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Council Meeting

August 17, 2016

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NOTICE OF PUBLIC MEETING

TO THE PUBLIC AND RESIDENTS OF VERNAL CITY: Notice is hereby given that the **VERNAL CITY COUNCIL** will hold a regular meeting on **Wednesday, August 17, 2016 at 7:00 p.m.** in the Vernal City Council Chambers at 374 East Main St, Vernal, Utah.

A G E N D A

7:00 p.m.

OPENING CEREMONY

1. Invocation or Uplifting Thought
2. Pledge of Allegiance

STANDING BUSINESS

1. Approval of the Minutes of August 3, 2016 Regular Meeting

PUBLIC BUSINESS

1. Basin Transit Association (BTA) in Vernal - Josephine Leavitt & Jess Nichols
2. Tri-County Health Annual Report - Jordan Mathis

POLICY & LEGISLATION

1. Matching Funds for Trail Systems - Mayor Norton
2. Temporary Signs Follow-Up Discussion - Ken Bassett
3. Job Description for City Manager Position - Mayor Norton
4. Prohibition of aerial fireworks - Ken Bassett

ADMINISTRATIVE REPORTS

- | | |
|-----------------------------|-------------------------|
| 1. Old Towne Alliance | 3. Parks and Recreation |
| 2. Economic Development SSD | 4. Health SSD |

ADJOURN

NOTE: In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Ken Bassett, 374 East Main, Vernal, Utah 84078 or phone (435) 789-2255 at least three days before the meeting.

MEMORANDUM

TO: Mayor & City Council

FROM: Ken Bassett, City Manager

RE: *Agenda Items of August 17, 2016 Council Meeting.*

PUBLIC BUSINESS

1. **Basin Transit Association (BTA) in Vernal - Josephine Leavitt & Jess Nichols:** Both of these individuals have called the City office indicating their concern that the BTA bus system is going to be significantly reduced or even eliminated in Vernal. They would simply like to express their feelings about this to the City Council. Because of the reduction of mineral lease funding, the Transportation District is in a position where they will have a difficult time continuing the funding, although there has been discussion regarding whether or not the present agreement between them and the Association of Government is for an additional period of time, which I would suppose would commit the Transportation District to that time frame if that is the case. Also, I know that Mayor Norton has indicated her hope that all entities involved could join together in a meeting to discuss the funding issues to determine what the future of BTA in Vernal would be.
2. **Tri-County Health Annual Report - Jordan Mathis:** Mr. Mathis is the Executive Director of Tri-County Health Department. He has asked to come before the Council to submit an annual report, which is required by state law.

POLICY & LEGISLATION

1. **Matching Funds for Trail Systems - Mayor Norton:** Mayor Norton sits on the Uintah County Trails Committee, which has been involved with determining the future of a trails system in the Uintah County and Vernal City area. As you all might remember, the Transportation District did receive a grant through UDOT for the master planning aspect of this system. It is hoped that any cost associated with the actual construction of trails or maintenance of trails could be handled through other grants. The City was successful in receiving an Active and Healthy Community grant from the League of Cities and Towns. This will provide approximately \$200,000 plus for programs that encourage active and healthy lifestyles. It is hoped that possibly a portion of this money could be used for the trails system as well as any other funding that would be available.
2. **Temporary Signs Follow-Up Discussion - Ken Bassett:** From our last Council meeting, we had discussions regarding temporary signs, banners, pole signs, etc. I have provided for you in your binders additional information regarding these issues and look forward to discussing what presently is included in our Municipal Code and possibly even discussing why some of these issues have been included.

3. **Job Description for City Manager Position - Mayor Norton:** Mayor Norton would like to discuss with the Council the job description for the City Manager position in preparation for the recruitment for this position. I believe Roxanne has provided for you to or three other descriptions of City Manager positions in the State of Utah that might be helpful for you in tweaking the description that we already have in place.

4. **Prohibition of aerial fireworks - Ken Bassett:** Since the legislature allowed aerial fireworks to be discharged within the City limits or within County areas with very little oversight by the local government, it seems as though there have been more concerns, more issues, and more accidents regarding the use of these aerial fireworks and for the most part, the lack of care in how they are being discharged. I know that approximately three years ago, we attempted through the Utah League of Cities and Towns, to have legislation considered by the legislature that would allow local governments the final say as to whether or not these aerial fireworks could be discharged within the boundaries of the local governments. It seems because of different reasons that that effort did not succeed. Presently, the only reason aerial fireworks would not be allowed is if the Fire Marshall indicated that there were fire hazards such as wooded or brush areas and grassy areas where fires could easily start if these aerial fireworks were discharged. A concern that the City had three years ago is not necessarily just grassy and wooded areas or brush areas, we have seen in subdivisions where these aerial fireworks were landing on tops of roofs and are being discharged in such a way that there is bodily injury, etc. I asked the Mayor if she would like to pursue this issue again through the League of Cities and Towns, and she indicated that she would. We thought it would be appropriate for the Council to weigh in on this issue before we submitted any request to the League of Cities and Towns.

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD
AUGUST 3, 2016 at 7:00 p.m. in the Vernal City Council room, 374 East Main,
Vernal, Utah 84078.

PRESENT: Councilmembers, Dave Everett, Samantha Scott, Bert Clark, Ted Munford and Travis Allan and Mayor Sonja Norton.

WELCOME: Mayor Sonja Norton welcomed everyone to the meeting.

INVOCATION OR UPLIFTING THOUGHT: An invocation was given by Councilmember Bert Clark.

PLEDGE OF ALLEGIANCE: The pledge of Allegiance was led by Councilmember Samantha Scott.

APPROVAL OF MINUTES OF JULY 6, 2016 REGULAR MEETING:
Councilmember Samantha Scott moved to approve the minutes of July 6, 2016. Councilmember Bert Clark seconded the motion. The motion passed with Councilmembers Munford, Allan, Everett, Scott, and Clark voting in favor for a unanimous vote.

INTRODUCTION OF OBERN MAYES, CITY TREASURER: Mike Davis, Finance Director, introduced Mr. Obern Mayes to the Council and Mayor. He explained that an employee moved away, opening a position in his department. After moving people around, the treasurer position was filled by hiring Obern. Obern Mayes stated it is nice to be a part of the City. The Mayor and Council welcomed Mr. Mayes to employment with Vernal City.

INTRODUCTION OF RYAN CANNON, POLICE OFFICER: Chief Dylan Rooks explained that Mr. Ryan Cannon was recently hired from Naples City to fill a vacant police officer position. He noted that the department has been able to hire some really good officers the last few years, and in this case, they knew Mr. Cannon's work ethic before hiring him. Chief Rooks noted that this last year has been rough for the law enforcement profession, however, this community has been very supportive making this a great place to be. The Mayor and Council welcomed Mr. Cannon aboard.

SURPLUS PROPERTY: Ken Bassett reminded the Council that in August of last year the Council declared the property at the old City office as surplus in order to transfer some of those items to Terra Academy. Mr. Bassett referred the Council to a list of items that are still at the old office that need to be sold. He asked the Council to consider allowing the staff to sell the items on the website. Councilmember Ted Munford moved to declare the items presented as surplus and sell them through a bidding process on the internet. Councilmember Dave Everett seconded the motion. The motion passed with Councilmembers Munford, Everett, Allan, Clark and Scott voting in favor for a unanimous vote.

REQUEST FOR APPROVAL OF AGREEMENT WITH CRS FOR PAINT STRIPING PROJECT: Ken Bassett explained that the City received a proposal from CRS Engineers to prepare the specifications and bidding documents for the road striping project. The City stripes the roads twice a year, and this contract will be for three applications. Councilmember Bert

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD AUGUST 3, 2016

48 Clark asked if water based paint will be used. Ken Bassett answered yes, that the State of Utah
49 does not allow oil-based paint. He noted that the engineers will not inspect the work so the \$4200
50 cost to this contract for inspection will be eliminated. Councilmember Clark asked when this
51 project will commence. Ken Bassett stated they stripe the roads in the fall and spring and again
52 in the fall of 2017. There was some discussion regarding the roads by the car wash.
53 Councilmember Bert Clark moved to approve the proposal of CRS Engineering for the road
54 striping project not to exceed \$5600. Councilmember Dave Everett seconded the motion. The
55 motion passed with the following roll call vote:

- 56 *Councilmember Munford*..... aye;
- 57 *Councilmember Allan* aye;
- 58 *Councilmember Everett*..... aye;
- 59 *Councilmember Scott*..... aye;
- 60 *Councilmember Clark*..... aye.

61
62 **METER PROJECT INSTALLATION PROPOSAL BY MOUNTAINLAND SUPPLY:** Ken
63 Bassett reminded the Council that they approved the proposal of Mountainland Supply to furnish
64 the equipment for the radio-read water meter system. When the specifications were written,
65 they did not include the installation as the intent was to install the equipment in-house. As that
66 option was discussed, the concern was that if a problem crops up, whose responsibility is it to
67 make the necessary repairs - is it bad installation or faulty equipment. Mr. Bassett gave an
68 example from years ago where this happened, and it was found that the materials that the City
69 purchased were faulty. The cost for this project, including the installation of 3300 meter read
70 systems, would exceed the funding from the Community Impact Board by \$3000 which can
71 come from the water utility fund. After further discussion, Councilmember Dave Everett
72 moved to approve having Mountainland Supply do the installation of the radio-read equipment.
73 Councilmember Travis Allan seconded the motion. The motion passed with the following roll
74 call vote:

- 75 *Councilmember Munford*..... aye;
- 76 *Councilmember Allan* aye;
- 77 *Councilmember Everett*..... aye;
- 78 *Councilmember Scott*..... aye;
- 79 *Councilmember Clark*..... aye.

80
81 **ACCEPTANCE OF ROCKVILLE ESTATES WATERLINE:** Ken Bassett reminded the
82 Council that Rockville Estates west of 500 West along Escalante Drive, requested the City
83 consider accepting the infrastructure. The street, curb, gutter, sidewalk and utilities are all private
84 belonging to the homeowners of Rockville. The City indicated to them the infrastructure had to
85 be inspected first to determine what would be needed to bring them up to City standards. Most
86 of the repairs were associated with the streets, curb and gutter, and the HOA has been working
87 on improvements so the City will accept them. The water line has two master meters before
88 entering the service lines to each home. The Water Superintendent has indicated that the City
89 could accept the water line up to the meters. The roadway needed to be sealed, and that work has
90 been done. The request to accept the street will be presented at the next meeting. The sewer
91 line needs to be videoed to see if it is up to standard. The only outstanding issue is the storm
92 drain system which has several issues that need to be addressed before the City can consider

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD AUGUST 3, 2016

93 acceptance. Councilmember Bert Clark stated he had the opportunity to walk along this
94 subdivision to see the improvements, and there are still pot holes in the street along with road
95 cuts that need attention. Also, the weeds are growing behind these homes causing a fire hazard.
96 He asked that code enforcement look into it. Ken Bassett stated he would have staff look into it.
97 Councilmember Bert Clark moved to approve the acceptance of the water line in Rockville
98 Estates. Councilmember Samantha Scott seconded the motion. The motion passed with
99 Councilmembers Clark, Scott, Everett, Allan and Munford voting in favor for a unanimous vote.

