	
<b>Location:</b>	125 East Center Street, Moab, Utah	
<b>Reports to:</b>	Building Official	
<b>Pay Range:</b> Grade 13 <u>Step dependent upon certification:</u> <u>1 step per 2 state-required</u> <u>certifications, up to 8,</u> <u>pre- or post-hire</u>	<b>Type of Position</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Benefits	<b>Job Status</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/> Safety Sensitive <input type="checkbox"/> On Call <input type="checkbox"/> Public Safety
<b>Revised:</b>	10/13/16	

### **Job Summary**

Under direct supervision of the Building Official, performs detailed inspections of structures to ensure compliance with the construction codes currently adopted by the state of Utah. Position also performs clerical functions. This position is a regular county position with inter-local agreements with Castle Valley Town and the City of Moab, and therefore the skill requirements include a full range of agricultural, residential and commercial work.

### **Supervision**

Given: None

Received: Building Official

### **Essential Duties**

- Perform inspection of residential and commercial construction to insure compliance with adopted codes and state and local licensure requirements.
- Perform clerical functions including filing and data entry.
- Assist contractors and the general public to understand building law and methods.
- Perform inspections of businesses in Grand County and The City of Moab, for licensing purposes.
- Help inform and educate contractors of changes in the various adopted state codes.
- This position performs simple plan review to insure that architects and building designers submit plans and specifications that comply with the many codes adopted by the state as well as the many reference standards
- Perform code enforcement or issue citations related to adopted construction codes and state licensing law. Because of inter-local agreements with Moab City and Castle Valley Town, this position will coordinate with zoning departments of all three entities.

- Prepare legal informations for use by the Attorney's office.

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

- Ability to maintain cooperative relationships with those contacted in the course of work activities.
- Applicant must possess an excellent knowledge and understanding of the current construction codes and be able to communicate that knowledge verbally and in writing.
- The individual must have basic skill in reading, writing, math and word processing, and must learn the operation of permit tracking software.
- Applicant must have the ability to follow written and verbal instructions; ability to handle numerous tasks concurrently
- They must be able to make independent judgments and decisions and then effectively communicate those judgments and ideas to co-workers and the public.
- Applicant must be self-motivated and be able to work without constant supervision.

### **Physical Demands**

- Must be able to climb scaffolding and crawl through small areas to make inspections.
- Occasionally lift, carry, push or otherwise move heavy objects weighing up to 50 pounds.

### **Working Conditions**

- Work is potentially stressful, busy and fast paced with extensive public contact.
- Work is performed indoors and outdoors in all types of weather conditions.

### **Education & Experience**

- Applicant must have four years of construction related experience.
- The applicant must have current state licensure as a building inspector and ICC Combination Building Inspector certification which includes a minimum of eight certifications, or the ability to obtain said certification within 2 years.

### **Special Requirements**

- Must possess a valid Utah driver's license.
- A twelve-month probationary period is a prerequisite to this position.
- Successful completion of pre-employment drug screening is required.
- Applicant must maintain licensure and certification through continuing education.

*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

## Excerpt from Employee Handbook

### Initial Grade and Step Assignment

Employees' compensation is determined by the grade associated with the job position and step assignment within the grade. Typically, new employees are placed at the beginning step of the appropriate grade; however, exceptions may occur:

- If an employee cannot be recruited for the position at the beginning step, or
- If the employee exceeds the minimum qualifications and is expected to perform at a level equal to that of other individuals paid at a higher step.
- Has previous related experience. Employees hired with eight (8) years or more of service with other employers directly relevant to the job position generally will receive a one (1) step increase for each unit of eight (8) years (Resolution #2916).
- Or if an existing employee, to consider every four (4) years of service will generally receive a one (1) step increase (Resolution #2916).

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION OF THE GRAND COUNTY COUNCIL RE-ESTABLISHING  
A GRADE AND STEP ASSIGNMENTS POLICY  
FOR THE BUILDING INSPECTOR 2 POSITION**

**WHEREAS**, the Grand County Council recognizes the need to recruit in a competitive labor market for entry level Building Inspector personnel; and

**WHEREAS**, the Grand County Council further recognizes that financial incentives based on related state-required certifications is an equitable method to be used for this purpose; and

**WHEREAS**, Exhibit A, incorporated herein, more fully describes the new “Grade and Step Assignments Policy for Entry Level Building Inspector Positions” to be included in the next County Council-approved version of the Employee Handbook; and

**WHEREAS**, adoption of this resolution will have the effect of superseding Resolution No. 2916-2010/2855 on entry level Building Inspector’s wages (currently Grade 13), such resolution dated January 19, 2010 and entitled “Grade Classifications with Salary and Hourly Ranges for Grand County Employee Job Positions.”

**NOW THEREFORE, THE GRAND COUNTY COUNCIL RESOLVES THAT:**  
The starting wage rates for Grand County entry level Building Inspector positions will be assigned as Grade 13 and will provide wage rate increases at one step for every two certifications earned, up to a maximum of eight certifications (required by State), pre- or post-hire, until such time that this resolution is officially repealed.

**APPROVED THIS   20th   DAY OF   DECEMBER   2016, BY THE FOLLOWING VOTE:**

**AYE:** \_\_\_\_\_  
**NAY:** \_\_\_\_\_  
**ABSENT:** \_\_\_\_\_

**ATTEST:**

**GRAND COUNTY COUNCIL**

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

\_\_\_\_\_  
Elizabeth Tubbs, Chair

**EXHIBIT A**  
**Grade and Step Assignments Policy for Entry Level Building  
Inspector Positions**

Entry Level Building Inspector Positions are those that are assigned Grade 13. This includes: Building Inspector 2.

When initially hired, each new employee will be assigned a step on the Grade 13 wage scale based on his or her related state-required certifications earned, pre-or post hire.

- The basic entry level Step 1 will be assigned to employees with no relevant state-required certifications
- The Step 2 level will be assigned to employees with 2 relevant state-required certifications
- The Step 3 level will be assigned to employees with 4 relevant state-required certifications
- Step 4 will be assigned to employees with 6 relevant state-required certifications
- And Step 5 for 8 relevant state-required certifications

**A RESOLUTION OF THE GRAND COUNTY COUNCIL AMENDING RESOLUTION NO. 2855 GRADE CLASSIFICATIONS WITH SALARY AND HOURLY RANGES FOR GRAND COUNTY EMPLOYEE JOB POSITIONS**

**WHEREAS**, the Human Resource Director performs a salary survey periodically to include an analysis of County job positions and compensation study measuring data from other Utah counties, Utah cities & towns, surrounding state counties and nationwide entities; and,

**WHEREAS**, the success of any compensation plan is dependant upon occasionally adjusting the salary and hourly ranges to be competitive with the marketplace; and,

**WHEREAS**, the Pay for Performance Committee made the recommendation that years of service be considered for existing employees by establishing a 1 step increase for every 4 years of service to Grand County and for new employees hired as of January 1, 2008 and employees hired hereafter a 1 (one) step increase beyond the entry level of step 1 (one) for every 8 years of service with other employers directly relevant to the job position.

**NOW THEREFORE**, be it resolved by the Grand County Council to amend policies pertaining to the compensation for all employees and make adjustments to current employees' salaries and wages to reflect grade reclassifications and years of service adjustments. The grade classifications with hourly and salary ranges for all County job positions are adopted as outlined in the attached Exhibit A, as part of this resolution.

**APPROVED** this 19<sup>th</sup> day of January, 2010, by the following vote:

AYE: Graham, Conrad, Holyoak, Baird, Ballantyne, Greenberg, Ciarus

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

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

**ATTEST:**



\_\_\_\_\_  
Diana Carroll  
Grand County Clerk/Auditor



\_\_\_\_\_  
Audrey Graham  
Grand County Council Chairman

EXHIBIT A

GRAND COUNTY JOB POSITIONS AND CLASSIFICATIONS

GRAND COUNTY GRADE AND STEP CHART

## Grand County Job Positions & Classifications

### **Grade 19**

Chief Deputy Sheriff

### **Grade 18**

Airport Manager

Clerk/Auditor Human Resource Director

EMS Director

Library Director

Road Supervisor

Search & Rescue Commander

Sheriff Investigator Patrol Supervisor (Lt.)

Sheriff Jail Commander (Lt.)

Travel Council Executive Director

UMTRA Liaison (Grant)

### **Grade 17**

~~Building~~ Chief Building Official

Maintenance Facilities Supervisor

Road Assistant Supervisor

### **Grade 16**

Community Development Planner

### **Grade 15**

Community Development Coordinator

Council Administrator IT Coordinator

Grand Center Program Manager

OSTA Manager

Road Shop Foreman/ Fleet Manager

Sand Flats Program Manager

Sheriff Assistant Jail Commander (Sgt.)

Sheriff Court Security Supervisor (Sgt.)

Sheriff Senior Criminal Investigator I

### **Grade 14**

Road Mechanic

Road Operator III

Sheriff Criminal Investigator I

Weed Supervisor

### **Grade 13**

Assessor Chief Deputy/Chief Appraiser

Attorney Executive Prosecutorial Assistant

Building Inspector

Clerk/Auditor Chief Deputy

EMS Assistant Director

Justice Court Chief Deputy Court Clerk

Library Head of Adult Services

Recorder Chief Deputy  
Search & Rescue Assistant Commander  
Sheriff Corrections Deputy  
Sheriff Drug Tracker  
Sheriff Patrol Deputy  
Treasurer Chief Deputy

**Grade 12**

Recorder Cartographer  
Travel Council Computer Specialist/Graphic Designer

**Grade 11**

Road Operator II

**Grade 10**

Grand Center RSVP/Activities Coordinator

**Grade 9**

Attorney Prosecutorial Assistant Civil  
Attorney Victim Advocate (Grant)  
Council Administrative Assistant  
Justice Court Senior Court Clerk  
Maintenance Technician  
Road Operator I  
Sand Flats Maintenance Technician/Facilities Coordinator  
Sand Flats Administrative Assistant/Operations Coordinator  
Sheriff Administrative Assistant  
Travel Council Administrative Assistant

**Grade 8**

Grand Center Food Service Manager  
Sheriff Communications Dispatch  
Sheriff Food Manager

**Grade 7**

Road Clerk  
Sheriff Secretary

**Grade 6**

Assessor Deputy  
Attorney Prosecutorial Assistant (PT)  
Attorney Prosecutorial Assistant Plea & Abeyance  
Clerk/Auditor Deputy  
EMS Volunteer EMT Intermediate (PT)  
Justice Court Deputy Court Clerk  
Recorder Deputy  
Sand Flats Technician (PT)  
Search & Rescue (PT)  
Travel Council Information Specialist

**Grade 5**

Library Assistant

**Grade 4**

Airport Assistant

Building Permit Technician (PT)

EMS Volunteer EMT Basic (PT)

Grand Center Bus Driver (PT)

Grand Center Maintenance Worker

Library Substitute (PT)

Library Technician (PT)

Maintenance Worker

OSTA Maintenance Worker

Sand Flats Technician (PT)

Search & Rescue (PT)

Sheriff Assistant Food Manager

**Grade 1**

Library Apprentice (PT)

Sand Flats Apprentice (PT)