100
101 **PUBLIC HEARING: REQUEST FOR APPROVAL TO CONSIDER AMENDING THE**
102 **VERNAL CITY MUNICIPAL PLANNING AND ZONING CODE – CHAPTERS 16.24 -**
103 **SUPPLEMENTARY REGULATIONS, FLAG LOTS PERMITTED, AND 16.28 SIGN**
104 **REGULATIONS – ORDINANCE NO. 2016-09:**

105 Ken Bassett explained that from time to time changes are needed to the code. The first section of Ordinance No. 2016-09 deals with flag
106 lots. Mr. Bassett drew a flag lot, showing the pole part of the drive and then the property where
107 a structure would be built. Normally, the setback requirements for a structure in a residential
108 zone are based on the roadway. With this ordinance, the setbacks for a flag lot would be
109 determined based on the orientation of the structure on the property. One reason why you
110 would do that is the neighboring property could be developed, and you do not want the structures
111 next to the property line. Also, more than one property may want to use the drive entrance which
112 would have to be a recorded access. The driveway does have to be paved up to the fire hydrant.
113 The side setbacks have to be no less than 8 feet and the front and back setbacks are 30 feet.
114 Councilmember Clark asked about putting in a shed. Ken Bassett stated a shed only has to be
115 one foot off the property line as long as it is not attached to the main structure. Councilmember
116 Munford asked what happens if the lot is not square or rectangular how would the location of the
117 structure be determined. Ken Bassett stated the setbacks would still be addressed based on the
118 orientation of the home. Councilmember Munford asked if the thirty feet has to be the entire
119 width of the property or does it only have to be one point. Ken Bassett stated the staff would
120 have to look at the development plan and determine the setbacks and what should be required.
121 Councilmember Travis Allan asked if the thirty foot set back is the maximum footage or the
122 minimum. Ken Bassett answered minimum. Mayor Norton stated she was not aware that the
123 flag portion of her lot needed to be a hard surface.

124
125 Ken Bassett explained that the second section of the ordinance clarifies that fast food
126 establishments such as McDonalds must post the maximum height of vehicles if their sign
127 structures have an overhang. Councilmember Clark asked if this is for permanent structures or
128 temporary signs. Ken Bassett stated normally these type of signs are permanent. The next section
129 allows an exterior flat or wall sign to cover up to 25% of the wall of the business. The space
130 includes any façade that is mounted on the top of the building so these signs do not end up
131 looking like billboards. Councilmember Munford asked what happens with temporary sale
132 signs such as banners. Ken Bassett stated businesses do use banners from time-to-time and also
133 paint murals. The murals are not considered advertising so this ordinance does not apply.
134 Mayor Norton stated the temporary sign ordinance may address banners. There was some
135 discussion regarding signs that are mounted on a moveable structure such as a trailer or van.
136 Councilmember Travis Allan asked if a sign is in the window does that count as part of the wall
137 space. Ken Bassett stated if it is in the interior of the business the City does not regulate that.

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD AUGUST 3, 2016

138 Also, the sign can only protrude five feet above the roof of a building. The definition for a pole
139 sign was also updated. Councilmember Travis Allan asked where the footage of 150 feet from
140 the business came from. He noted that Uintah County allows pole signs 450 feet away on
141 Highway 40. Ken Bassett stated that may be UDOT standards, however, he would look into it.
142 Mayor Norton opened the public hearing for comments. There being no public comments, the
143 hearing was closed. Councilmember Ted Munford moved to approve Ordinance No. 2016-09
144 with the condition the staff revisit temporary signs and pole signs. Councilmember Travis
145 Allan seconded the motion. The motion passed with the following roll call vote:

- 146 *Councilmember Munford*..... aye;
- 147 *Councilmember Allan* aye;
- 148 *Councilmember Everett*..... aye;
- 149 *Councilmember Scott*..... aye;
- 150 *Councilmember Clark*..... aye.

151
152 **REQUEST FOR APPROVAL OF AGREEMENT WITH MICHAEL DRECHSEL AS**
153 **LAND USE APPEAL OFFICER:** Ken Bassett reminded the Council that Michael Drechsel has
154 agreed to be the land use appeals officer for the City and a draft agreement has been prepared for
155 approval. Councilmember Ted Munford asked if the agreement included Mr. Drechsel as the
156 general appeals officer. Ken Bassett stated that has been included in the agreement. The cost is
157 \$120 per hour if an appeal is heard. Councilmember Ted Munford moved to approve the
158 agreement with Michael Drechsel as the land use appeal officer. Councilmember Samantha
159 Scott seconded the motion. The motion passed with Councilmembers Munford, Scott, Everett,
160 Clark and Allan voting in favor for a unanimous vote.

161
162 **REQUEST FOR APPROVAL TO AMEND THE VERNAL CITY CODE -**
163 **SECTION 6.16.010 DESIGNATED - NUMBER OF DOGS AND CATS AT RESIDENCE**
164 **OR LOCATION - ORDINANCE NO. 2016-11:** Ken Bassett explained that the current code
165 designates any owner or person having charge, care, custody or control of any combination of
166 more than four cats or dogs at a single residence or location is considered a nuisance. However,
167 the residence may be in a commercial zone instead of a residential zone. Ordinance No.
168 2016-11 clarifies the wording, changing location to a parcel regardless of the zone.
169 Councilmember Munford asked if this amount changes based on the size of the lot. Ken
170 Bassett stated it does not as an R-3 zone allows apartments and each resident in that apartment
171 could potentially have four animals. After further discussion, Councilmember Dave Everett
172 moved to approve Ordinance No. 2016-11. Councilmember Samantha Scott seconded the
173 motion. The motion passed with the following roll call vote:

- 174 *Councilmember Munford*..... nay;
- 175 *Councilmember Allan* aye;
- 176 *Councilmember Everett*..... aye;
- 177 *Councilmember Scott*..... aye;
- 178 *Councilmember Clark*..... aye.

179
180 **Administrative reports:**

181
182 Flowers on Main Street:

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD AUGUST 3, 2016

183 Councilmember Dave Everett noted that he receives comments every day on the flowers on Main
184 Street and how they brighten the stay for visitors. Ken Bassett stated it is a challenge with the
185 heat and the wind to keep the flowers looking nice.
186

187

188 Directions:

189 Councilmember Travis Allan stated that the apple app, Siri, directs visitors to Brush Creek to the
190 Dinosaur Quarry off Highway 191 rather than directing them through Vernal City. He asked
191 how that can be changed. Mayor Norton suggested better signage and discuss the issue with
192 Travel and Tourism.
193

194

194 Youth Council:

195 Councilmember Samantha Scott indicated that a new advisor is needed for the Youth Council for
196 this upcoming school year. She asked the Council to give her names of anyone that may be
197 interested.
198

199

199 Fencing:

200 Councilmember Clark noted that the fence has been removed from around the open space next to
201 the Junior High School leaving pot holes next to the sidewalk. Ken Bassett stated he would
202 contact the School District.
203

204

204 Fitness Center:

205 Councilmember Bert Clark noted that there is a fitness center on 1000 East and the patrons are
206 running out into the roadway creating a hazard for drivers.
207

208

208 Utah League of Cities and Towns Conference.

209 Mayor Norton reminded the Council about the upcoming conference scheduled for September
210 13th through the 17th. Councilmembers Everett and Munford indicated they would not be able
211 to attend.
212

213

213 **ADJOURN:** There being no further business, Councilmember Bert Clark moved to adjourn.
214 Councilmember Ted Munford seconded the motion. The motion passed with a unanimous vote
215 and the meeting was declared adjourned.
216

217

218

219

220

221

222

223

224

225

Roxanne Behunin, Deputy Recorder

Mayor Sonja Norton

(S E A L)



Uintah County
133 South 500 East
Vernal, UT 84078
(435) 247-1177

Duchesne County
409 South 200 East
Roosevelt, UT 84066
(435) 722-6300

Jordan D. Mathis, M.O.L
Director/Health Officer
TRICOUNTYHEALTH.COM

August 1, 2016

Dear Mayor,

In accordance with Utah Code 26A-109-(6) a local board of health "shall annually report the operations of the local health department and the board to the local governing bodies of the municipalities and counties served by the local health department." As your local Health Officer, it is my pleasure to present you with the **2015 TriCounty Health Department Annual Report**. Personally, I am proud of the department's accomplishments over the past year and look forward to increasing the quality and level of service that we as a department offer your community in the future.

While this letter and the included report shall serve to satisfy the statutory requirement to report our operations to you as local governing body, I would like you to know that I would welcome an invitation to personally address you and your council. Fostering relationships and understanding between governing bodies is critical to good government and, often times, is best accomplished through in person interactions and meetings. If you would like me to come and report on this annual report or any other public health related issue, please contact me via email jmathis@tricountyhealth.com or call me at 435-247-1172.

Additional electronic copies of the 2015 TriCounty Health Department's Annual Report is available at www.tricountyhealth.com.

Thank you for your continued effort and support in creating healthy communities.

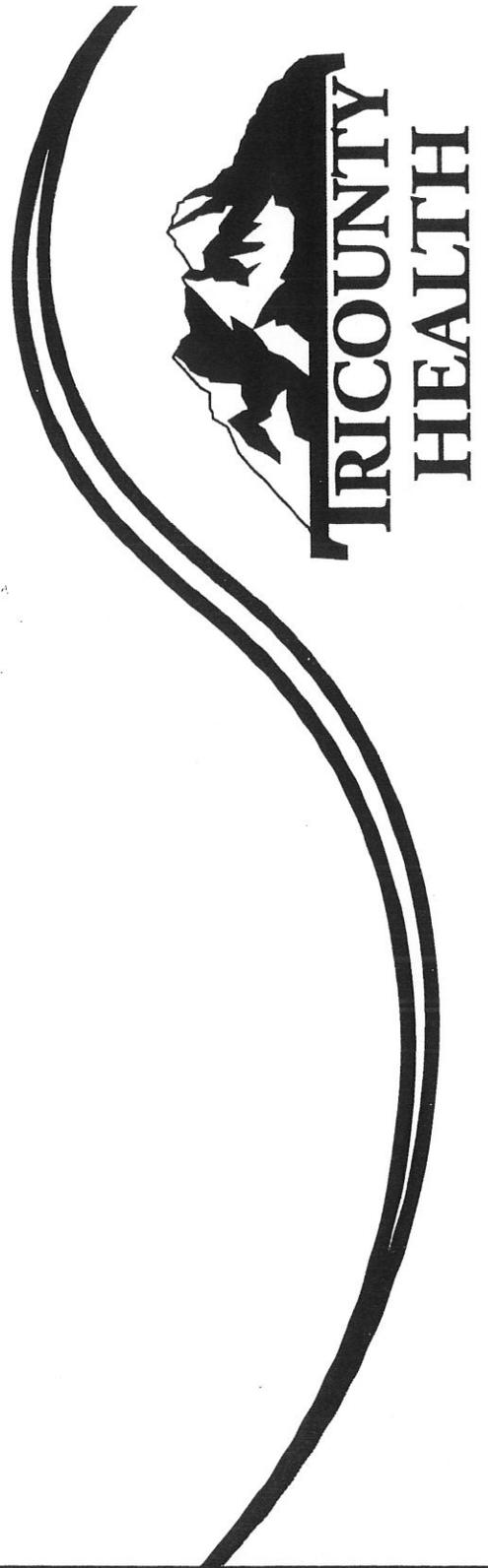
Sincerely,

Jordan D. Mathis
Director / Health Officer

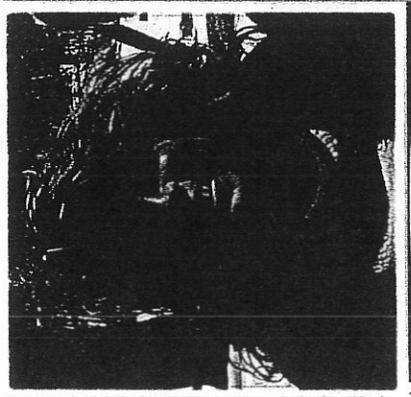
2015

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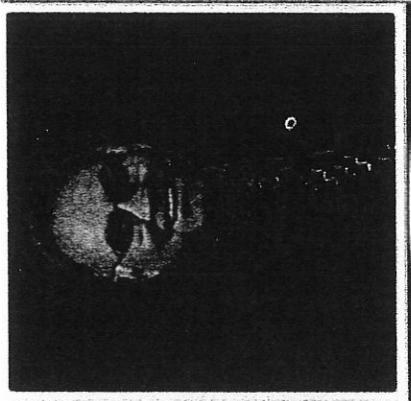
ANNUAL REPORT



Board of Health



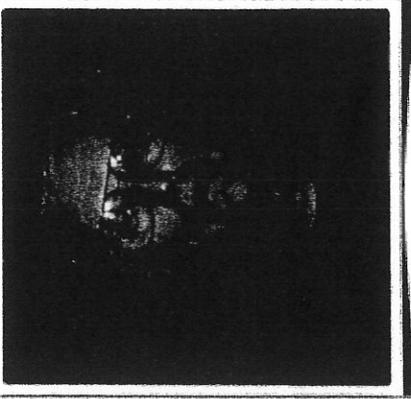
Commissioner
Karen Perry
Daggett County



Commissioner
Mark Raymond
Uintah County



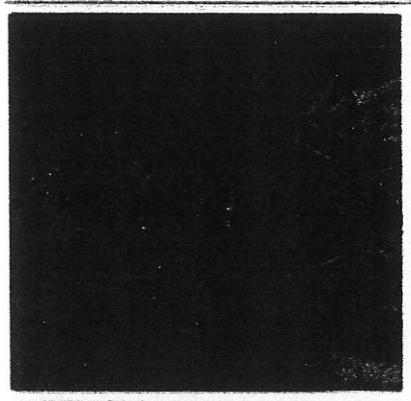
Commissioner
Ron Winterton
Duchesne County



Pat Asbill
Daggett County



Tod Tesar
Uintah County



Richard Jolley, DDS
Uintah County



Ilene Jensen
Duchesne County



Keith Goodspeed
Duchesne County

Your Department

Dear Community Members,

Former Surgeon General C. Everett Koop stated, "Health matters to all of us some of the time, public health matters to all of us all of the time." What Mr. Koop was trying to tell us is that public health is a critical component of modern society. In fact, it isn't hard to make the argument that public health is one of the critical factors that distinguishes our modern civilization from less advanced societies found in third-world countries. I personally consider it an honor to be a part of this critical societal framework and thank you for the privilege to serve as the director of **your health department**.

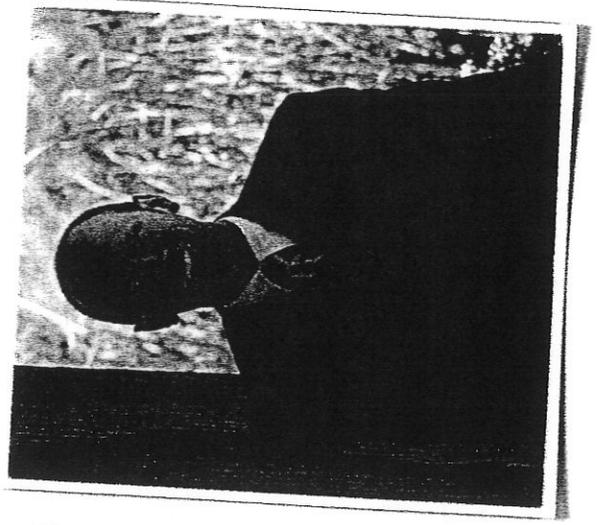
Since being appointed as the director of the TriCounty Health Department in September of 2014, my team and I have been focused on increasing your access to **your health department** services, and exploring how to improve the overall quality of these services. Your response to these efforts has been exciting to say the least. For example, we have seen a significant increase in the number of immunizations delivered in 2015 as compared to previous years. This increase is a direct result of doing away with rigid clinic hours and moving to a walk-in model of service, aimed at providing the public with the services you need when you need them. This is just one example of our efforts to live up to the expectations you have of **your health department**.

I am honored to present the 2015 Annual Report of TriCounty Health Department. This report is reflective of our efforts to better serve you, the public, and we look forward to continuing to serve you in the future. My team and I take seriously the trust you have put in us as **your health department**. After all, you have entrusted us with your most valuable asset; your health.