**Grant Funded Positions with no Grade Association**

CJC Director

Family Support Director

House Parent (PT)

Nursery Worker

Weed Technician (PT)

2010	Grand County Hourly Pay Rate Chart																
Steps→	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Annual Min	Max
Grade↓																	
1	9.41	9.70	9.99	10.29	10.60	10.91	11.24	11.58	11.93	12.28	12.65	13.03	13.42	13.83	14.24	19,573	29,611
2	9.88	10.18	10.49	10.80	11.13	11.46	11.80	12.16	12.52	12.90	13.28	13.68	14.09	14.52	14.96	20,551	31,111
3	10.38	10.69	11.01	11.34	11.68	12.03	12.39	12.77	13.15	13.54	13.95	14.37	14.80	15.24	15.69	21,590	32,637
4	10.91	11.23	11.58	11.93	12.29	12.65	13.03	13.42	13.82	14.23	14.66	15.10	15.55	16.02	16.50	22,691	34,323
5	11.45	11.79	12.15	12.52	12.89	13.28	13.68	14.09	14.51	14.94	15.39	15.85	16.33	16.82	17.33	23,825	36,036
6	12.02	12.38	12.75	13.12	13.51	13.92	14.34	14.79	15.23	15.69	16.16	16.64	17.14	17.66	18.19	24,996	37,830
7	12.62	13.00	13.39	13.79	14.20	14.63	15.07	15.52	15.98	16.46	16.96	17.46	17.99	18.53	19.09	26,246	39,698
8	13.25	13.64	14.05	14.48	14.91	15.36	15.82	16.29	16.78	17.28	17.79	18.35	18.90	19.44	20.00	27,558	41,597
9	13.92	14.33	14.76	15.20	15.66	16.13	16.61	17.11	17.62	18.15	18.70	19.26	19.83	20.43	21.05	28,956	43,790
10	14.61	15.05	15.50	15.96	16.44	16.93	17.44	17.96	18.50	19.06	19.63	20.22	20.83	21.45	22.09	30,383	45,957
11	15.34	15.81	16.28	16.77	17.27	17.79	18.33	18.88	19.44	20.02	20.63	21.24	21.88	22.54	23.22	31,903	48,306
12	16.09	16.59	17.10	17.61	18.14	18.68	19.24	19.82	20.41	21.02	21.66	22.31	22.97	23.66	24.37	33,477	50,697
13	16.92	17.42	17.95	18.48	19.04	19.61	20.20	20.80	21.42	22.06	22.73	23.41	24.11	24.83	25.57	35,192	53,184
14	17.76	18.30	18.84	19.42	20.00	20.60	21.22	21.85	22.50	23.16	23.86	24.58	25.32	26.08	26.87	36,931	55,890
15	18.64	19.21	19.79	20.38	20.99	21.61	22.26	22.94	23.61	24.32	25.04	25.80	26.58	27.37	28.18	38,778	58,613
16	19.57	20.17	20.77	21.40	22.04	22.70	23.38	24.08	24.79	25.54	26.30	27.09	27.90	28.74	29.60	40,696	61,567

<b>17</b>	20.56	21.18	21.82	22.47	23.14	23.85	24.56	25.30	26.06	26.84	27.65	28.48	29.33	30.21	31.11	42,772	64,703
<b>18</b>	21.59	22.22	22.90	23.59	24.30	25.03	25.78	26.55	27.35	28.17	29.02	29.89	30.78	31.71	32.66	44,911	67,929
<b>19</b>	22.66	23.34	24.04	24.76	25.50	26.28	27.07	27.88	28.72	29.58	30.46	31.38	32.32	33.29	34.28	47,136	71,302
<b>20</b>	23.79	24.51	25.24	26.00	26.78	27.58	28.41	29.26	30.14	31.04	31.98	32.94	33.92	34.94	35.98	49,492	74,840

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

Agenda Item: W

<b>TITLE:</b>	Approving proposed job description amendments and reclassification from a part-time to a full-time Administrative Assistant position in the Emergency Medical Services department, effective January 1, 2017
<b>FISCAL IMPACT:</b>	34,000/yr Budgeted for in the 2017 proposed budget
<b>PRESENTER(S):</b>	Andy Smith, Director Grand County EMS and John West, Human Resources Director

Prepared By:

Andy Smith  
 Director  
 Grand County EMS

**FOR OFFICE USE ONLY:**

Attorney Review:

N/A

**RECOMMENDATION:**

I move to approve the proposed job description amendments and reclassification from a part-time to a full-time Administrative Assistant position in the Emergency Medical Services department and reclassify from Grade 7 to Grade 10, effective January 1, 2017, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

At the end of August, the Grand County Council heard an assessment report from SafeTech Solutions about the current state of the EMS department, illustrating that *“Grand County EMS is not sustainable as operating today.”* One of SafeTechs key observations was that “Grand County’s EMS leadership is burdened by having to work in both administration and on the ambulance.” SafeTech Continued “the EMS director and assistant director must focus on leading and managing the department (creating, planning, developing and building creating), not using their time covering shifts and taking calls. It also appears that the current leaders are trying to fill too many roles in the department (i.e. education, quality, scheduling etc.) and could benefit from additional leadership and management help. During the 2017 department budget discussion Grand County EMS presented and budgeted to move our current Administrative Assistant to a full time position. The administrative tasks the department handles have increased significantly over the last 2 years, including the need to have a billing and HIPAA compliance officer.

Moab Promotion Admin Assistant	10
Payroll Coordinator	10
Sheriff Secretary	10

**ATTACHMENT(S):**

1. Full time Admin Assistant Job Description - Redlined

# Grand County Job Description

<b>Job Title:</b>	Administrative <a href="#">Assistant Secretary</a>
<b>Department:</b>	Grand County EMS
<b>Location:</b>	125 E Center Street, Moab, UT 84532
<b>Reports To:</b>	EMS Director

<p><b><u>Pay Range:</u></b></p> <p>Grade     <u>7.10</u></p> <p>Revised    1/2014</p>	<p><b><u>Type of Position:</u></b></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Full time</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Part time</p> <p><input type="checkbox"/> Seasonal</p> <p><input type="checkbox"/> Emergency</p>	<p><b><u>Job Status:</u></b></p> <p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Non-exempt</p> <p><input type="checkbox"/> Grant funded</p> <p><input type="checkbox"/> Enterprise</p> <p><input type="checkbox"/> DOT</p> <p><input type="checkbox"/> Public Safety</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Safety Sensitive</p> <p><input type="checkbox"/> On-call</p> <p><input type="checkbox"/> Appointed</p>
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### **Job Summary**

The Administrative [Assistant Secretary](#) performs a variety of clerical and administrative services for the EMS department including: keeps records of confidential information, reports, statements, and other materials. Establishes and/or maintains filing systems and records.

### **Supervision**

**Received:**                   EMS Director  
**Given:**                       None

### **Essential Duties**

- Performs data entry functions for a variety of EMS activities.
- Performs filing and record-keeping functions, uses computer filing system.
- Types general correspondence; maintains internal record keeping documents; and performs a variety of complex and routine clerical and administrative tasks.
- Receives public calls and directs call to proper individual; schedules appointments; receives and directs public in the office; provides routine information to public and other entities and agencies.
- Documents and keeps records of billing procedures.
- Manages accounts payable and receivable.
- Assist in inventory and ordering of supplies.
- [Acts as Department HIPAA compliance officer.](#)
- [Acts as Department billing compliance officer.](#)
- Performs other duties as assigned.

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

**Knowledge of:**

- Basic office skills including Windows based PC applications, computers, software and other office equipment.
- Especially proficient with e-mails functions and excel spreadsheets.
- [Grammar, spelling and punctuation, letter-writing, filing and word processing.](#)
- [HIPAA compliance issues and standards.](#)

- [Insurance billing compliance and standards.](#)

**Skills in:**

- Reading, writing and math.

**Ability to:**

- Type 40 words per minute.
- Learn new computer programs and use of communications systems.
- Perform a variety of clerical and administrative work requiring independent judgment and organizational skills.
- Communicate verbally and in writing and follow verbal and written instructions.
- Assess unusual circumstances and adapt to variations in approach in completion of duties.
- Establish and maintain professional relationships with public and staff within the EMS department and other agencies.
- Use tact and self-control when communicating.

**Physical Demands**

- Moderate lifting, pushing, pulling, walking, standing, stooping, sitting and reaching.
- Must be able to lift 30 pounds.

**Working Conditions**

- Daily contact with public and employees of other agencies and departments.
- Works in office with environmentally controlled temperatures.

**Education & Experience**

- High school diploma or equivalent.
  - Two (2) years of experience performing clerical duties
- OR**
- An equivalent combination of education and experience.

**Special Requirements**

- Must possess a valid Utah driver's license.
- A twelve (12) month probationary period is a prerequisite to this position.
- Successful completion of pre-employment drug screening and background check is required.

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.

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

Agenda Item: X

<b>TITLE:</b>	Approving proposed reclassification for Paramedic positions in the Emergency Medical Services department, effective January 1, 2017
<b>FISCAL IMPACT:</b>	\$8,100/yearly (in 2017 budget)
<b>PRESENTER(S):</b>	Andy Smith, EMS Director

**Prepared By:**

Andy Smith  
 EMS Director  
 and  
 Ruth Dillon  
 Council Administrator  
[rdillon@grandcountyutah.net](mailto:rdillon@grandcountyutah.net)  
 (435) 259-1347

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the proposed reclassification for the Paramedic positions in the Emergency Medical Services department from Grade 10 to Grade 12, effective January 1, 2017, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

At the end of August, the Grand County Council heard an assessment report from SafeTech Solutions about the current state of the EMS department. One of SafeTechs key observations was that *“Finding and keeping an engaged workforce that is willing to provide all aspects of EMS will be a major challenge going forward.”* The assessment continued, *“Grand County EMS is experiencing increasing challenges with finding workers who are willing and able to fill regular shifts. In planning for the future, fielding a reliable and high quality workforce may be the department’s greatest challenge.”*

One of Safe Tech recommendations was to *“Strengthen Grand County EMS’ workforce value proposition to improve recruitment and retention of EMS personnel.”* The assessment continued *“Through appropriate planning and budgeting, Grand County EMS should ensure that its recruiting value proposition (pay, benefits, career opportunities and perks) is competitive and compelling enough to attract workers from across Utah and beyond”*

Attached you will find a pay comparison chart for several different entities, including many rural services in Utah. We feel that a slight adjustment in pay will help our service be more competitive. This increase will be covered with some of the savings in on-call pay from adding the additional 3 full-time employees in 2017.