Thank you sincerely,

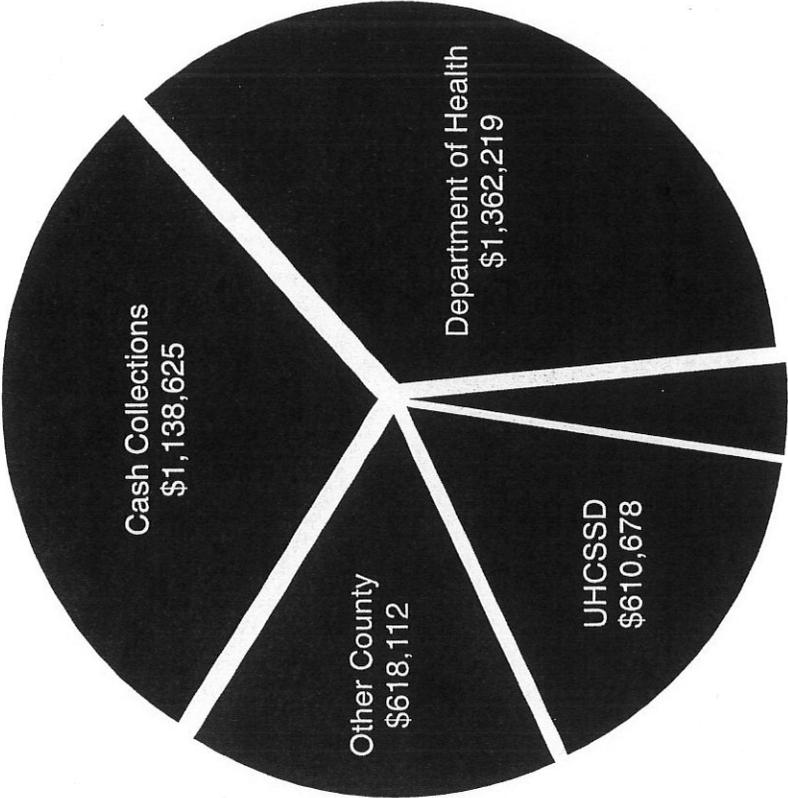


Jordan D. Mathis
Health Officer

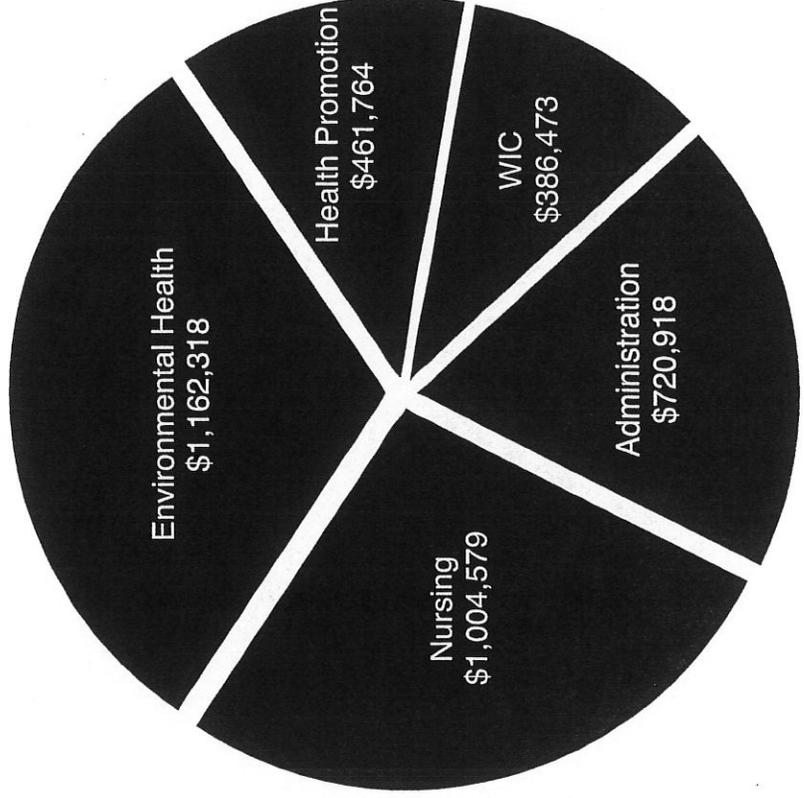


2015 Budget

Revenue



Expense



2015 Numbers

406

Food Service
Establishments/
Temporary Events

95

Youth Tobacco
Cessation

5,577

Immunizations
Administered

420

Disease Investigations
Conducted

117

Complaint
Investigations

35

Public Pool
Inspections

131

Active Medical Reserve
Corp Volunteers

91

Car Seats
Checked

314

Onsite Wastewater
Permits Issued

3,144

Medicaid Outreach
Performed

50

Cancer
Screenings

45

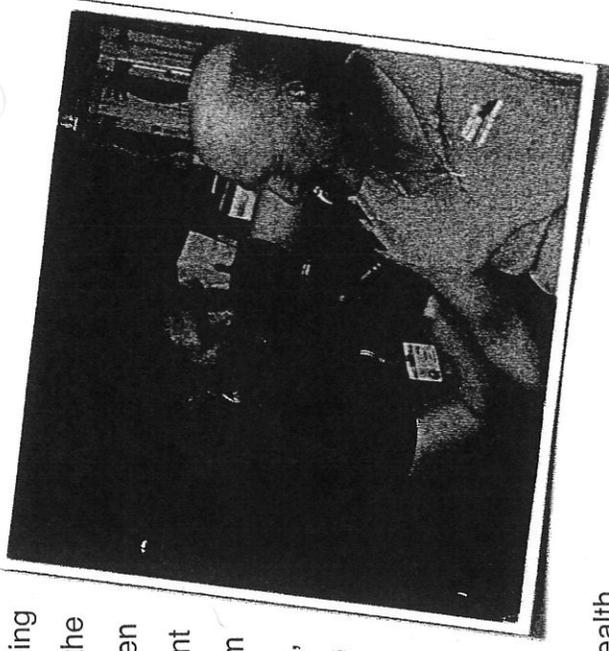
STD Tests

The Immunization program provides adult and childhood vaccines ranging from those required for school entry to the seasonal flu vaccine. Over the past year, nursing staff have made great strides to help protect children and adults from vaccine preventable illnesses. In 2015, the department administered 5,577 vaccines, **an increase of over 2,000 vaccines** from the previous year. The increase in the amount of vaccines provided was, in part, due to some new services being offered such as: mobile vaccine clinic events at schools, Head Starts, daycare centers and even flu clinics at a multitude of private companies for their employees.

As a Vaccines for Children (VFC) provider, we offer vaccines to kids from birth to 18 years-of-age. Through this federally funded program, with oversight by the state, we provide vaccines to children who lack health insurance or who cannot otherwise afford the cost of vaccinations, either at no-cost or for a minimal fee of no more than \$14.00 per vaccine. We also accept a wide range of insurance coverages including Medicaid. Recently, we began providing select services for Medicare clients as well.

Nurses have also worked hard to educate parents and caregivers about vaccines and their benefits and address any concerns or misconceptions related to vaccines not only when they come in for vaccines, but also when they are seeking exemptions of vaccines. In 2015, parents and caregivers sought approximately **15% less exemptions** from the previous year, decreasing the number to 168.

Furthermore, we have been working toward becoming a fully functioning International Travel Clinic, and have taken the appropriate steps to become a Yellow Fever vaccine provider. Nurses currently provide specific and individualized pre-travel education and immunizations for those planning to travel internationally. We offer food and water safety tips, personal protection advice, and assistance with prioritizing necessary vaccines for individualized travel plans.



WIC

Women, Infant, and Children

The WIC program provides low-income women, infants, and children under 5 with nutrition education, breastfeeding support, supplemental food, and access to health care, via a federal grant. While the State WIC Program has been reporting a decline in program participation throughout much of the state, TriCounty's WIC program has seen an **increase of 352 clients** over the past year, for a total of 1,264 clients and roughly \$588,000 in food benefits provided. Our WIC staff work hard to provide education, promotion and support of breastfeeding to mothers and their infants. Research confirms that infants who are breastfed are healthier throughout life. Women who breastfeed are also at lower risk of diabetes and certain cancers. As part of the assistance offered in support of breastfeeding mothers, our WIC program has a peer counselor to assist moms with frequently asked questions and common concerns, as well as offering support for continued breastfeeding. With an increase of 48 women from the previous year, 2015 saw **391 breastfeeding mothers**, which equates to nearly 80% of the women in the health district that are breastfeeding at birth.

1,264 CLIENTS =

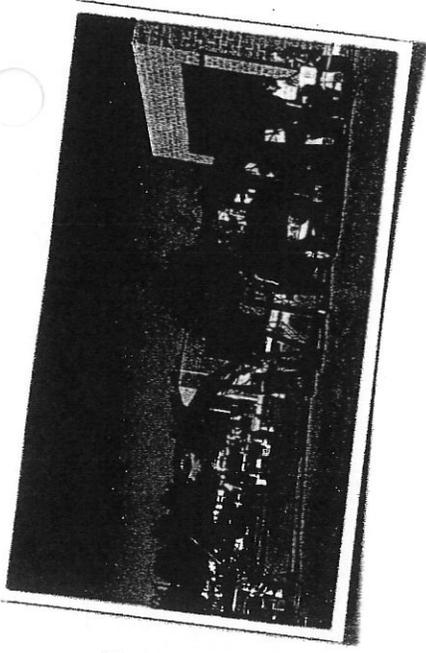
\$588,000.00 FOOD BENEFITS PROVIDED

The **Baby Your Baby (BYB)** program is designed to assist low-income mothers-to-be with medical coverage for prenatal care, which helps ensure a healthier mother and baby. Prenatal care is vital in assisting the health care provider in prevention and identification of pregnancy related health problems, some of which can be life threatening to mother and infant. BYB is a bridge program which serves mothers who are eligible for Medicaid, ensuring that care is provided early and on the recommended schedule while the mother is applying for Medicaid. This program does not cover the cost of labor and delivery due to its temporary nature. Eligibility is determined by household size, income and residency status. Once eligibility is determined, medical/health coverage starts immediately. In 2015, a total of **146 women were serviced** by this program.



2015 Accomplishments –

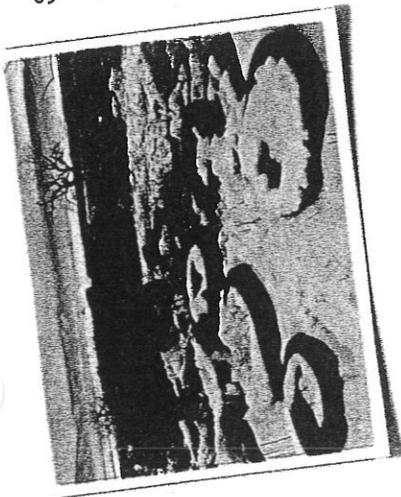
- ▶ TriCounty successfully designed and conducted a drive-through **Point of Dispensing Full Scale Exercise** utilizing the annual Influenza vaccination. The exercise included 14 staff members and served approximately **150 community members**. The Full Scale Exercise included a Hot Wash and an After Action Report (AAR) covering the strengths and weaknesses of the exercise.
- ▶ 4 Community Family Preparedness Presentations were conducted in 2015.
- ▶ Over **1,000 Family Preparedness Guides** and over **1,500 Disaster Preparedness Activity Books for Children** were distributed in 2015 throughout the community.
- ▶ 72-hour Shelter in Place Preparedness Kits were purchased and distributed to all TCHD staff.
- ▶ The Emergency Preparedness and Response Department has conducted 14 Road Map to Preparedness trainings, and all TCHD staff completed this required training in 2015.
- ▶ A Strategic National Stockpile (SNS) and Blood Borne Pathogen presentation was conducted with each of the county's Local Emergency Planning Committees.
- ▶ 4 quarterly Utah Notification and Information System (UNIS) functional exercises were conducted for TriCounty Health Department staff in 2015.
- ▶ Emergency Support Function 8 (Health & Medical) was updated and distributed to all county Emergency Managers to be added into their respective County Emergency Operation Plan (EOP).
- ▶ The TriCounty Emergency Response and Preparedness Department has written an Isolation and Quarantine Order, Isolation and Quarantine Plan, **Ebola Response Plan** and an Infectious Disease Emergency Plan (IDER).
- ▶ On-going efforts continue to update the TCHD EOP, SNS Plan, Communication Plan, Continuity of Operations Plan (COOP), Antiviral Plan, Emergency Calling-Tree and the TCHD Incident Command System (ICS).



Environmental

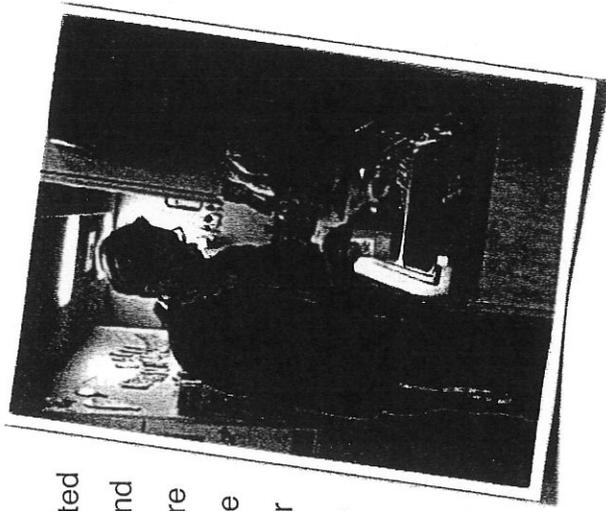
Health

Staff have worked with Uintah County, Department of Corrections, Utah Department of Environmental Quality, Division of Waste Management and Radiation Control, and the land owner, to assist in the removal process of hundreds of waste tires in Uintah County. The removal of these tires decreases the breeding grounds for mosquitoes that may carry West Nile Virus and the threat of contaminating surface and ground water.



Working diligently in our public schools this year, staff have collected **drinking water samples from 22 of our public schools** to be tested for lead and copper. Some of our schools had an elevated level of these metals and we are working collaboratively with them to correct these problems. This testing will be done on a routine basis to enable testing at all of our schools, to protect our children from harmful metals, and to ensure the safety of our public schools. Radon tests were also performed at several public schools. **Radon testing** will also be performed on a routine basis to make sure all of the schools are tested. Radon can cause serious respiratory and other health problems. To assist the public we have made home radon kits available through our offices at cost.

TriCounty Health Department **Wastewater Regulation** was adopted by the Board of Health on July 15, 2015, and enacted on September 1, 2015. This rule has been several years in the making, working with all three counties, the County Attorney and the public through public hearings. The rule was revised as a result of the public hearings and the county's input. This rule has already aided in the ongoing progress to protect our groundwater and the health of our neighbors.

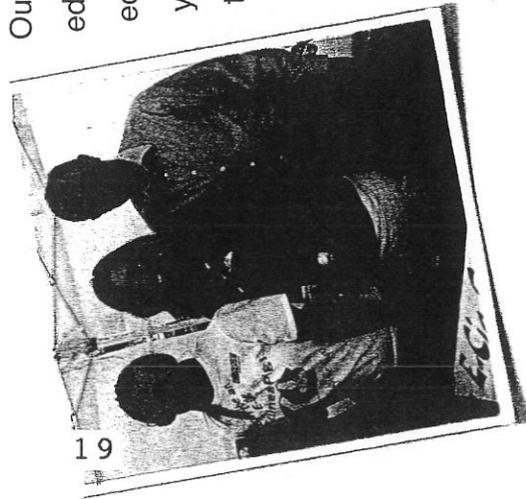


An **Environmental Crimes Task Force** was formed to establish consistency in addressing environmental crimes. The task force is a collaboration of department staff, local law enforcement, and the Uintah County Attorney's office.