Other positions in the County that are similar:

Sheriff Patrol Deputies	13
Road Mechanic 2	13
Road Mechanic 3	14
Jail Corrections Officer	13
Airport Operations Specialist	13
Airport ARFF/OPS Specialist	12

**ATTACHMENTS:**

1. Pay comparison chart
2. Redlined Job Descriptions for Paramedic full-time and Paramedic

part-time

	Paramedic	Advanced	Basic
Ada County Paramedics (Bosie Idaho)	\$21.51	\$16.34	\$14.83
Canyon County Paramedics	\$19.80		
Millard County EMS		\$15.00	\$15.00
Wayne County EMS		\$12.00	\$10.00
Ute Tribe EMS		<b>\$19.54</b>	
San Juan County EMS		<b>\$17.69</b>	<b>\$16.69</b>
Emery County EMS		\$14.63	\$11.77
Carbon County EMS	<b>\$17.21</b>	\$15.49	\$12.39
Wasatch County		\$14.96	\$13.76
Gold Cross (Just their Salt Lake Operations)	\$15.90		\$10.60
EMS1 Salary Survey			
Assesment national averages	\$21.98		\$15.19
<b>Average wage</b>	<b>\$19.28</b>	<b>\$15.71</b>	<b>\$13.36</b>
Current Grand County Wages	\$15.92	\$14.44	\$11.89
<b>Proposed 2017 Wage</b>	<b>\$17.54</b>	<b>\$15.17</b>	<b>\$13.10</b>



# Grand County

## Job Description

<b>Job Title:</b> Full-time Paramedic		
<b>Department:</b> Emergency Medical Services		
<b>Location:</b> 125 East Center Street, Moab Utah 84532		
<b>Reports to:</b> Director of Emergency Medical Services		
<b>Pay Range:</b> Grade <del>40</del> <u>12</u>	<b>Type of Position</b>	<b>Job Status</b>
<b>Revised:</b> 03/2016	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Benefits	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Public Safety

### **Job Summary**

Under the supervision of the Director of Emergency Medical services, this position requires current Utah certification as a Paramedic. Maintaining certification and continuing education are required. The Paramedic responds to accidents, injuries, and illnesses. Paramedics provide first care and transport patients to primary care. This is a Full time position with Grand County Emergency Medical Services, which is eligible for County benefits.

### **Supervision**

Received: Director of Emergency Medical Services

Given: None

### **Essential Duties**

- Responds to emergency medical calls.
- Operates ambulance under emergency conditions and normal conditions to transport accident victims and emergency medical patients to health care facilities, hospitals or other institutions.
- Utilizes radio communications and codes to receive and transmit communications.
- Evaluates patient's condition and/or injuries and accident scenes and/or medical emergencies and administers aid as per protocol.
- Monitors patient's vital signs and provides basic and advanced life support until transported to hospital.
- Performs various basic and advanced lifesaving procedures.
- Performs daily inspection of ambulances, cleaning exterior and interior of vehicle.
- Assures ambulance is properly stocked with necessary supplies.
- Attends additional training and meetings as required.
- Performs other duties as assigned by supervisor.

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

#### **Knowledge of:**

- Training in the Incident Command System.
- Safe ambulance operations (including maintenance, etc.)

EMS Director ~~08/2015~~ 12/2016

- EMS operations, patient care and triage procedures.

**Ability to:**

- Learn department Policies, Procedures, and Protocols.
- Become familiar with and function within the Incident Command System.

**Skills in:**

- Operating emergency vehicles in both emergency and non-emergency modes safely.

**Physical Demands**

- Sitting, standing, stooping and lifting and moving medical oxygen cylinders and other medical or maintenance equipment and other objects up to 30 pounds.
- Work may be performed indoors, but work out of doors in all seasons will be necessary.
- Position may require hiking to and/or from an accident scene, in all weather conditions.
- Driving to and from ambulance shed, accident scenes, and other locations as required.
- Department physical assessment required.

**Working Conditions**

- Some exposure to diesel fuel, gasoline, motor oil, and other automotive fluids.
- Exposure to injured and ill patients required. Considerable danger from infectious disease. Significant danger may be present in the event of a Hazardous Materials Incident or a violent crime.
- Working conditions may range greatly from office duty to high-stress duties on the scene of a mass casualty incident.
- As stated above, work will be performed both indoors and outdoors in all seasons.
- Emergency Medical Services is a dangerous profession, as it involves interaction with contaminated or potentially contaminated materials and body fluids, working on or along roadways, entering both private and public dwellings, driving, responding to violent crime scenes, etc.

**Education & Experience**

- High School diploma or equivalent,

**Special Requirements**

- Valid Utah Driver's License.
- Current Utah Emergency Medical Technician.
- Additional federal, state, or local EMS certifications, which may be beneficial or required by the Department.
- 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.

*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.*

# Grand County

## Job Description

<b>Job Title:</b> Paramedic		
<b>Department:</b> Emergency Medical Services		
<b>Location:</b> 125 East Center Street, Moab Utah 84532		
<b>Reports to:</b> Director of Emergency Medical Services		
<b>Pay Range:</b> Grade <del>4012</del>	<b>Type of Position</b>	<b>Job Status</b>
<b>Revised:</b> 08/2015	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Grant <input type="checkbox"/> Benefits	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Public Safety

### **Job Summary**

Under the supervision of the Director of Emergency Medical services, this position requires current Utah certification as a Paramedic. Maintaining certification and continuing education are required. The Paramedic responds to accidents, injuries, and illnesses. Paramedics provide first care and transport patients to primary care. This is a part time/on-call position with Grand County Emergency Medical Services, which is not eligible for County benefits. This position requires a commitment of 4, 12 hours shifts a month.

### **Supervision**

Received: Director of Emergency Medical Services

Given: None

### **Essential Duties**

- Responds to emergency medical calls.
- Operates ambulance under emergency conditions and normal conditions to transport accident victims and emergency medical patients to health care facilities, hospitals or other institutions.
- Utilizes radio communications and codes to receive and transmit communications.
- Evaluates patient's condition and/or injuries and accident scenes and/or medical emergencies and administers aid as per protocol.
- Monitors patient's vital signs and provides basic and advanced life support until transported to hospital.
- Performs various basic and advanced lifesaving procedures.
- Performs daily inspection of ambulances, cleaning exterior and interior of vehicle.
- Assures ambulance is properly stocked with necessary supplies.
- Attends additional training and meetings as required.
- Performs other duties as assigned by supervisor.

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

#### **Knowledge of:**

- Training in the Incident Command System.

EMS Director ~~08/2015~~12/2016

- Safe ambulance operations (including maintenance, etc.)
- EMS operations, patient care and triage procedures.

**Ability to:**

- Learn department Policies, Procedures, and Protocols.
- Become familiar with and function within the Incident Command System.

**Skills in:**

- Operating emergency vehicles in both emergency and non-emergency modes safely.

**Physical Demands**

- Sitting, standing, stooping and lifting and moving medical oxygen cylinders and other medical or maintenance equipment and other objects up to 30 pounds.
- Work may be performed indoors, but work out of doors in all seasons will be necessary.
- Position may require hiking to and/or from an accident scene, in all weather conditions.
- Driving to and from ambulance shed, accident scenes, and other locations as required.
- Department physical assessment required.

**Working Conditions**

- Some exposure to diesel fuel, gasoline, motor oil, and other automotive fluids.
- Exposure to injured and ill patients required. Considerable danger from infectious disease. Significant danger may be present in the event of a Hazardous Materials Incident or a violent crime.
- Working conditions may range greatly from office duty to high-stress duties on the scene of a mass casualty incident.
- As stated above, work will be performed both indoors and outdoors in all seasons.
- Emergency Medical Services is a dangerous profession, as it involves interaction with contaminated or potentially contaminated materials and body fluids, working on or along roadways, entering both private and public dwellings, driving, responding to violent crime scenes, etc.

**Education & Experience**

- High School diploma or equivalent,

**Special Requirements**

- Valid Utah Driver's License.
- Current Utah Paramedic Certification.
- Additional federal, state, or local EMS certifications, which may be beneficial or required by the Department.
- 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.

*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.*

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

Agenda Item: Y

<b>TITLE:</b>	Approving proposed reclassification for Advanced Emergency Medical Technician position in the Emergency Medical Services department, effective January 1, 2017
<b>FISCAL IMPACT:</b>	\$2,320/yearly, in 2017 budget
<b>PRESENTER(S):</b>	Andy Smith, EMS Director and John West, Human Resources Director

**Prepared By:**

Andy Smith  
EMS Director  
and  
Ruth Dillon  
Council Administrator  
[rdillon@grandcountyutah.net](mailto:rdillon@grandcountyutah.net)  
(435) 259-1347

**FOR OFFICE USE ONLY:**  
**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the proposed reclassification for Advanced Emergency Medical Technician positions in the Emergency Medical Services department from Grade 8 to 9, effective January 1, 2017, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

At the end of August, the Grand County Council heard an assessment report from SafeTech Solutions about the current state of the EMS department. One of SafeTechs key observations was that *"Finding and keeping an engaged workforce that is willing to provide all aspects of EMS will be a major challenge going forward."* The assessment continued, *"Grand County EMS is experiencing increasing challenges with finding workers who are willing and able to fill regular shifts. In planning for the future, fielding a reliable and high quality workforce may be the department's greatest challenge."*

One of Safe Tech recommendations was to *"Strengthen Grand County EMS' workforce value proposition to improve recruitment and retention of EMS personnel."* The assessment continued *"Through appropriate planning and budgeting, Grand County EMS should ensure that its recruiting value proposition (pay, benefits, career opportunities and perks) is competitive and compelling enough to attract workers from across Utah and beyond"*

Attached you will find a pay comparison chart for several different entities, including many rural services in Utah. We feel that a slight adjustment in pay will help our service be more competitive. This increase will be covered with some of the savings in on-call pay from adding the additional 3 full-time employees in 2017.

Other positions in the County that are similar:

Maintenance Technician	9
Sand Flats Lead Technician	9
Sheriff Victim Advocate	9
OSTA Technician	9
Weed Control Lead Technician	9

**ATTACHMENTS:**

1. Pay comparison chart (see earlier agenda item)
2. Redlined Job Description for Advanced EMT part-time



# Grand County Job Description

<b>Job Title:</b>	Advanced Emergency Medical Technician
<b>Department:</b>	Emergency Medical Services (EMS)
<b>Location:</b>	125 East Center Street, Moab Utah 84532
<b>Reports To:</b>	Director of EMS

<p><b><u>Pay Range:</u></b></p> <p>Grade: <del>8</del> <b>9</b></p> <p>Revised 9/2015</p>	<p><b><u>Type of Position:</u></b></p> <p><input type="checkbox"/> Full time</p> <p><input checked="" type="checkbox"/> Part time</p> <p><input checked="" type="checkbox"/> Regular</p> <p><input type="checkbox"/> Seasonal</p> <p><input type="checkbox"/> Emergency</p>	<p><b><u>Job Status:</u></b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Exempt</td> <td><input type="checkbox"/> Public Safety</td> </tr> <tr> <td><input checked="" type="checkbox"/> Non-exempt</td> <td><input checked="" type="checkbox"/> Safety Sensitive</td> </tr> <tr> <td><input type="checkbox"/> Grant funded</td> <td><input checked="" type="checkbox"/> On-call</td> </tr> <tr> <td><input type="checkbox"/> Enterprise</td> <td><input type="checkbox"/> Appointed</td> </tr> </table>	<input type="checkbox"/> Exempt	<input type="checkbox"/> Public Safety	<input checked="" type="checkbox"/> Non-exempt	<input checked="" type="checkbox"/> Safety Sensitive	<input type="checkbox"/> Grant funded	<input checked="" type="checkbox"/> On-call	<input type="checkbox"/> Enterprise	<input type="checkbox"/> Appointed
<input type="checkbox"/> Exempt	<input type="checkbox"/> Public Safety									
<input checked="" type="checkbox"/> Non-exempt	<input checked="" type="checkbox"/> Safety Sensitive									
<input type="checkbox"/> Grant funded	<input checked="" type="checkbox"/> On-call									
<input type="checkbox"/> Enterprise	<input type="checkbox"/> Appointed									

**Job Summary**

Under the supervision of the Director of Emergency Medical Services, this position requires current Utah Emergency Medical Technician Advanced Certification. Maintaining certification and continuing education are required. The AEMT responds to accidents, injuries, and illnesses, AEMTs provide first care and transport patients to primary care. This is a part time/on-call position with Grand County Emergency Medical Services, which is not eligible for County benefits. This position requires a minimum commitment of four 12 hour shifts per month.

**Supervision**

**Received:** Director of Emergency Medical Services  
**Given:** None

**Essential Duties**

- Responds to emergency medical calls.
- Operates ambulance under emergency conditions and normal conditions to transport accident victims and emergency medical patients to health care facilities, hospitals or other institutions.
- Utilize radio communications to receive and transmit communications.
- Evaluates patient's condition and/or injuries at accident scenes and/or medical emergencies and administers aid as per protocol.
- Monitors patient's vital signs and provides basic and advanced life support until transported to the Hospital.
- Performs various basic and advanced lifesaving procedures.
- Performs daily inspections of ambulances, cleaning exterior and interior of vehicle.
- Assures ambulance is properly stocked with necessary supplies.
- Attends additional training and meetings as required.
- Performs other duties as assigned by supervisor.

**Knowledge, Skills & Abilities**

**Knowledge of:**

- Training in the incident command system.

- Safe ambulance operations (including maintenance, etc.)
- EMS operations, patient care and triage procedures.

**Skills in:**

- Learn department policies, procedures, and protocols.
- Become familiar with and function within the incident command system.

**Ability to:**

- Operate emergency vehicles in both emergency and non-emergency modes safely.

**Physical Demands**

- Sitting, standing, stooping and lifting and moving medical oxygen cylinders and other medical maintenance equipment and other objects up to 30 pounds.
- Work may be performed indoors, but work out of doors in all seasons will be necessary.
- Position may require hiking to and/or from an accident scene, in all weather conditions.
- Driving to and from ambulance shed, accident scenes, and other locations as required.
- Department physical assessment required.

**Working Conditions**

- Some exposure to diesel fuel, gasoline, motor oil, and other automotive fluids.
- Exposure to injured and ill patients required. Considerable danger from infectious disease. Significant danger may be present in the event of a Hazardous Material Incident or a violent crime.
- Working conditions may range greatly from office duty to high-stress duties on the scene of a mass casualty incident.
- As stated above, work will be performed both indoors and outdoors in all seasons.
- Emergency Medical Services is a dangerous profession, as it involves interaction with contaminated or potentially contaminated materials and bod fluids, working on or along roadways, entering both private and public dwellings, driving, responding to violent crime scenes, etc.

**Education & Experience**

- High School diploma or equivalent
- Current Utah Emergency Medical Technician.

**Special Requirements**

- Additional federal, state, or local EMS certifications, which may be beneficial or required by the Department.
- At least "18" years of age.
- Possess a valid State of Utah Driver's License.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Successful completion of pre-employment drug screening is required.
- A twelve month introductory period is a prerequisite to this position.

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I, \_\_\_\_\_ have reviewed and agree to the above job description.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

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

Agenda Item: Z

<b>TITLE:</b>	Approving three new full-time Paramedic or Advanced Emergency Medical Technician positions in the Emergency Medical Services department, effective January 1, 2017
<b>FISCAL IMPACT:</b>	\$ 52,900 per employee, wages, taxes, and benefits. Total cost for 3 employees of \$158,700.00 (in 2017 budget)
<b>PRESENTER(S):</b>	Andy Smith, EMS Director and John West, Human Resources Director

Prepared By:

Andy Smith  
 Director  
 Grand County EMS

**FOR OFFICE USE ONLY:**

Attorney Review:

N/A

**RECOMMENDATION:**

I move to approve the proposed three new full-time Paramedic or Advanced Emergency Medical Technician positions in the Emergency Medical Services department, effective January 1, 2017, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

At the end of August, the Grand County Council heard an assessment report from SafeTech Solutions about the current state of the EMS department, illustrating that *“Grand County EMS is not sustainable as operating today.”* One of SafeTechs key observations was that “Grand County’s EMS leadership is burdened by having to work in both administration and on the ambulance.” SafeTech Continued “the EMS director and assistant director must focus on leading and managing the department (creating, planning, developing and building creating), not using their time covering shifts and taking calls. It also appears that the current leaders are trying to fill too many roles in the department (i.e. education, quality, scheduling etc.) and could benefit from additional leadership and management help. During the 2017 department budget discussion Grand County EMS presented and budgeted for an additional 3 full time employees for 2017.

**ATTACHMENT(S):**

1. Full time Advanced EMT Job Description
2. Full time Paramedic Job Description

# Grand County

## Job Description

<b>Job Title:</b> Full-time Advanced		
<b>Department:</b> Emergency Medical Services		
<b>Location:</b> 125 East Center Street, Moab Utah 84532		
<b>Reports to:</b> Director of Emergency Medical Services		
<b>Pay Range:</b> Grade 9  <b>Revised:</b> 12/2016	<b>Type of Position</b>  <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Benefits	<b>Job Status</b>  <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Public Safety

### **Job Summary**

Under the supervision of the Director of Emergency Medical services, this position requires current Utah certification as an Advanced EMT. Maintaining certification and continuing education are required. The Advanced EMT responds to accidents, injuries, and illnesses. Advanced EMTs provide first care and transport patients to primary care. This is a Full time position with Grand County Emergency Medical Services, which is eligible for County benefits.

### **Supervision**

Received: Director of Emergency Medical Services

Given: None

### **Essential Duties**

- Responds to emergency medical calls.
- Operates ambulance under emergency conditions and normal conditions to transport accident victims and emergency medical patients to health care facilities, hospitals or other institutions.
- Utilizes radio communications and codes to receive and transmit communications.
- Evaluates patient's condition and/or injuries and accident scenes and/or medical emergencies and administers aid as per protocol.
- Monitors patient's vital signs and provides basic and advanced life support until transported to hospital.
- Performs various basic and advanced lifesaving procedures.
- Performs daily inspection of ambulances, cleaning exterior and interior of vehicle.
- Assures ambulance is properly stocked with necessary supplies.
- Attends additional training and meetings as required.
- Performs other duties as assigned by supervisor.

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

#### **Knowledge of:**

- Training in the Incident Command System.
- Safe ambulance operations (including maintenance, etc.)

- EMS operations, patient care and triage procedures.

**Ability to:**

- Learn department Policies, Procedures, and Protocols.
- Become familiar with and function within the Incident Command System.

**Skills in:**

- Operating emergency vehicles in both emergency and non-emergency modes safely.

**Physical Demands**

- Sitting, standing, stooping and lifting and moving medical oxygen cylinders and other medical or maintenance equipment and other objects up to 30 pounds.
- Work may be performed indoors, but work out of doors in all seasons will be necessary.
- Position may require hiking to and/or from an accident scene, in all weather conditions.
- Driving to and from ambulance shed, accident scenes, and other locations as required.
- Department physical assessment required.

**Working Conditions**

- Some exposure to diesel fuel, gasoline, motor oil, and other automotive fluids.
- Exposure to injured and ill patients required. Considerable danger from infectious disease. Significant danger may be present in the event of a Hazardous Materials Incident or a violent crime.
- Working conditions may range greatly from office duty to high-stress duties on the scene of a mass casualty incident.
- As stated above, work will be performed both indoors and outdoors in all seasons.
- Emergency Medical Services is a dangerous profession, as it involves interaction with contaminated or potentially contaminated materials and body fluids, working on or along roadways, entering both private and public dwellings, driving, responding to violent crime scenes, etc.

**Education & Experience**

- High School diploma or equivalent,

**Special Requirements**

- Valid Utah Driver's License.
- Current Utah Emergency Medical Technician.
- Additional federal, state, or local EMS certifications, which may be beneficial or required by the Department.
- 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.

*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.*

# Grand County

## Job Description

<b>Job Title:</b> Full-time Paramedic		
<b>Department:</b> Emergency Medical Services		
<b>Location:</b> 125 East Center Street, Moab Utah 84532		
<b>Reports to:</b> Director of Emergency Medical Services		
<b>Pay Range:</b> Grade <del>40</del> <u>12</u>	<b>Type of Position</b>	<b>Job Status</b>
<b>Revised:</b> 03/2016	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Benefits	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Public Safety

### **Job Summary**

Under the supervision of the Director of Emergency Medical services, this position requires current Utah certification as a Paramedic. Maintaining certification and continuing education are required. The Paramedic responds to accidents, injuries, and illnesses. Paramedics provide first care and transport patients to primary care. This is a Full time position with Grand County Emergency Medical Services, which is eligible for County benefits.

### **Supervision**

Received: Director of Emergency Medical Services

Given: None

### **Essential Duties**

- Responds to emergency medical calls.
- Operates ambulance under emergency conditions and normal conditions to transport accident victims and emergency medical patients to health care facilities, hospitals or other institutions.
- Utilizes radio communications and codes to receive and transmit communications.
- Evaluates patient's condition and/or injuries and accident scenes and/or medical emergencies and administers aid as per protocol.
- Monitors patient's vital signs and provides basic and advanced life support until transported to hospital.
- Performs various basic and advanced lifesaving procedures.
- Performs daily inspection of ambulances, cleaning exterior and interior of vehicle.
- Assures ambulance is properly stocked with necessary supplies.
- Attends additional training and meetings as required.
- Performs other duties as assigned by supervisor.

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

#### **Knowledge of:**

- Training in the Incident Command System.
- Safe ambulance operations (including maintenance, etc.)

EMS Director ~~08/2015~~ 12/2016

- EMS operations, patient care and triage procedures.

**Ability to:**

- Learn department Policies, Procedures, and Protocols.
- Become familiar with and function within the Incident Command System.

**Skills in:**

- Operating emergency vehicles in both emergency and non-emergency modes safely.

**Physical Demands**

- Sitting, standing, stooping and lifting and moving medical oxygen cylinders and other medical or maintenance equipment and other objects up to 30 pounds.
- Work may be performed indoors, but work out of doors in all seasons will be necessary.
- Position may require hiking to and/or from an accident scene, in all weather conditions.
- Driving to and from ambulance shed, accident scenes, and other locations as required.
- Department physical assessment required.

**Working Conditions**

- Some exposure to diesel fuel, gasoline, motor oil, and other automotive fluids.
- Exposure to injured and ill patients required. Considerable danger from infectious disease. Significant danger may be present in the event of a Hazardous Materials Incident or a violent crime.
- Working conditions may range greatly from office duty to high-stress duties on the scene of a mass casualty incident.
- As stated above, work will be performed both indoors and outdoors in all seasons.
- Emergency Medical Services is a dangerous profession, as it involves interaction with contaminated or potentially contaminated materials and body fluids, working on or along roadways, entering both private and public dwellings, driving, responding to violent crime scenes, etc.