Health Promotion

“WHEN I FOUND OUT I WAS PREGNANT I DECIDED TO QUIT SMOKING. THE GUILT JUST ATE ME ALIVE. IT HASN'T BEEN EASY BUT IT'S BEEN WORTH IT. THERE'S BEEN SO MANY BENEFITS SINCE I QUIT. MY BABY AND I ARE HEALTHIER. I BREATHE BETTER, MY FOOD TASTES BETTER, AND I SMELL BETTER. I FEEL STRONGER BECAUSE I HAVE DEFEATED SUCH A TERRIBLE EXPENSE. MY MOTIVATION TO QUIT WAS KNOWING MY BABY DESERVES THE BEST CHANCE. WHAT IS YOUR REASON TO QUIT?”

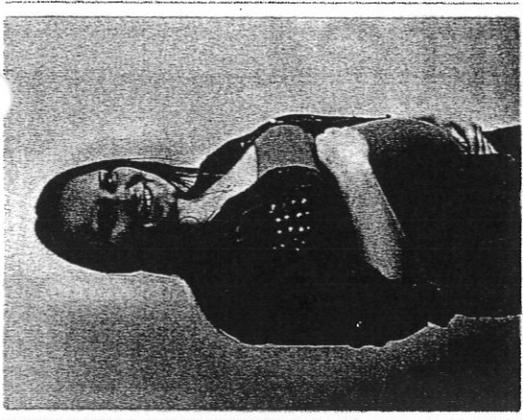
- JANESSA (ROOSEVELT)



Our **Youth Coalition** prevention groups have had a busy year educating the public about the dangers of E-cigarettes as well as educating youth in schools throughout our rural community. The youth saw a need for grassroots efforts to protect their peers from the dangers of nicotine products and encourage a healthy tobacco-free community. They are actively advocating for tobacco-free policies including tobacco-free parks.



We continue to assist tobacco cessation efforts of all community members by promoting the Utah Tobacco Quit Line **1.800.QUIT.NOW** or online at waytoquit.org.



Breathe Tobacco-Free, Baby and Me program, is proving successful in helping pregnant mothers and their significant others to quit smoking. Participants may receive diaper vouchers each month, up to one year postpartum, but the real benefit is a healthy home and a healthy family! In 2015, **33 mothers enrolled** in the Breathe Program.

way to quit →

TriCounty

Programs

ENVIRONMENTAL HEALTH

Food Safety
Public Pool Safety
Landfill Operations
Used Oil
Solid & Hazardous Waste
Air Quality
Spills
Water Quality /Drinking Water Lab
Schools
Motels
Wastewater & Liquid Waste Operators
Subdivision Review
Temporary Mass Gatherings
Body Art & Tanning
Mercury

EMERGENCY PREPAREDNESS

Public Health Preparedness
BioTerrorism Event Planning
Medical Reserve Corps
Ebola Preparedness
SNS/POD Planning
Emergency Communications Management
Emergency Support Function 8 - Lead Agency

NURSING

Vaccines for Children
Immunizations
Tuberculosis Medication & Elimination
HIV Prevention
STD Prevention
Cancer Screening
BeWise Cancer
Early Childhood Development
Maternal and Child Health
WIC
Breast Feeding
Baby Your Baby
Communicable Disease Surveillance & Investigation

HEALTH PROMOTION

Injury Prevention
Teen Driver Safety
Child Passenger Safety (Car Seats)
Tobacco Prevention
Breathe Tobacco-Free Baby & Me
Ending Nicotine Dependence (Teen Cessation)
Tobacco Compliance
Environment, Policy & Improved Clinical Care (EPICC)
EPICC Diabetes
EPICC Heart Disease & Stroke
ATV Safety

City Laws

Chapter 16.28 SIGN REGULATIONS

Section 16.28.080 Temporary signs.

A. The following temporary signs shall be permitted in any zone. Permits shall be obtained in accordance with section 16.28.100.

1. Political signs not within one hundred fifty (150) feet of polling places and not larger than thirty-two (32) square feet. Signs shall be removed no later than fifteen (15) days after the election.
2. Signs advertising a yard sale posted on private property with the consent of the property owner.
 - a. The area of the sign shall not exceed eight (8) square feet.
3. Signs pertaining to the sale or lease of property and/or buildings.
 - a. For multi-tenant, commercial and industrial properties, the area may not exceed fifty (50) square feet. In all other cases the area may not exceed eight (8) square feet.
 - b. There shall be no maximum time for which these signs may be placed, except that signs must be removed from parcels that are not actively offered for sale.

B. The following temporary signs shall be permitted in the CC-1, C-2, CP-2, CCP-1 and I-1 zones advertising a business service as approved by Vernal City .

1. Temporary signs maximum size.
 - a. Banners shall not exceed forty-eight (48) square feet.
 - b. A-frame signs shall not exceed eight (8) square feet on each side.
 - c. Reader board signs shall not exceed thirty-two (32) square feet.
2. Banner signs, not to exceed forty-eight (48) square feet, advertising a governmental purpose or recreational event may be placed in the public right-of-way with approval of the City.

C. Unless otherwise specified, signs shall be permitted for a maximum of forty-five (45) days. Upon written request, Vernal City may extend this period up to an additional 90 days.

D. Signs shall not be placed in a public right-of-way except as permitted by Vernal City.

1. Signs shall not obstruct free passage through a right-of-way or create a safety hazard to the public. In no case shall the placement of the sign violate the clear vision triangle as defined in Vernal City code. (PZSC § 03-13-008)

(Ord. 2016-02, Amended, 02/17/2016, Prior Text; Ord. 2010-02, Amended, 03/17/2010, Prior Text; Ord. 2000-01, Amended, 07/27/2000, Prior Text)

HOME / GOVERNMENT / CITY LAWS

City Laws

Chapter 16.28 SIGN REGULATIONS

Section 16.28.100 Permit requirements.

Regardless of cost, no sign shall be erected or placed within Vernal City without first making application for and obtaining a permit for said sign, except window, political posters, temporary signs pertaining to the sale of real property, nameplates or identification signs indicating the existence of an approved home occupation, property identification signs and yard sale signs. Any permit herein required by these regulations shall be in addition to any other building permit required. Construction or placement of a sign shall not be commenced until all approvals have been obtained. (PZSC § 03-13-010)

(Ord. 2016-02, Amended, 02/17/2016, Prior Text; Ord. 2010-02, Amended, 03/17/2010, Prior Text)

City Laws

Chapter 16.28 SIGN REGULATIONS

Section 16.28.015 General requirements.

A. The area of a sign shall be considered to be the total area of one individual sign face when the sign has two (2) or less faces. If a sign has more than two (2) faces, the combined total area of the faces of the proposed sign shall not exceed the maximum allowable area multiplied by two (2).

B. All signs placed along a state or federal highway, or designed to be read or comprehended from any state-maintained roadways, shall comply with all state and federal regulations and requirements.

C. All signs must comply with section 16.24.170 of this code in the case of all public rights-of-way, easements, driveways and other accesses.

D. Signs shall be maintained and kept in good repair by the owner of the property upon which the sign is placed. All wiring and similar components shall be concealed.

E. The average adjacent grade of a sign shall be calculated by finding the average elevation of the area directly beneath the sign and extending out five (5) feet in all directions.

(Ord. 2010-02, Add, 03/17/2010)

City Laws

Chapter 16.28 SIGN REGULATIONS

Section 16.28.060 Pole signs.

A. Zoning. Pole signs including identification, advertising and business signs which are supported by pole(s) or support(s) having a height greater than fourteen (14) feet and which are mounted in the ground are permitted in the CC-1, C-2, CP-2, CCP-1 and I-1 zones. For purposes of this regulation, signs mounted on the roofs of buildings, regardless of their height, that extend higher than the peak of the roof shall be considered pole signs.

B. Placement. Pole signs may only be placed within three hundred-fifty (350) feet of the edge of the right-of-way of Highway 40 or North Vernal Avenue. Pole signs placed within one hundred and fifty (150) feet of an existing residential use or zone shall require a conditional use permit.

C. Height. The maximum sign height shall not exceed forty (40) feet from the average adjacent grade to the top of the sign. When a sign projects over an area designated for pedestrians or automotive use, no portion of the body of the sign shall be lower than fourteen (14) feet.

D. Area. The maximum area expressed in square feet for a sign shall be calculated by multiplying the frontage of the parcel on which the sign will be placed by two (2). However, no sign shall have more area than one hundred fifty (150) square feet.

E. Density. One pole sign per parcel .

F. Separation. A minimum separation of one hundred (100) feet shall be maintained between all other pole signs, multi-tenant commercial signs and off premise s signs unless the entire body of the proposed sign is at a different elevation from the bodies of all adjacent pole signs, multi-tenant commercial signs and off premises signs. In no case shall the separation between said signs be less than fifty (50) feet. Pole signs shall be located as near to the middle point of the lot frontage as is reasonable.

G. Setbacks. No part of the pole sign may extend over any public right-of-way or easement or across any adjoining property lines. In no case shall the placement of the sign violate the clear vision triangle as defined in Vernal City code.

H. Design. The pole or support structure of the sign may be equal to the width and depth of the sign, but may not exceed it. Except for the address of the property, no copy or text may be attached to the pole or support structure less than six (6) feet from the adjacent grade.

(PZSC § 03-13-006)

(Ord. 2016-02, Amended, 02/17/2016, Prior Text; Ord. 2012-19, Amended, 05/16/2012, Prior Text; Ord. 2010-02, Amended, 03/17/2010, Prior Text; Ord. 2009-29, Amended, 12/16/2009, Prior Text; Ord. 2007-22, Amended, 09/19/2007, Prior Text; Ord. 2000-01, Amended, 07/27/2000, Prior Text)

City Manager

Definition:

Under the broad guidance and direction of the Mayor and City Council, coordinates and directs the administrative affairs of the City.