**Education & Experience**

- High School diploma or equivalent,

**Special Requirements**

- Valid Utah Driver's License.
- Current Utah Emergency Medical Technician.
- Additional federal, state, or local EMS certifications, which may be beneficial or required by the Department.
- 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.

*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.*

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

Agenda Item: AA

<b>TITLE:</b>	Approving proposed reclassification for Basic Emergency Medical Technician position in the Emergency Medical Services department, effective January 1, 2017
<b>FISCAL IMPACT:</b>	\$5,090/yearly (in 2017 budget)
<b>PRESENTER(S):</b>	Andy Smith, EMS Director

**Prepared By:**

Andy Smith  
 EMS Director  
 and  
 Ruth Dillon  
 Council Administrator  
[rdillon@grandcountyutah.net](mailto:rdillon@grandcountyutah.net)  
 (435) 259-1347

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the proposed reclassification for Basic Emergency Medical Technician position in the Emergency Medical Services department from a Grade 4 to Grade 6, effective January 1, 2017, pending 2017 budget adoption, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

At the end of August, the Grand County Council heard an assessment report from SafeTech Solutions about the current state of the EMS department. One of SafeTechs key observations was that *"Finding and keeping an engaged workforce that is willing to provide all aspects of EMS will be a major challenge going forward."* The assessment continued, *"Grand County EMS is experiencing increasing challenges with finding workers who are willing and able to fill regular shifts. In planning for the future, fielding a reliable and high quality workforce may be the department's greatest challenge."*

One of Safe Tech recommendations was to *"Strengthen Grand County EMS' workforce value proposition to improve recruitment and retention of EMS personnel."* The assessment continued *"Through appropriate planning and budgeting, Grand County EMS should ensure that its recruiting value proposition (pay, benefits, career opportunities and perks) is competitive and compelling enough to attract workers from across Utah and beyond"*

Attached you will find a pay comparison chart for several different entities, including many rural services in Utah. We feel that a slight adjustment in pay will help our service be more competitive. This increase will be covered with some of the savings in on-call pay from adding the additional 3 full-time employees in 2017.

Other positions in the County that are similar:

Senior Citizen Food Service Worker	8
Sand Flats Recreation Technician	7
Road Department Laborer	7
Maintenance Technician	9
Sheriff COMM/Dispatch	8

**ATTACHMENTS:**

1. Pay comparison chart (see earlier agenda item)

## 2. Redlined Job Description

# Grand County

## Job Description

<b>Job Title:</b> Emergency Medical Technician--Basic		
<b>Department:</b> Emergency Medical Services		
<b>Location:</b> 125 East Center Street, Moab Utah 84532		
<b>Reports to:</b> Director of Emergency Medical Services		
<b>Pay Range:</b> Grade <a href="#">4 6</a>  <b>Revised:</b> 12/2008	<b>Type of Position</b>  <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Grant <input type="checkbox"/> Benefits	<b>Job Status</b>  <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Public Safety

### **Job Summary**

Under the supervision of the Director of Emergency Medical services, this position requires current Utah Emergency Medical Technician Basic Certification. Maintaining certification and continuing education are required. EMT-B responds to accidents, injuries, and illnesses. EMT-B provides first care and transports patients to primary care. This is a part time position with Grand County Emergency Medical Services, which is not eligible for County benefits.

### **Supervision**

Received: Director of Emergency Medical Services

Given: None

### **Essential Duties**

- Responds to emergency medical calls.
- Operates ambulance under emergency conditions and normal conditions to transport accident victims and emergency medical patients to health care facilities, hospitals or other institutions.
- Utilizes radio communications and codes to receive and transmit communications.
- Evaluates patient's condition and/or injuries and accident scenes and/or medical emergencies and administers aid as per protocol.
- Monitors patient's vital signs and provides basic life support until transported to hospital.
- Performs various basic lifesaving procedures.
- Performs daily inspection of ambulances, cleaning exterior and interior of vehicle.
- Assures ambulance is properly stocked with necessary supplies.
- Attends additional training and meetings as required.
- Performs other duties as assigned by supervisor.

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

#### **Knowledge of:**

- Training in the Incident Command System.
- Safe ambulance operations (including maintenance, etc.)

- EMS operations, patient care and triage procedures (e.g.: Utah Teaching and Testing Protocols, Utah Administrative Rules).

**Ability to:**

- Learn department Policies, Procedures, and Protocols.
- Become familiar with and function within the Incident Command System.

**Skills in:**

- Operating emergency vehicles in both emergency and non-emergency modes safely.

**Physical Demands**

- Sitting, standing, stooping and lifting and moving medical oxygen cylinders and other medical or maintenance equipment and other objects up to 30 pounds.
- Work may be performed indoors, but work out of doors in all seasons will be necessary.
- Position may require hiking to and/or from an accident scene.
- Driving to and from ambulance shed, accident scenes, and other locations as required.

**Working Conditions**

- Some exposure to diesel fuel, gasoline, motor oil, and other automotive fluids.
- Exposure to injured and ill patients required. Considerable danger from infectious disease. Significant danger may be present in the event of a Hazardous Materials Incident or a violent crime.
- Working conditions may range greatly from office duty to high-stress duties on the scene of a mass casualty incident.
- As stated above, work will be performed both indoors and outdoors in all seasons.
- Emergency Medical Services is a dangerous profession, as it involves interaction with contaminated or potentially contaminated materials and body fluids, working on or along roadways, entering both private and public dwellings, driving, responding to violent crime scenes, etc.

**Education & Experience**

- High School diploma or equivalent,

**Special Requirements**

- Valid Utah Driver's License.
- Current Utah Emergency Medical Technician.
- Additional federal, state, or local EMS certifications, which may be beneficial or required by the Department.
- 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.

*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.*

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

Agenda Item: BB

<b>TITLE:</b>	Approving proposed reclassification for the Operations Supervisor position in the Emergency Medical Services department, effective January 1, 2017
<b>FISCAL IMPACT:</b>	\$1,664/yearly (in 2017 budget)
<b>PRESENTER(S):</b>	Andy Smith, EMS Director and John West, Human Resources Director

**Prepared By:**

Andy Smith  
EMS Director  
and  
Ruth Dillon  
Council Administrator  
[rdillon@grandcountyutah.net](mailto:rdillon@grandcountyutah.net)  
(435) 259-1347

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the proposed reclassification for the Operations Supervisor position in the Emergency Medical Services department, from a Grade 12 to Grade 13, effective January 1, 2017, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

At the end of August, the Grand County Council heard an assessment report from SafeTech Solutions about the current state of the EMS department. One of SafeTechs key observations was that *"Finding and keeping an engaged workforce that is willing to provide all aspects of EMS will be a major challenge going forward."* The assessment continued, *"Grand County EMS is experiencing increasing challenges with finding workers who are willing and able to fill regular shifts. In planning for the future, fielding a reliable and high quality workforce may be the department's greatest challenge."*

Initially when this position was created HR suggested to place it at a grade 14, at that time the Assistant Director position was a grade 13. So we decided to place it at a 12. Now that we have moved the Assistant Director position to a grade 16, I would like to move our Supervisor position to a 13. Over the last year this position has also taken on other duties including grant writing and some scheduling.

This increase will be covered with some of the savings in on-call pay from adding the additional 3 full-time employees in 2017.

Other positions in the County that are similar:

Airport Operations Specialist	13
Building Inspector	16
Library Head of Child and Adult Services	13
Planning and Zoning Coordinator	15
Road Shop Foreman	15

**ATTACHMENTS:**

1. Redlined Job Description

# Grand County

## Job Description

<b>Job Title:</b> Operations Supervisor		
<b>Department:</b> Emergency Medical Services		
<b>Location:</b> 125 East Center Street, Moab Utah 84532		
<b>Reports to:</b> Director of Emergency Medical Services		
<b>Pay Range:</b> Grade <a href="#">42_13</a>	<b>Type of Position</b>	<b>Job Status</b>
<b>Revised:</b> <a href="#">09/2015</a> <a href="#">12/2016</a>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Benefits	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Public Safety

### Job Summary

Under the supervision of the Director of Emergency Medical Services, this is a full-time position with Grand County Emergency Medical Services. Position demands a high level of professionalism and involves multiple duties including, but not limited to, equipment acquisition and maintenance, organizing, inventorying, ordering and purchasing EMS supplies, periodic supervision of Emergency Medical Technicians, interacting with neighboring and cooperative agencies, responding to medical emergencies in a command role and as an Emergency Medical Technician.

### Supervision

Received: Director of Emergency Medical Services

Given: EMS Staff

### Specific Duties

- Oversees the management of department buildings, supplies, equipment, and vehicles. Ensures the safe and proper working condition, cleanliness, and maintenance of ambulances, equipment and department building(s).
- Schedules maintenance and repairs and keeps maintenance records on all equipment and emergency vehicles.
- Inventories, orders, and receives supplies and equipment, as necessary, to adequately operate an Advanced level ambulance service within the State of Utah.
- Negotiates department business with vendors, sales representatives, and other medical suppliers and personnel in a professional manner.
- Maintains personal knowledge of current local, state and federal regulations concerning emergency vehicles, EMS equipment requirements, EMS operations, and other EMS regulations, which govern the operation of the Department; coordinates with the Director to ensure that the department is in compliance with all applicable regulations.
- Maintains department schedule program, helps ensures that shifts are covered.
- [Assist with scheduling and managing special events \(movie shoots, races ect..\)](#)

EMS Operations Supervisor [09/2015](#) [12/2016](#)

- [Assist with Grant writing](#)

### **Supervisor duties**

- In the absence of the Director and Assistant Director of EMS may assume management of the department.
- May assist within the department during periods of high call volume by recruiting Back-Up Crews, organizing employees into effective crew assignments, enacting Mutual Aid Agreements with neighboring ambulance services, and other actions necessary to provide adequate ambulance coverage for the department's service area.
- Operations Supervisor may act as Triage Officer and/or Medical Unit Leader during Mass Casualty Incidents and/or as the department coordinator when multiple EMS resources are committed to various incidents.
- Operations Supervisor may act as a CPR Instructor, EMT Instructor, Training Officer, or Course Coordinator when needed (if the candidate holds such qualifications).
- Operations Supervisor, during normal working hours, responds, as an Emergency Medical Technician, to medical emergencies within Grand County EMS guidelines when needed.
- Other duties to be assigned, such as coordinating with cooperating agencies, interacting with Medical Control, Dispatch, or other emergency response agencies, etc.

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

#### **Knowledge of:**

- Training in the Incident Command System.
- Safe ambulance operations (including maintenance, etc.) and the equipment and supplies needed to operate an Advanced level ambulance service in the State of Utah.
- EMS operations, patient care and triage procedures (e.g.: Utah Teaching and Testing Protocols, Utah Administrative Rules).

#### **Ability to:**

- Learn department Policies, Procedures, and Protocols.
- Become familiar with and function within the Incident Command System.

#### **Skills in:**

- Operating emergency vehicles in both emergency and non-emergency modes safely.

### **Physical Demands**

- Sitting, standing, stooping and lifting and moving medical oxygen cylinders and other medical or maintenance equipment and other objects up to 30 pounds.
- Work performance test specified by the department.
- Work may be performed indoors, but work out of doors in all seasons will be necessary.
- Position may require hiking to and/or from an accident scene.
- Driving to and from ambulance shed, accident scenes, and other locations required.