Examples of Duties:

1. Attends all City Council meetings, directs the preparation agendas and information packets for the Council as so instructed by the Mayor and attends all other meetings affecting the operation and efficient management of Vernal City.
2. Directs and administers all City departments providing sound direction, establishing goals & objectives, and working daily with department heads.
3. Administers and regulates the appointment, promotion, dismissal, reviews and disciplinary action of City employees and regulates all personnel of the City as the Chief Personnel Officer.
4. Prepares the annual budget and advises the Mayor and Council as to the financial condition and needs of the City, and seeks alternative methods of funding City operations.
5. Serves as the liaison in dealing with the State, federal officials and other agencies, and monitors both State and Federal legislative issues affecting Vernal City.
6. Countersigns all contracts made in behalf of the City.
7. Recommends and prepares ordinances, resolutions and policies for City Council review and has all ordinances, resolutions and policies of the City Council recorded and causes the same to be published as required by law.
8. Gathers pertinent facts and information relating to problems, decisions, and issues facing the City and makes recommendations to the Mayor and City Council.
9. Serves as the public relations officer and representative of the City when so assigned by the Mayor and City Council and meets, greets and deals with both the public and private business and government officials.
10. Performs other related duties as required.

Education and Training:

1. Graduation from recognized four-year college or university with a degree in Public Administration or related field.
2. Five (5) years of experience in municipal administration, of which three (3) years must have been in a supervisory capacity.
3. A Master's degree in Public or Business Administration may be substituted for up to one (1) year of required experience.

Knowledge and Abilities

1. Knowledge of Municipal Government administration including budget development and procedures, policy analysis, personnel administration, planning and public works administration.
2. Ability to communicate clearly and concisely both verbally and in written form.
3. Working knowledge of research methods and techniques.
4. Ability to conduct a variety of technical management studies and prepare reports outlining problems and practical solutions.
5. Ability to effectively give instructions to subordinate and measure job performance.
6. Ability to deal effectively with the public and other employees using outstanding supervisory skills and public relations.
7. Good organizational skills and ability to correlate various programs and departments of the City.
8. Ability to plan and execute projects.
9. Must possess a valid Utah drivers license within thirty (30) days of hire.

Dept. Head Approval

Alan Bassett

City Manager's Approval

Date: _____

Date: 2/26/03



- Job Seekers
- Employers
- Job Resources
- Search Firms
- Hour

City Manager Job Description

Post Job
 You might be someone who aims for getting things done for your community. Or, you find delight in getting involved in local politics simply because you love serving the public, including politicians. A City Manager does exactly that.

City Manager Job Description, Job Duties, Salary, Resume

City managers serve a dual purpose – as a public administrator and as the Chief Executive Officer of the local government unit. You must have the skill and experience in directing the city’s bureaucracy to help the council make sound decisions. You must also possess the qualities of a good public administrator in order to carry out those decisions (e.g. government policies) made by the council.

Does the description sound like what you want to do so far? Read on to find out [how to be a qualified city manager](#).

City Manager Education Requirements

There are no hard and fast rules when it comes to a city manager’s educational qualifications, as city managers tend to come from various educational backgrounds, including criminology, finance, and accounting. However, if you want to improve your chances at getting hired as one, you should get a degree in Public Administration.

However, if you think you will excel more in taking a corporate role, you might want to consider going for Business Administration. Do consider taking an advanced degree in your chosen college major as many city managers, even the more experienced ones, have to pursue graduate studies just so they can be more competitive in the job market.

City Manager Job Description

Under a council-manager form of government, its members can get to decide who’s going to be the city’s manager via a series of interviews. The council may hire the service of a headhunting firm to recruit the most qualified candidates for the position so the selection process may be difficult to get through.

Thus, it only makes sense to read this job description carefully before anything else.

City Manager Qualifications:

- At least five years of experience in local government
- A bachelor’s degree in political science, business administration, public administration, or any other related field. A Master’s Degree (MPA /MBA) is preferred.
- Must possess good character and integrity
- Strong planning skills
- Customer-oriented
- Experience in community development
- Able to manage a diverse team of subordinates and department heads
- Strong oral and written communication skills

City Manager Job Duties and Responsibilities

- Among the rest of appointed positions in a local government unit, the city manager takes the top spot. You will be very much involved in the council’s decision-makings as you are their chief advisor, but you essentially do not have any voting power on laws legislated by the group. And as a public administrator, you will be implementing these laws or policies in your city.
- Being a manager obliges you to supervise the daily operations of the government departments, its heads and staff members. The task may include, but not limited to hiring, suspending, enforcing necessary disciplinary actions, and firing of the staff member(s).
- Holding meetings with the citizens, private groups, and other members of the community is also a top priority in a city manager’s to-do list. So understand that you may be required to go visit different towns, and sometimes stay there for more than 3 weeks. This is also one way of gaining a better understanding of how the cities in your state function together. Thus, this also allows you to be innovative in your approach to optimizing the performance and day-to-day operations of your staff members.
- Perform administrative tasks like budgeting, recommendations, attend council meetings, among other duties and responsibilities that the council may assign to you.

Manager Skills

It is clear, the role of a city manager is far from what an entry level job would require you to do. To be even qualified for this position, you must have a prior managerial experience in any local government. Thus, it’s the department heads and/or assistant city managers that are likely to assume the said role in the future. To get there is definitely an uphill climb but with the right skillset, educational background and personality, there’s no reason why you should not be a city manager.

A few examples of skills that the councils may look for in a city manager include but not limited to the following:

- Managerial skills (i.e. planning, designing, optimizing and implementing technologies that will help team members improve productivity and performance)
- Solid financial skills
- Able to come up with creative ideas for solving issues related to the city’s limited resources
- Strategic and visionary

City Manager Salary

A city manager may earn between \$40,000 and \$200,000 annually, depending on the size of the municipality. The salary also depends on the city manager’s educational background and level of expertise. An employment agreement will likely be part of the hiring process.

City Manager Job Outlook

The demand for city managers is expected to increase by 10% between 2012 and 2022, according to the US Bureau of Labor Statistics. However, due to budget cuts, there may be a slower rate of increase in some states and cities.

City Manager Resume Sample

Need some help with your government resume but don’t know where to begin? Here’s a [sample resume](#) for the position of City Manager.

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Iowa City, IA

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Olathe, KS

Director of Public Works
City of Falls Church, VA

Manager/Director
OR

Government Jobs By Category

- Administration
- Code Enforcement
- Firefighting
- Development
- Finance
- Human Resources
- Parks & Recreation
- Public Health
- Police
- Planning
- Public Safety
- Public Works

PAROWAN CITY IS SEEKING A CREATIVE AND RESULTS-ORIENTED LEADER TO BE THE NEXT CITY MANAGER



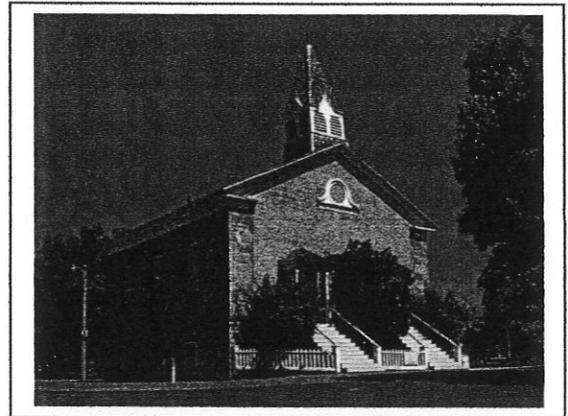
MOTHER TOWN OF SOUTHERN UTAH

ABOUT THE COMMUNITY

As the first settlement of southern Utah (settled January 13, 1851), Parowan is affectionately called the “Mother Town of Southern Utah. Many of the original homes and business buildings still line the downtown area of the community, along with a tree-lined Main Street that take visitors on a nostalgic trip back through time. Pioneer museums, a historic cemetery and numerous historic sites are open for visitors to see.

Parowan also is the gateway from Interstate 15 to some of the most spectacular scenic attractions, state and national parks, Utah’s Patchwork Parkway Historic Byway 143, and varied natural geological formations.

The City of Parowan invites you to visit and enjoy our hometown hospitality. Here, you’ll find a wonderful community rich in heritage and history, recreational activities, and the very best in rural living.



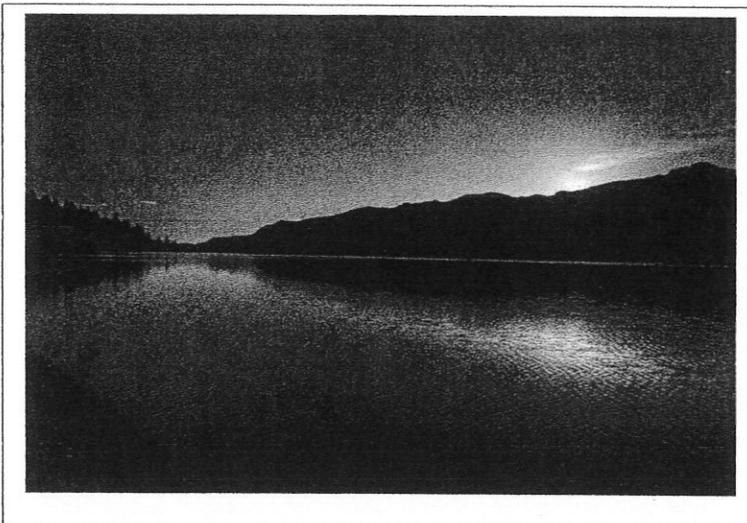
Quick Facts about Parowan

Date of Incorporation: January 13, 1851
Form of Government: Council-Manager
Population: 2,896
Full Time Employees: 24
Annual Budget: \$6.25 Million
Median Home Value: \$170,000
Median Household Income: \$43,000

City Manager Position

The City Manager is appointed by the Mayor with the consent of the Parowan City Council. The Manager is responsible for directing various City departments and providing guidance in directing, supervising, coordinating, and planning the day-to-day administration of the affairs of the City and the implementation of the policies established by the City Council.

The City Manager provides professional advice to the City Council and department directors; communicates official plans, policies, and procedures; and makes presentations to the Council, staff, boards, commissions, civic groups, and the general public. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies; reports, and recommendations; and coordinates with other departments and agencies as needed. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget; and assures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Issues written and oral instructions; and assigns duties and examines work for exactness and conformance to policies and procedures. Prepares and submits to the City Council such reports as may be required by that body or as the manager may deem advisable. Faithfully executes and enforces all applicable laws, ordinances, rules and regulations, and sees that all franchises, leases, permits, contracts, licenses, and privileges granted by the City are observed. Organizes and directs the management of the executive affairs of the City in a manner consistent with this act and with municipal ordinances. Carries out the policies and programs established by the Council or any other duties specified by state statute or imposed by the City Council. Serves as budget officer, airport manager, and directs other activities and departments as directed by mayor and city council. Appoint, with the advice and consent of the Council, a qualified person to manage and direct each department in the city; maintains harmony among workers; and resolves grievances. Examines and inspects the books, records, and official papers of any office, department, agency, board, or commission of the City and makes investigations and requires reports from personnel. Appoints, subject to the provisions of this act and of the administrative code of the City, and with the advice and consent of the City Council, suspends and removes head of the City offices, departments, and agencies, and all appointive officers of boards and commissions.