### **Working Conditions**

- Some exposure to diesel fuel, gasoline, motor oil, and other automotive fluids.
- Exposure to injured and ill patients required. Considerable danger from infectious disease. Significant danger may be present in the event of a Hazardous Materials Incident or a violent crime.
- Working conditions may range greatly from office duty to high-stress duties on the scene of a mass casualty incident.
- As stated above, work will be performed both indoors and outdoors in all seasons.
- Emergency Medical Services is a dangerous profession, as it involves interaction with contaminated or potentially contaminated materials and body fluids, working on or along roadways, entering both private and public dwellings, driving, responding to violent crime scenes, etc.

### **Education & Experience**

- High School diploma or equivalent,
- Three (3) years of active duty as an EMT.
- Two (2) years supervisory experience.
- Experience with the use of emergency radio procedures.

### **Special Requirements**

- Valid Utah Driver's License.
- Current Utah Advanced Emergency Medical Technician Certification required (Paramedic preferred).
- Additional federal, state, or local EMS certifications, which may be beneficial or required by the Department.
- 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.

*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.*

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

Agenda Item: CC

<b>TITLE:</b>	Approving proposed job description amendments to rename the part-time Council Office Assistant position to a part-time Special Event Permit Specialist position and to include essential duties and accountabilities related to processing special event applications
<b>FISCAL IMPACT:</b>	Reclassification from a Grade 7 to a Grade 10 is recommended, but not yet budgeted; at this higher grade, the budget impact would be less than \$2,256 per year (at a Step 1)
<b>PRESENTER(S):</b>	Ruth Dillon, Council Administrator

**Prepared By:**

KaLeigh Welch  
Council Office Assistant  
(435) 259-1342  
[kwelch@grandcountyutah.net](mailto:kwelch@grandcountyutah.net)  
with  
Ruth Dillon  
Council Administrator  
(435) 259-1347  
[rdillon@grandcountyutah.net](mailto:rdillon@grandcountyutah.net)

**FOR OFFICE USE ONLY:**

**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the proposed job description amendments to rename the part-time Council Office Assistant position to a part-time Special Event Permit Specialist position and to include essential duties and accountabilities related to processing special event permits, effective January 1, 2017.

**BACKGROUND:**

Revisions are recommended to reflect the main job duties that have been assigned to this position. Major changes to the Office Assistant job description include the addition of:

- Point of contact for applicants submitting special event applications.
- Point of contact for staff, and coordinating agencies for special event permit applications.
- Reviews applications for completeness and current information; distributes applications to Special Event Coordinating Committee in a manner that highlights relevant department and agency impacts. Troubleshoots requests with affected agencies and departments prior to permit approvals.
- Facilitates and schedules regular meetings with the Special Event Coordinating Committee Members and co-operating agencies, if necessary; provides follow-up communication to applicant, if necessary.
- Proactively handles any arising issues and troubleshoots any emerging problems with applicants and Special Event Coordination Committee.
- Maintains and updates special event log; maintains special event web page that describes the application process, guidelines, and instructions.
- Conducts pre- and post- event evaluations and reports on outcomes.

As evidenced in the job description, the position will also include the various Office Assistant duties for added support in the Council's Office.

With a resignation of this part-time position having been recently announced to occur March 31, 2017, it will be necessary to begin

advertising the job opening in early 2017. This will allow time to attract the best candidate—especially since part-time, unbenefited positions are sometimes difficult to attract. We also hope to offer a 40 hours of training during March.

The amended job description will much more accurately reflect the requirements of the position.

**ATTACHMENT(S):**

1. Redlined Job Description

# Grand County

## Job Description

<b>Job Title:</b> <a href="#">Special Event Permit Specialist</a> <del>Office Assistant</del>		
<b>Department:</b> County Council Office		
<b>Location:</b> 125 East Center Street, Moab Utah		
<b>Reports to:</b> Council Administrator		
<b><u>Pay Range:</u></b>	<b><u>Type of Position:</u></b>	<b><u>Job Status:</u></b>
<b>Grade</b> <a href="#">107</a>	<input type="checkbox"/> Full time	<input type="checkbox"/> Exempt <input type="checkbox"/> Public Safety
<b>Revised</b> 3/2015	<input checked="" type="checkbox"/> Part time	<input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Safety Sensitive
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Grant funded <input type="checkbox"/> On-call
	<input type="checkbox"/> Emergency	<input type="checkbox"/> Enterprise <input type="checkbox"/> Appointed
		<input type="checkbox"/> Elected

### **Job Summary**

Under the direction of the Council Administrator, performs administrative and complex ~~secretarial~~ administrative duties in the County Council Office, [with an emphasis on processing special event permit applications.](#)

### **Supervision**

Received: Council Administrator

Given: None

### **Essential Duties**

- [Point of contact for applicants submitting special event applications.](#)
- [Point of contact for staff, and coordinating agencies for special event permit applications.](#)
- [Reviews applications for completeness and current information; distributes applications to Special Event Coordinating Committee, in a manner that highlights relevant department impacts. Troubleshoots requests with affected departments prior to permit approval.](#)
- [Facilitates and schedules regular meetings with the Special Event Coordinating Committee Members, drafts agendas, provides supporting materials and leads the informational meeting; if necessary, coordinates meetings with special event organizer applicants, co-operating agencies, land managers, and others in processing the applications.](#)
- [Proactively handles any arising issues and troubleshoot any emerging problems with applicants and Special Event Coordination Committee.](#)
- [Maintains and updates special event log; maintains special event page that describes the application process, guidelines, and instructions.](#)
- [Conduct pre- and post- event evaluations and reports on outcomes.](#)
- [Coordinates activities/projects with County Departments and outside agencies. Coordinates County events.](#)
- [Assists the Council Office Coordinator and Council Administrator in the following:](#)
- Greets visitors, answers telephones, provides information requiring knowledge of County and department policies and procedures, handles complaints, and refers concerns to appropriate persons.
- Performs highly confidential ~~secretarial~~ administrative duties and corresponds with businesses, public agencies and citizens regarding County information.
- Develops and maintains filing systems, controls records, indexes, and a variety of databases including [district boards](#), County boards, [commissions, & committees](#).
- Collects, organizes, prepares data for a variety of forms, reports, records, and applications, and obtains signatures as necessary.
- Drafts and prepares letters, reports, statements, memorandums, public notices, ~~press releases~~ and other materials from copy, rough draft, and other sources.
- Receives, screens, distributes, and prioritizes incoming mail [within the Council Administrator's office.](#)
- Schedules and makes arrangements for calendar appointments, conferences, travel reservations, and meetings [for the Council Administrator & County Council Members.](#)

- ~~Schedules Council Chambers and prepares the room for Council meetings.~~
- Maintains inventories and orders supplies and materials [for Council Administrator's Office](#).
- Prepares, posts, and distributes Council agenda items, prepares packets with essential backup data, [supporting documents & agenda summaries](#). ~~Attends meetings when assigned.~~
- Prepares monthly meeting calendars.
- [Assists with updating of pertinent portions of the County's website, namely the Special Events page; Council Administrator/Council page; Boards, Commissions, & Committees page; Districts page; Partnerships page; & Public Notices page, as needed.](#)
- Assists others in completing forms and other tasks as assigned.
- Performs data gathering and research on specific subjects.
- Collaborates and assists [Council Office](#) & other departments to accomplish County objectives [as needed](#).
- Other duties as assigned by the Council Administrator [& Council Office Coordinator](#).

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

#### **Knowledge of:**

- Knowledge of modern office practices and procedures.
- Basic office equipment including postage machine, digital imager, scanner, printers and calculator.

#### **Skills in:**

- Reading, writing, and basic math.
- Computer programs, including Microsoft Office (Outlook, Word, Excel) and Internet use.
- Adobe Acrobat 9 Professional and Microsoft Publisher a plus.
- Document composition.

#### **Ability to:**

- Follow verbal and written instructions.
- Handle numerous tasks concurrently.
- Maintain cooperative relationships with those contacted in the course of work activities.
- Effectively prioritize and manage own work schedule.
- Clearly communicate verbally and in writing, and maintain confidentiality of these communications.
- Able to use correct grammar, spelling, and punctuation.
- Maintain records, files, and reports, and maintain confidentiality of these documents.
- Make independent judgments and effectively direct the work of others.
- Establish effective working relationships with staff and general public.
- Demonstrate initiative in problem solving and ability to prioritize workload without constant supervision.
- Use tact and self control when communicating.

### **Physical Demands**

- Typically sit at a desk or table, occasionally walk, stand or stoop.
- Work for sustained periods of time maintaining concentrated attention to detail.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds.

### **Working Conditions**

- Potentially stressful, busy and fast-paced.
- Extensive public contact.
- Work is performed in an office, conference room, or other environmentally controlled room.
- Requires varied hours due to evening meetings.

### **Education & Experience**

- High school diploma or equivalent.
- Prefer advanced ~~secretarial~~ [administrative](#) training including ~~typing~~, word processing, office procedures, telephone skills, and interpersonal communication; and work experience performing administrative ~~secretarial~~ functions.
- Three (3) years' related office experience.
- Equivalent combinations of education and experience may also be considered when screening applications for minimum qualifications.

### **Special Requirements**

- Must possess a valid Utah driver's license.
- Must successfully pass a criminal 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 training.

- Regularly attends meetings in the evenings.

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I \_\_\_\_\_ have reviewed the above job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **GRAND COUNTY COUNCIL 2017 MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN of the Grand County Council's regularly scheduled 2017 open and public meetings. Meetings will be held monthly on 1st & 3rd Tuesdays, at 4pm for administrative and public interest matters. Council Administrative Workshops, if needed, will be held on 5th Tuesdays at 9am. All meetings will be held in the Council Chambers of the Courthouse at 125 East Center Street, Moab, Utah. Meeting dates, times and location are subject to change.

### **Council Meetings**

(1st & 3rd Tuesdays, 4pm)

January 3 & 17  
February 7 & 21  
March 7 & 21  
April 4 & 18  
May 2 & 16  
June 6 & 20  
July 5 (Wednesday) & 18  
August 1 & 15  
September 5 & 19  
October 3 & 17  
November 7 & 21  
December 5 & 19

### **Council Administrative Workshops**

(5th Tuesdays, 9am, if needed)

January 31  
May 30  
August 29  
October 31

For agendas and more information, visit [www.grandcountyutah.net](http://www.grandcountyutah.net) and the State Public Meeting Notice website at [pmn.utah.gov](http://pmn.utah.gov). Requests, or any questions or comments can be communicated to:

Bryony Chamberlain  
Council Office Coordinator  
[council@grandcountyutah.net](mailto:council@grandcountyutah.net)  
(435) 259-1346

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

Agenda Item: EE

<b>TITLE:</b>	Adopting Proposed Amendment to Ordinance No. 514 (2012) to: Approve Wage Adjustments of Grand County Council Members, Effective January 1, 2017 in Order to Amend Council Compensation for Cost of Living Adjustments.
<b>FISCAL IMPACT:</b>	\$18,197.76/year for the total council salary
<b>PRESENTER(S):</b>	Chris Baird

Prepared By:  
Chris Baird

**FOR OFFICE USE ONLY:**  
**Attorney Review:**  
**CC'D TO ANDREW**  
**FITZGERALD**

**RECOMMENDATION:**

I move to approve the Ordinance amending Ordinance No. 514 (2012) that will adjust salaries for Grand County Council Members to reflect cost of living adjustments from values established previously by ordinance up to 2017. This ordinance to be effective January 1, 2017, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

Since 1992 the Council's salary has not received a cost of living adjustment.

All other elected officials in Grand Co. received a cost of living adjustment if so approved.

The result has been the steady deterioration of the Council's salary value against inflation and other cost of living increases over time.

This motion is intended to honor the value of the previous council decisions but to rectify that value against inflation so that the current council is making the same amount as if they had received approved cost of living adjustments since 1992. **See attached worksheet.**

Considering that the average annual wage in Grand Co. is ~\$29,000/yr (1<sup>st</sup> q 2016), a low and/or deteriorating salary for the council position could preclude many citizens from participating in local government simply due to the position being fiscally inviable for the average working class citizen.

This ordinance would at least rectify the council's salary against inflation and eliminate the deterioration in value since 1992.

Each council member's salary would be \$951.89/month if approved.

**ATTACHMENT(S):**

Proposed COLA

YEAR	MONTHLY AMOUNT	ANNUAL AMOUNT	COLA	MONTHLY INCREASE AMOUNT	TOTAL	ANNUAL TOTAL
1992	\$ 500.00	\$ 6,000.00	0	\$ -		
1993	\$ 500.00	\$ 6,000.00		\$ -		
1994	\$ 500.00	\$ 6,000.00	3%	\$ 15.00	\$ 515.00	\$ 6,180.00
1995	\$ 515.00	\$ 6,180.00	2.00%	\$ 10.30	\$ 525.30	\$ 6,303.60
1996	\$ 525.30	\$ 6,303.60		\$ -	\$ 525.30	\$ 6,303.60
1997	\$ 525.30	\$ 6,303.60	3%	\$ 15.76	\$ 541.06	\$ 6,492.71
1998	\$ 541.06	\$ 6,492.72	3%	\$ 16.23	\$ 557.29	\$ 6,687.50
1999	\$ 557.29	\$ 6,687.48		\$ -	\$ 557.29	\$ 6,687.48
2000	\$ 557.29	\$ 6,687.48	3%	\$ 16.72	\$ 574.01	\$ 6,888.10
2001	\$ 574.01	\$ 6,888.12	3%	\$ 17.22	\$ 591.23	\$ 7,094.76
2002	\$ 1,000.00	\$ 12,000.00	10%	\$ 100.00	\$ 1,100.00	\$ 13,200.00
2003	\$ 700.00	\$ 8,400.00	3%	\$ 21.00	\$ 721.00	\$ 8,652.00
2004	\$ 721.00	\$ 8,652.00	5%	\$ 36.05	\$ 757.05	\$ 9,084.60
2005	\$ 757.05	\$ 9,084.60	3%	\$ 22.71	\$ 779.76	\$ 9,357.14
2006	\$ 779.76	\$ 9,357.12		\$ -	\$ 779.76	\$ 9,357.12
2007	\$ 779.76	\$ 9,357.12	3%	\$ 23.39	\$ 803.15	\$ 9,637.83
2008	\$ 803.15	\$ 9,637.80	4%	\$ 32.13	\$ 835.28	\$ 10,023.31
2009	\$ 835.28	\$ 10,023.36	3%	\$ 25.06	\$ 860.34	\$ 10,324.06
2010	\$ 860.34	\$ 10,324.08		\$ -	\$ 860.34	\$ 10,324.08
2011	\$ 860.34	\$ 10,324.08	2.20%	\$ 18.93	\$ 879.27	\$ 10,551.21
2012	\$ 879.27	\$ 10,551.24	1.50%	\$ 13.19	\$ 892.46	\$ 10,709.51
2013	\$ 892.46	\$ 10,709.52		\$ -	\$ 892.46	\$ 10,709.52
2014	\$ 892.46	\$ 10,709.52	2%	\$ 17.85	\$ 910.31	\$ 10,923.71
2015	\$ 910.31	\$ 10,923.72	1.50%	\$ 13.65	\$ 923.96	\$ 11,087.58
2016	\$ 923.96	\$ 11,087.52	1.50%	\$ 13.86	\$ 937.82	\$ 11,253.83
2017	\$ 937.82	\$ 11,253.84	1.50%	\$ 14.07	\$ 951.89	\$ 11,422.65

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

Agenda Item:

<b>TITLE:</b>	Adopting Proposed Ordinance Approving Wage Adjustments for Grand County Elected Officials, Excluding County Council Members, Effective January 2, 2017, in Order to Be Consistent with 4 <sup>th</sup> and 5 <sup>th</sup> Class Utah Counties
<b>FISCAL IMPACT:</b>	\$3,733.85
<b>PRESENTER(S):</b>	

**Prepared By:**

**FOR OFFICE USE ONLY:**  
**Attorney Review:**

N/A

**RECOMMENDATION:**

I move to approve the recommended Wage Adjustment Ordinance for the Grand County Elected Officials (excluding County Council Members) resulting from the salary survey of 4<sup>th</sup> and 5<sup>th</sup> class counties in the State of Utah by the Utah Association of Counties, to be effective January 2, 2017 and authorize the Chair to sign all associated documents

**BACKGROUND:**

In 2015 the County Council adopted an ordinance setting Elected Official salaries (excluding County Council Members) at the average of 4<sup>th</sup> and 5<sup>th</sup> class Counties in Utah. The attached Salary Survey spreadsheet, using data from the Utah Association of Counties, shows the current average of 4<sup>th</sup> and 5<sup>th</sup> class Counties and compares them to current Grand County salaries. Grand County Elected Official salaries are currently between 0.73% and 1.06% lower than the average. Adjusting wages to the average will have a total impact of \$3,733.85 and keep Grand County in line with the salaries of comparable Counties. Grand County Elected Officials are given cost of living adjustments but are not eligible for milestone or merit (pay for performance) increases.

**ATTACHMENT(S):**

Attachment 1: 2016 Salary Survey spreadsheet  
Attachment 2: Ordinance

**GRAND COUNTY, UTAH  
ORDINANCE \_\_\_\_**

**ORDINANCE ESTABLISHING AND AFFIXING THE SALARIES OF ELECTED AND  
STATUTORY OFFICERS OF GRAND COUNTY  
EXCLUDING GRAND COUNTY COUNCIL MEMBERS**

**WHEREAS**, Utah Code Annotated, Section 17-16-14, provides for the establishment by the Board of County Council of salaries for county officers; and

**WHEREAS**, it is further stated no changes shall be made in existing salaries of county officers until the county legislative body in a county desiring to change existing salaries of county officers shall first hold a public hearing at which all interested persons shall be given an opportunity to be heard; and

**WHEREAS**, it is appropriate that said salaries be set forth in the ordinance form;

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL** that the annual salaries of the elected and statutory officers of Grand County be affixed or established as follows:

<b>Attorney</b>	<b>\$100,894</b>
<b>Sheriff</b>	<b>\$ 74,116</b>
<b>Clerk/Auditor</b>	<b>\$ 65,307</b>
<b>Assessor</b>	<b>\$ 61,795</b>
<b>Treasurer</b>	<b>\$ 61,182</b>
<b>Recorder</b>	<b>\$ 61,668</b>

**PASSED, ADOPTED, AND APPROVED** by the Grand County Council in open session this 20<sup>th</sup> day of December, 2016, by the following vote:

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

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

*Absent:* \_\_\_\_\_

**ATTEST:**

**Grand County Council**

\_\_\_\_\_  
Diana Carroll, County Clerk

\_\_\_\_\_  
Elizabeth Tubbs, Chairperson

UAC Salary Report

Clerk/Auditor      Sheriff      Assessor      Recorder      Treasurer      Attorney

Fourth Class Counties

Sanpete	\$ 57,693.00	\$ 62,886.00	\$ 57,693.00	\$ 57,693.00	\$ 57,693.00	\$ 101,246.00
Wasatch	\$ 70,040.00	\$ 92,700.00	\$ 70,040.00	\$ 70,040.00	\$ 70,040.00	\$ 105,060.00
Sevier	\$ 68,224.00	\$ 76,544.00	\$ 64,293.00	\$ 64,293.00	\$ 64,293.00	\$ 110,510.00
Carbon	\$ 78,747.00	\$ 82,085.00	\$ 70,765.00	\$ 70,765.00	\$ 70,765.00	\$ 105,268.00
San Juan	\$ 62,908.00	\$ 75,082.00	\$ 56,197.00	\$ 56,197.00	\$ 56,197.00	\$ 105,463.00
Duchesne	\$ 68,796.00	\$ 75,894.00	\$ 68,796.00	\$ 68,796.00	\$ 68,796.00	\$ 95,000.00
Millard	\$ 66,611.00	\$ 79,069.00	\$ 66,611.00	\$ 66,611.00	\$ 66,611.00	\$ 104,150.00

Fifth Class Counties

Emery	\$ 62,575.00	\$ 75,817.00	\$ 59,362.00	\$ 59,362.00	\$ 59,362.00	\$ 102,588.00
Juab	\$ 56,355.00	\$ 67,296.00	\$ 51,720.00	\$ 52,075.00	\$ 51,762.00	\$ 97,301.00
Morgan	\$ 59,456.00	\$ 69,993.00	\$ 56,297.00	\$ 55,891.00	\$ 55,298.00	\$ 95,059.00
Beaver	\$ 56,038.00	\$ 70,930.00	\$ 56,038.00	\$ 56,038.00	\$ 56,038.00	\$ 95,271.00
Kane	\$ 64,671.00	\$ 72,341.00	\$ 64,671.00	\$ 58,256.00	\$ 58,195.00	\$ 95,922.00
Garfield	\$ 64,340.00	\$ 69,340.00	\$ 56,840.00	\$ 61,840.00	\$ 56,840.00	\$ 89,840.00

Average 4th & 5th	\$ 64,342.62	\$ 74,613.62	\$ 61,486.38	\$ 61,373.62	\$ 60,914.62	\$ 100,206.00	
Grand 2015	\$ 63,877.00	\$ 74,006.00	\$ 60,882.00	\$ 60,757.00	\$ 60,278.00	\$ 99,403.00	Total
Difference w Grand	\$ 465.62	\$ 607.62	\$ 604.38	\$ 616.62	\$ 636.62	\$ 803.00	\$ 3,733.85
Percent difference	0.73%	0.82%	0.99%	1.01%	1.06%	0.81%	