City Manager Qualifications

Candidates for the City Manager position will possess a Bachelor's Degree in a related field and have a minimum of 5 years of public sector administrative experience. Master's Degree preferred. Equivalent education and experience will be considered. Candidates must have a strong fiscal background and experience in airports, economic development and strategic planning also a plus. The ideal candidate will have exceptional communication, interpersonal and positive relationship-building skills, technological skills and be engaged in the community in making a long-term commitment to the City.

Application Procedure

Qualified candidates should submit a cover letter, resume, professional references and any other information they deem relevant. The application deadline is Tuesday, May 31, 2016 at 5:00 p.m. Applications should be submitted to Mayor Don Landes, Parowan City, PO Box 576, Parov 2 9 JT 84761 or by email to: parowanmayor@infowest.com. Salary Negotiable and DOE. Parowan City is an Equal Opportunity Employer.

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- [Justice Court Payments](#)

Job Openings- City Manager & PT Court Clerk

Posted: Sunday, February 28, 2016 - 08:11 AM

Articles

The City has an Immediate opening for a Part Time Deputy Court Clerk..

This position performs a variety of working level complex clerical duties designed to expedite the functions, actions, judgments, processes and procedures associated with the office of the City Justice Court. Minimum qualifications include graduation from high school or equivalent; AND two (2) years' experience related to the duties as outlined in the job description. Salary: \$13.00 - \$14.00 per hour D.O.Q No benefits. Closing date is **Monday, March 21 at 5:00 pm.**

Job Description - Court Clerk

CITY MANAGER

The City of Holladay is seeking a creative, result-oriented leader to be its next City Manager.

Candidates must have a Bachelor's Degree in Public Administration, Business Administration or related field and a minimum of 10 years of public sector administrative and managerial experience, with at least 3 years as a city manager/assistant manager/department director. Equivalent education and experience will be considered. Salary Range: \$102,000 - \$125,000 DOQ. Comprehensive benefits package available.

Qualified candidates should submit a cover letter, resume, and application. **The deadline is Friday, March 25, 2016 at 5:00 p.m.**

Job Ad

Employment Application.

620 Reads





SETTLED IN 1850

The City of
Kaysville, Utah
is seeking a creative, results-oriented leader
to be it's next

City Manager

Community Profile

Kaysville is located along the Wasatch Front directly between Ogden City to the north and Salt Lake City to the south. Kaysville is located centrally in Davis County. Kaysville is primarily a bedroom community with a current population of approximately 30,135 residents. Kaysville experiences an average growth rate of 2.5% to 3.0% due to the proximity of larger economic centers and the desire of the citizens for the City to remain a residential community. The build-out population is estimated at 42,000 within the next twenty years.

Position Profile

The City Manager is appointed by the Mayor and City Council and serves as the Chief Administrative Officer for the City. The Manager is responsible for directing various City departments and providing guidance in directing, supervising, coordinating and planning the day-to-day administration of the affairs of the City and the implementation of the policies established by the City Council.

The Manager ensures that the entire community is served effectively and efficiently by providing direct management and oversight to City Departments. The City Manager oversees seven departments: Administration, Community Development, Police, Fire/Rescue, Public Works, Parks and Recreation and Power.

Full time employees are approximately 95. The City budget for all operations including enterprise activities is approximately \$35,000,000 and a General Fund budget of \$13,000,000.

Education and Experience

Candidates for the City Manager position will possess a Master's Degree in Public Administration, Business Administration or related field and have a minimum of 5 years of public sector administrative and managerial experience, with at least 3 years as a city manager or administrator or as an assistant or a department director. Equivalent



SETTLED IN 1850

education and experience will be considered. Candidates must have a strong fiscal background and experience in economic development and strategic planning. The ideal candidate will have exceptional communication, interpersonal and positive relationship-building skills, technological skills and be engaged in the community in making a long-term commitment to the City.

Compensation and Benefits

Salary Range: \$72,925 - \$118,352, Commensurate with experience. Comprehensive benefits package available.

Application and Selection Process

Qualified candidates should submit a cover letter, resume, professional references and any other information they deem relevant.

The application deadline is Wednesday, March 2, 2016 at 5:00PM. Applications should be directed to:

Kaysville City Corporation
Attn: Mayor Steve Hiatt
23 East Center Street
Kaysville, UT 84037

Or by email to:

Mayor.Hiatt@KaysvilleCity.com

ROY CITY IS AN EQUAL OPPORTUNITY EMPLOYER

Recruitment open to all persons who meet minimum requirements regardless of race, color, religion, national origin, political affiliation, gender, age, or disability. Roy City will make reasonable accommodations for disabilities when they will not impose undue hardship.

JOB DESCRIPTION

GENERAL PURPOSE

Performs a variety of professional administrative and managerial duties related to planning, directing, organizing, controlling, integrating and evaluating the work of all City departments to ensure that processes, operations and services comply with the policies and direction set by the City Council and with all applicable laws and regulations.

SUPERVISION RECEIVED

Works under the policy guidance and direction of the governing body of Roy City.

SUPERVISION EXERCISED

Provides broad policy guidance and direction to Department Directors related to operations, fiscal and general management functions; provides close to general supervision to personnel of the administrative department.

ESSENTIAL FUNCTIONS

Promotes and follows the City's mission statement, values and expectations.

Manages the day-to-day operations and internal affairs of the City; develops policies, procedures and processes as needed to implement the decisions of the City Council; performs and directs research on issues, policies, and political developments; advises and appraises governing body as needed; confers with the City Attorney to approve recommendations for executive and administrative actions; makes recommendations for legislative actions; examines books, records and official papers of any office, department, agency, board or commission of the City as needed to assure integrity of operations and prevent impropriety.

Directs City operations through subordinate Department Directors; coordinates City-wide management activities and facilitates implementation strategies; monitors program success to determine continuance or discontinuance; coordinates with Department Directors to implement change in City policy and processes; appraises City Council members of emergencies.

As Chief Executive Officer, assumes responsibility for full and effective utilization of City personnel by establishing overall departmental objectives, priorities and standards; makes recommendations for Department Director appointments to the governing body; gives approval for all recruitment and selection activities; in conjunction with the City Attorney,

monitors human resource management activities related to advancement, discipline, and discharge; supervises administrative departmental staff; evaluates performance; determines priorities and delegates assignments.

Submits to the City Council plans and programs relating to the development and needs of the municipality; prepares annual and special reports concerning the financial, administrative, and operational activities of the City, departments, agencies, boards, and commissions together with his/her recommendations relating to them. Confer with department heads and managers concerning administrative and operational problems, work plans, and strategic plans; makes appropriate decisions or recommendations; oversee the preparation and implementation of strategic long range plans for the City.

Leads in coordinating the City's and community's economic development activities, to retain, grow and attract new businesses and industries to the community. Works with various citizens and business groups to encourage and develop economic opportunities. Attends meetings and represents the City in various organizations and groups. Explains City issues and projects, and encourages citizen participation and support.

Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to municipal programs and operations.

Administers the City's budget; monitors overall fiscal activity of the City to assure compliance with established budgets; apprises City Council regarding ongoing financial status of the City; develops fiscal management strategies to optimize available revenue sources. Assess opportunities for State and Federal Grants and takes necessary actions to facilitate the application process.

Represents the City as directed by the governing body; participates in intergovernmental consortiums to establish mutual relationships and programs; facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed.

Attends and/or conducts various City meetings; advises City boards and commission; proposes alternatives and options; makes recommendations; solicits legal responses and positions from City Attorney; attends all meetings of the City Council and takes part in its discussions and deliberations.

Issues public statements to the press and responds to questions from the press related to City management, policies, procedures, administrative decisions, etc.; assumes responsibility for general public relations activities.

Responds to citizen inquiries and resolves complaints or refers to appropriate department when possible; follows through to ensure satisfactory resolution of citizen inquiries.

Exercises general supervision over public property under the jurisdiction of the City.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited college with a Master's degree in business or public administration;

AND

Five (5) years of progressively responsible experience in municipal management;

OR

An equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of management theory, methods, and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including, applicable laws and regulations; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources.

Considerable knowledge of state laws as they apply to City management practices; human resource management practices and procedures. Considerable skill in resolving disputes and complaints from the public.

Ability to analyze a variety of financial problems and make decisions; coordinate a variety of intergovernmental policy matters between governing body and Department Directors; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with the Mayor and the City Council, Department Directors, intergovernmental agencies, employees and the public.

Special Qualifications:

Must be bondable.

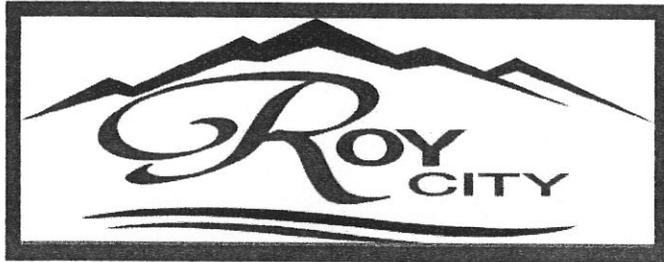
Must maintain a valid Utah Driver's License.

Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal

instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

CITY MANAGER



ABOUT THE COMMUNITY

Roy City is a mid-sized city with a population of 37,000, located 32 miles north of Salt Lake City and is the perfect setting to enjoy early morning sunrises over the scenic Wasatch Front and beautiful relaxing sunsets in the western sky over the Great Salt Lake.

With easy access to Hill Air Force Base, Roy is home for several military families and veterans who find the City a comfortable place to retire.

There are plenty of ways to enjoy your time in Roy, including easy access to Weber and Ogden Canyons, Antelope Island, the Great Salt Lake.

Numerous outdoor activities are available, including hiking, skiing, biking, fishing, and water sports. There is also a newly constructed trail-way through Roy which is part of a 25-mile-long trail system which connects to the Legacy Trail in Centerville.

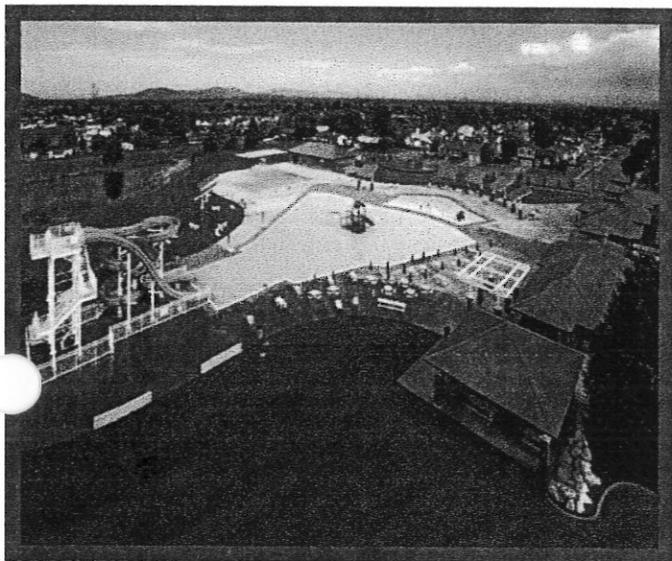
Roy City is home to a mesmerizing holiday light display attracting people from surrounding cities and states.