## Utah Association of Counties 2016 Salary Survey

CLASS	COUNTY	POPULATION	*EXECUTIVE **COUNCIL COMMISSION	*CLERK- AUDITOR CLERK	AUDITOR	SHERIFF	ASSESSOR	RECORDER	TREASURER	ATTORNEY	SURVEYOR
<b>FIRST</b> 700,000+	Salt Lake	1,079,721	**38,800PT/40,816Chair	144,600	144,600	147,100	144,600	144,600	144,600	169,400	144,600
<b>SECOND</b> 125,000-700,000	Utah	551,891	119,444	*108,862	Clerk	111,410	111,410	108,862	108,862	140,504	96,902
	Davis	322,094	120,714 FT	*120,776	Clerk	120,776	120,776	120,776	120,776	169,557	120,776
	Weber	238,519	115,274	*104,520	Clerk	104,250	104,520	Rec/Surv 102,461	104,520	130,707	Recorder
	Washington	147,800	74,947 FT	*86,466	Clerk	93,829	86,466	86,466	86,466	132,600	n/a
<b>THIRD</b> 31,000-125,000	Cache	116,909	*98,157/**12,549 PT	*79,753	Clerk	86,109	81,753	75,753	75,753	111,395	n/a
	Tooele	60,762	73,139	*86,397	Clerk	88,328	86,397	Rec/Surv 86,397	86,397	113,204	Recorder
	Box Elder	50,794	43,868 PT	74,516	74,516	83,812	74,516	Rec/Surv 74,516	74,516	109,273	Recorder
	Iron	46,780	51,854 FT	74,780	74,780	80,839	74,780	74,780	74,780	105,506	Engineer 82,572
	Summit	38,486	**32,737/38,895 Chair	103,243	103,243	115,551	103,243	Rec/Surv 103,243	103,243	140,535	Recorder
	Uintah	35,555	94,660	*94,577	Clerk	98,426	88,088	88,088	88,088	125,507	Contract
<b>FOURTH</b> 12,000-31,000	Sanpete	28,237	24,475	57,693	57,693	62,886	57,693	57,693	57,693	101,246	n/a
	Wasatch	26,437	**15,965PT/17,510 Chair	*70,040	Clerk	92,700	70,040	70,040	70,040	105,060	70,040
	Sevier	20,852	45,802	*68,224	Clerk	76,544	64,293	64,293	64,293	110,510	n/a
	Carbon	20,988	50,256 FT	*78,747	Clerk	82,085	70,765	70,765	70,765	105,268	57,200 PT
	San Juan	14,973	42,808	*62,908	Clerk	75,082	56,197	56,197	56,197	105,463	56,197
	Duchesne	20,308	68,796 FT	*68,796	Clerk	75,894	68,796	68,796	68,796	95,000	n/a
	Millard	12,662	39,966 FT	66,611	66,611	79,069	66,611	66,611	66,611	104,150	n/a
<b>FIFTH</b> 4,500-12,000	Emery	10,749	44,012	*62,575	Clerk	75,817	59,362	59,362	59,362	102,588	n/a
	Juab	10,348	30,202 PT	*56,355	Clerk	67,296	51,720	Rec/Surv 52,075	51,762	97,301	Recorder
	Morgan	10,173	**6,000 PT/8,000 Chair	*59,456	Clerk	69,993	56,297	55,891	55,298	95,059	n/a
	Grand	9,360	**8,823 PT	*63,877	Clerk	74,006	60,882	60,757	60,278	99,403	n/a
	Beaver	6,629	30,651 FT	*56,038	Clerk	70,930	56,038	56,038	56,038	95,271	n/a
	Kane	7,260	40,996 PT	*64,671	Clerk	72,341	64,671	58,256	58,195	95,922	n/a
	Garfield	5,083	41,890	*64,340	Clerk	69,340	56,840	Rec/Surv 61,840	56,840	89,840	Recorder
<b>SIXTH</b> 4,500 or less	Wayne	2,747	18,000 PT	*45,073	Clerk	43,201	43,201	Rec/Treas 45,073	Recorder	48,318 PT	n/a
	Rich	2,288	19,338 PT	*45,936	Clerk	59,862	45,936	45,936	45,936	35,526 PT	n/a
	Piute	1,510	21,228 PT	*43,139	Clerk	43,742	43,139	Rec/Treas 43,139	Recorder	25,872 PT	n/a
	Daggett	1,127	24,000 PT	Clerk/Treas 44,711	Aud/Rec 44,711	52,160	28,527	Auditor	Clerk	Contract	n/a

**AGENDA SUMMARY**  
**GRAND COUNTY COUNCIL MEETING**  
**DECEMBER 20, 2016**  
 Agenda Item: GG

<b>TITLE:</b>	Public Hearing to hear public input on a proposed ordinance to enact the rural health care facilities sales and use tax on eligible sales in Grand County
<b>FISCAL IMPACT:</b>	Proceeds of the sales and use tax (amount to be determined) will benefit Canyonlands Care Center (long-term care center owned by Canyonlands Health Care Special Service District) and Grand County Emergency Medical Services; an annual county resolution will determine the allocations, which will then be distributed quarterly by Grand County
<b>PRESENTER(S):</b>	Ruth Dillon, Council Administrator

**Prepared By:**  
 Bryony Chamberlain  
 Council Office Coordinator  
 (435) 259-1346  
 and  
 Ruth Dillon  
 Council Administrator  
 (435) 259-1347

**FOR OFFICE USE ONLY:**

**Attorney Review:**  
  
 Complete  
 (see attached)

**RECOMMENDATION:**

I move to adopt the proposed ordinance to enact the rural health care facilities sales and use tax of 0.5% on all eligible sales and use in Grand County and authorize the Chair to sign all associated documents.

**BACKGROUND:**

Proposition 3 passed during the November 8, 2016 election as more fully described in the proposed ordinance. An enactment ordinance is a requirement of the State Tax Commission. Furthermore, such ordinance must be submitted to the Tax Commission by December 31, 2016 for an effective start date of April 1, 2017.

**ATTACHMENT(S):**

1. Proposed Ordinance – redlined with legal review (see confidential folder)
2. Proposed Ordinance – clean

**ORDINANCE NUMBER 2016-\_\_\_\_\_**

**A GRAND COUNTY ORDINANCE ENACTING THE SALES AND USE TAX FOR RURAL HEALTH CARE, AUTHORIZED BY 2014 SB 176.**

**WHEREAS** the Utah State Legislature, in 2014, passed Senate Bill 176, which, among other things, clarified that a sales and use tax could be imposed by an applicable rural county to fund ongoing operations of a rural county nursing care facility that is owned by a Special Service District, as well as for rural emergency medical services in the county; and

**WHEREAS**, in accordance with Utah Code Ann. § 59-12-802, the Grand County Council submitted an opinion question to the voters of Grand County at the November 2016 General Election, asking whether the County should be authorized to impose the new sales and use tax; and

**WHEREAS**, the Grand County Council hereby determines that a majority of the county's registered voters who voted on the imposition of the new sales and use tax voted in favor of the imposition of the tax; and

**WHEREAS**, the Grand County Council desires to impose the new sales and use tax;

**NOW THEREFORE**, the Grand County Council hereby approves the imposition of the new sales and use tax and ordains as follows:

**Sales and use tax for rural health care**

Sections:

- Authority.
- Purpose of provisions.
- Imposition; amount.
- Statutes adopted by reference.
- Administration, collection, and distribution by state.
- Use of revenues.
- Collection and review of records.

**Authority.**

The authority for imposing this tax is derived from Section 59-12-802, Utah Code Ann. (1953), the authorization by the majority of the registered voters of Grand County who voted in the General Election held November 8, 2016, favoring the imposition of the tax, and the authorization by the members of the board of county council.

**Purpose of provisions.**

The ordinance is enacted to provide the county and the health care special service district operating within the county with a source of revenue to allow these entities to

help fund operations of a rural county nursing care facility that is owned by a Special Service District and to help fund rural emergency medical services in the county. The board of county council hereby directs that the provisions hereof be interpreted and construed to accomplish this stated purpose consistent with the authorizing statutes incorporated herein.

**Imposition; amount.**

In addition to all other taxes imposed, the county does hereby impose and levy for collection a sales and use tax of one-half of one percent on the transactions described in Utah Code Ann. § 59-12-103(1), subject to the other provisions of the sales and use tax laws of the state. This tax is imposed upon all sales and uses made in the county, including sales and uses made within the corporate limits of the cities and towns of the county, subject to the limitations set forth in Utah Code Ann. § 59-12-802(1)(c).

**Statutes adopted by reference.**

All applicable provisions of state law governing the sales and use tax defined in Utah Code Ann. § 59-12-802 are hereby incorporated by reference and included in this chapter. This specifically includes, but is not limited to, all applicable provisions of Title 59, Chapter 12, Parts 1 and 8, Utah Code Annotated (1953).

**Administration, collection, and distribution by state.**

The taxes imposed under this chapter shall be administered, collected, and distributed by the Utah State Tax Commission in accordance with the provisions of Title 59, Chapter 12, Part 8, Utah Code Annotated (1953), and any other applicable state laws and regulations.

**Use of revenues.**

The funds received from the imposition of this tax shall be used and expended as provided for by state statute, more particularly described in Utah Code Ann. § 59-12-802(3)(b): The money collected from a tax imposed under Subsection (1) by a county of the fifth or sixth class may only be used to fund: (i) ongoing operating expenses of a center, clinic, or facility described in Subsection (1)(b)(ii) within that county; (ii) the acquisition of land for a center, clinic, or facility described in Subsection (1)(b)(ii) within that county; (iii) the design, construction, equipping, or furnishing of a center, clinic, or facility described in Subsection (1)(b)(ii) within that county; or (iv) rural emergency medical services within that county.

**Collection and review of records.**

Any records, tax returns, or other information of any person, corporation, company, or other group or organization subject to the taxes imposed by this chapter, which relate to the calculation, collection, and remittance to the state tax commission of such taxes, shall be subject to review, inspection, and auditing by the county.

1. This ordinance shall become effective fifteen (15) days after publication. However, the tax imposed by this ordinance shall take effect April 1, 2017, in accordance with Utah Code Ann. § 59-12-806.
2. The Grand County Clerk/Auditor is hereby directed to notify the Utah State Tax Commission before December 31, 2016, that Grand County has enacted the new tax and that collection should begin April 1, 2017.

Passed, adopted, and ordered published this 20th day of December, 2016, by the Grand County Council.

GRAND COUNTY COUNCIL

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

ATTEST:

\_\_\_\_\_  
Diana Carroll  
Grand County Clerk/Auditor

**SUMMARY OF GRAND COUNTY ORDINANCE NO. \_\_\_\_\_**

**SUMMARY OF AN ORDINANCE OF GRAND COUNTY ENACTING THE SALES AND USE TAX FOR RURAL HEALTHCARE THAT WAS AUTHORIZED BY 2014 SB 176**

On December 20, 2016, the Grand County Council of Grand County, Utah adopted Ordinance No. \_\_\_\_\_, which enacted the sales and use tax for operations of a rural county nursing care facility that is owned by a Special Service District and for rural emergency medical services in the county that the Utah Legislature authorized in SB 176 in 2014, and which contains the council's approval thereto. At the General Election held November 8, 2016, the majority of Grand County's registered voters who voted on the imposition of the new sales and use tax voted in favor of the imposition of the tax. The new tax, which is codified in state law in Section 59-12-802 of the Utah Code Annotated, will have a rate of one-half of one percent (0.50%) and will take effect on April 1, 2017.

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

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

Absent: \_\_\_\_\_

The complete text of the ordinance is available at the Grand County Clerk/Auditor's Office at 125 East Center Street, Moab, Utah.

DRAFT