Roy Days celebrations are the first weekend in August (of every year) with activities and events scheduled, ending with a phenomenal fireworks display.

CITY ORGANIZATION

Roy City operates under a Council-Mayor form of government. The executive branch of government consists of a part-time Mayor, City Manager and the administrative departments and directors.

The legislative branch consists of the Municipal Council, having five (5) members. The Mayor and Council Members serve four (4) year staggered terms of office.



Roy City Corporation

5051 South 1900 West

Roy, Utah 84067

www.royutah.org

P: 801-774-1000

F: 801-774-1030

ROY CITY

Where past, present and future come together.

A community where the people are resilient and vibrant, where life-long residents and visitors alike feel they are part of the same tight-knit family.

Where citizens and community work in partnership with businesses to support and enhance the City's economic base, learning opportunities, recreational opportunities and personal enrichment.

Roy City is a place people are proud to call home, a place where each generation works to pass along to their children the sense of safety and comfort provided by their parents. It is a place where the past, present and future come together.

EXPERIENCE AND EDUCATION REQUIREMENTS

This position requires a Master's degree from an accredited college or university in business or public administration. Competitive candidates should have at least five (5) years of senior public sector management experience in a city, county or other applicable public sector agency of similar or greater complexity and size. Any combination of education and experience which provides the applicant with the level of required knowledge and abilities may be considered.

IDEAL CANDIDATE PROFILE

The City of Roy is seeking a progressive manager who has a broad knowledge and understanding of all aspects of municipal government and intergovernmental relationships. The ideal candidate will have experience and a strong background in principles and practices of public administration, public relations and general management.

The City of Roy is a well-managed city with strong Department Directors and staff, and a cohesive City Council. The new manager will also be a leader focused on building upon the City's successes.

The ideal candidate will bring an egoless leadership style and fully embrace the city management as a vocation. Currently there is a high degree of trust between the public and the City so the new manager will need to be a positive person who is approachable and who can maintain and nurture relationships at all levels.

MISSION STATEMENT

The mission of Roy City is to provide residents, visitors and the business community with the highest quality municipal services in an efficient, courteous manner and to enhance the quality of life through planning and visionary leadership.

VISION STATEMENT

Roy City is a vibrant, affordable, economically and ethnically diverse, progressive city where citizens feel safe, enjoy their neighborhoods and access their city government.

COMPENSATION AND BENEFITS

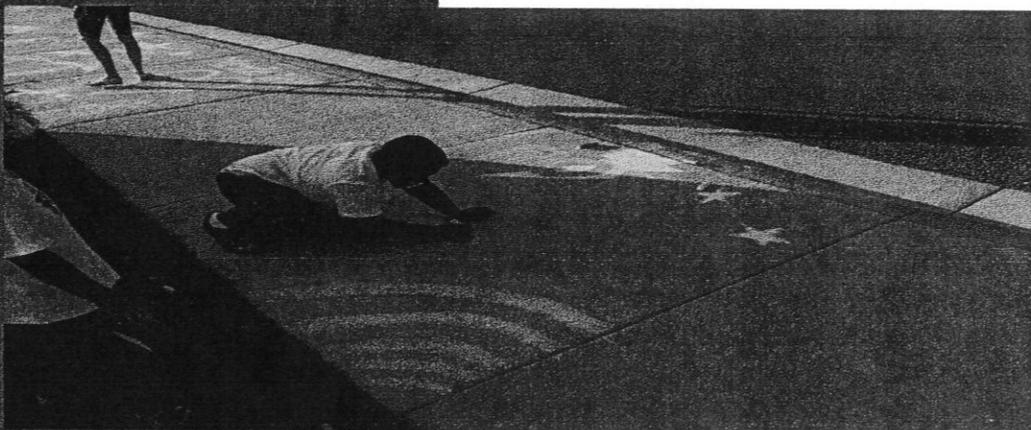
Salary of \$94,036 – \$137,300 depending on qualifications and experience. Position is exempt from overtime. Position includes an excellent benefits package, including health, life insurance, and long term disability. The City Manager will be a member of Utah State Retirement Systems, and will accrue paid time-off benefits including vacation and sick days.

APPLICATION PROCESS

Qualified applicants are requested to submit a cover letter detailing how their background and experience has prepared them for this position; complete resume; salary history; four (4) work-related references; and Roy City employment application.

Position profile and Roy City application available at: www.royutah.org.

Closing Date: June 27, 2016 at 5:00 p.m.



Beautification Award

Vernal City

VERNAL AREA



CHAMBER OF COMMERCE

In appreciation of the beautiful
Main Street Flowers

August 2016

Marilyn Wallis—Public R

Zimbra

rmbahunin@vernalcity.org

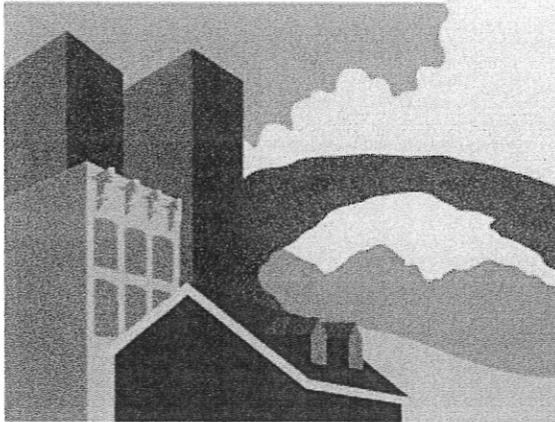
Land Use 101 Training: August 27, 2016

From : Meg Ryan <mryan@ulct.org>

Wed, Aug 03, 2016 04:33 PM

Subject : Land Use 101 Training: August 27, 2016

To : Roxanne Behunin <rmbahunin@vernalcity.org>



Office of the Property Rights Ombudsman
STATE OF UTAH DEPARTMENT OF COMMERCE



UTAH COUNTIES
INDEMNITY POOL

Come one, Come all!

LAND USE 101 – TRAINING FOR APPOINTED AND ELECTED OFFICIALS IN UTAH

The Land Use Academy of Utah is hosting an introductory training on land use in Utah for local government officials. The training will be broadcast live from the USU facility in Salt Lake City to other extension sites throughout the state in which participants can interact in real time with the presenters. Don't miss out on this opportunity to learn from and interact with Utah's land use experts in your neck of the woods!

REGISTER HERE

Sponsors:

Utah Chapter of American Planning Association, Office of the Private Property Rights Ombudsman, Utah Counties Indemnity Pool, Utah League of Cities and Towns, and Utah State University

Who:

Counties, cities, and towns. Council members, planning commissioners, members of the appeal authority and staff. Generally, any person who deals with land use issues in local government. This is an interactive live broadcast - come, engage, ask questions, and learn all you need to know about land use in Utah!

When:

Saturday August 27, 9:00 AM – 1:00 PM

Where from:

University State University Broadcast Site (5th floor)
Granite School District, Bldg B (Room 525)
2500 S. State St.
Salt Lake City UT 84115
You can attend at this location as well!

Broadcast to:

USU Broadcast locations throughout the state:

- Beaver: 50 E 100 N, Beaver, UT 84713
- Bicknell: 94 W SR 24, Bicknell, UT 84715
- Logan: USU Distance Education Building, 5100 Old Main Hill, Logan, UT 84321
- Price: 451 East 400 North, Price, Utah 84501
- St. George: Woodward Building, 50 W Tabernacle St., George, UT 84770
- Tooele: 1021 W Vine Street, Tooele, UT 84074
- Vernal: 320 N Aggie Blvd (2000 W), Vernal, UT 84078

Agenda:

Topics covered in this basic training session will include:

9:00 AM-11:00 AM

- Statutory Powers and Duties of the Land Use Authority and Appeal Authority (Meg Ryan, ULCT)
- Review of Land Use Planning Tools, General Plan, and Ordinances (John Janson, Utah APA)
- How to make a Decision: The Legal Framework (Brent Bateman via video, State Ombudsman)
- General Overview of Meeting Procedures and Required Public Hearings and Notice (Wilf Sommerkorn, Salt Lake County)

11:15 AM-1:00 PM

- Conditional Use Permits (Kimber Gabryszak, Saratoga Springs Planning Director)
- Open Meetings Training/ State Ethics Review (David Church, ULCT)

REGISTER HERE

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UT 84102

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Come to the Utah Assistive
Technology Program's



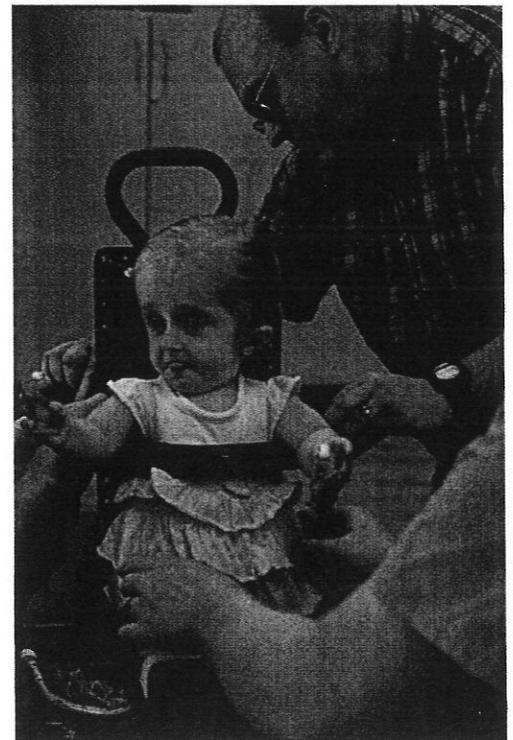
USU-Uintah Basin AT Lab Open House

Wednesday, September 7, 2016 from 4 to 7 p.m.
Multipurpose Room, Roosevelt Campus, 987 E. Lagoon St.

Learn what the AT Lab & CReATE
programs can do for you.

Find out about other services offered
to people with disabilities & their
families in the Uintah Basin.

See demonstrations of
independence-boosting products.



Service providers who serve the Uintah Basin are invited to
participate in the open house. Email utahatp@gmail.com
by Sept. 1 to reserve a booth.

UtahStateUniversity
CENTER FOR PERSONS WITH DISABILITIES