



PUBLIC NOTICE is hereby given that the County Council of Cache County, Utah will hold a **COUNCIL MEETING** beginning with an **EXECUTIVE SESSION** at **3:30 p.m.** and a **REGULAR SESSION** beginning at **5:00 p.m.** in the Cache County Historic Courthouse Council Chambers, 199 North Main Street, Logan, Utah 84321, **TUESDAY, FEBRUARY 22, 2022.**

Council meetings are live streamed on the Cache County YouTube channel at:
<https://www.youtube.com/channel/UCa4xvEI8bnIEz3B9zw2teaA>

AGENDA

COUNCIL MEETING

- 3:30 p.m.**
1. **CALL TO ORDER**
 2. **EXECUTIVE SESSION** - Utah Code 52-4-205(1)(c) – Discussion of pending or reasonably imminent litigation
 3. **ADJOURN**
- 5:00 p.m.**
1. **CALL TO ORDER**
 2. **OPENING** – Councilman Nolan Gunnell
 3. **REVIEW AND APPROVAL OF AGENDA**
 4. **REVIEW AND APPROVAL OF MINUTES** (February 8, 2022)
 5. **REPORT OF COUNTY EXECUTIVE**
 - a. **Appointments:**
 - b. **Financial Reports:** January 2022 Financial Statements
 - c. **Other Items:**
 6. **ITEMS OF SPECIAL INTEREST**
 - a. Tax Cancellation Request – Kathleen Howell, County Assessor
 - b. Hyrum City Request for Extension of RAPZ Funded Project – Craig Rasmussen, Jami Van Huss
 - c. Discussion regarding Countywide Solid Waste Collection
 - d. Discussion regarding March Council meeting conflict with Party Caucuses
 7. **DEPARTMENT OR COMMITTEE REPORTS**
 8. **BOARD OF EQUALIZATION MATTERS**
- 5:30 p.m.**
9. **PUBLIC HEARINGS**
 - a. **Reset Public Hearing for March 15, 2022 – Resolution 2022-03**
A resolution declaring the County's interest in the Real Property located in Lewiston, Utah, described as the portion of tax identification parcel number 14-029-0018 that is north of 2000 South Street in Lewiston as surplus Property and approving the disposition thereof
 - b. **Set Public Hearing for March 15, 2022 – Ordinance 2022-12 – Cutler Valley Rezone**
A request to rezone 65.7 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone located at approximately 6600 North Highway 23 near Newton
 - c. **Public Hearing – Resolution 2022-04**
A resolution approving the appointment of a representative to the Cache Water District Board of Trustees
 10. **PENDING ACTION**
 - a. **Ordinance 2022-05** An ordinance amending section 2.12.200 of the Cache County Code to update and correct the meeting place of the County Council

- b. **Ordinance 2022-06** An ordinance amending section 3.40.030 of the Cache County Code to update the Utah Code section referenced therein
- c. **Ordinance 2022-07** An ordinance amending section 3.40.040 of the Cache County Code to update the Utah Code section referenced therein
- d. **Ordinance 2022-08** An ordinance amending section 2.56.010 of the Cache County Code to update the Utah Code section referenced therein
- e. **Ordinance 2022-09** An ordinance amending sections 15.24.010 and 15.24.020 of the Cache County Code to update a Utah Code section referenced therein and omit provisions related to a Utah Code section that no longer exists
- f. **Ordinance 2022-10** An ordinance amending section 9.17.010 of the Cache County Code to update the Utah Code sections referenced therein

11. INITIAL PROPOSALS FOR CONSIDERATION OF ACTION

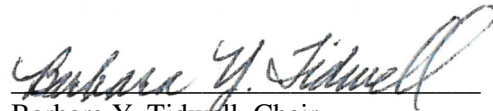
- a. **Ordinance 2022-11** An ordinance amending Title 3 of the Cache County Code regarding revenue and finance to bring it into harmony with State Code and current County practices
- b. **Resolution 2022-05** A resolution amending the Cache County Corporation Personnel Policy and Procedure Manual regarding Travelling on County Business
- c. Request for Approval Enforcement Officer Position Reclassification
- d. Request for Approval Trail Operations and Position Reclassification
- e. Discussion regarding Contract for County Lobbyist
- f. Discussion regarding Special Joint Meeting with the Cache County Planning Commission
- g. Discussion regarding Special Meeting with Non-profit Executives

12. OTHER BUSINESS

- a. **County Day on the Hill** *Wednesday, February 23, 2022*
Barbara, David E., Gina, David Z.
- b. **UAC Building Utah Conference** *Wednesday-Friday, March 23-25, 2022 – Carbon County Events Center*
Barbara, Gina
- c. **UAC Management Conference** *Tuesday-Thursday, April 26-28, 2022 – Ogden Eccles Conference Center*
Barbara, Gina, Karl, David E.

13. COUNCIL MEMBER REPORTS

14. ADJOURN


Barbara Y. Tidwell, Chair

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Janeen Allen at 435-755-1850 at least three working days prior to the meeting.

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|---|--------------------|--------------------|-----------------|
| 100-4112-110 FULL TIME EMPLOYEES | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| AE | 8 | 2021 Salary and Wage Accrual for 12/19- 12/31/2 | | 4,302.52- | |
| PC | 47 | PAYROLL TRANS FOR 1/1/2022 PAY PERIOD | 4,302.52 | | |
| PC | 146 | PAYROLL TRANS FOR 1/15/2022 PAY PERIOD | 4,408.36 | | |
| PC | 258 | PAYROLL TRANS FOR 1/29/2022 PAY PERIOD | 4,408.36 | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 13,119.24 * | 4,302.52- * | 8,816.72 |
| YTD Encumbrance | .00 | YTD Actual | 8,816.72 | Total | 8,816.72 |
| | | YTD Budget | 111,900.00 | Unearned | 103,083.28- |

| | | | | | |
|------------------------------|-----|---|--------------|--------------|------------|
| 100-4112-115 OVERTIME | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |

| | | | | | |
|---------------------------------------|-----|---|-------------------|------------------|-----------------|
| 100-4112-130 EMPLOYEE BENEFITS | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| AE | 83 | Benefit Accrual for 12/19 - 12/31/2021 | | 494.84- | |
| PB | 25 | PAYROLL TRANS FOR 1/1/2022 PAY PERIOD | 574.03 | | |
| PB | 73 | PAYROLL TRANS FOR 1/15/2022 PAY PERIOD | 827.50 | | |
| PB | 121 | PAYROLL TRANS FOR 1/29/2022 PAY PERIOD | 603.66 | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 2,005.19 * | 494.84- * | 1,510.35 |
| YTD Encumbrance | .00 | YTD Actual | 1,510.35 | Total | 1,510.35 |
| | | YTD Budget | 15,100.00 | Unearned | 13,589.65- |

| | | | | | |
|----------------------------|-----|---|-------------------|--------------------|-----------------|
| 100-4112-230 TRAVEL | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| JE | 1 | Reclass Gordon Zilles Travel UAC | | 384.21- | |
| JE | 3 | Reclass David Erickson Travel UAC | | 512.28- | |
| JE | 5 | Reclass Paul R Boruo Travel UAC | | 384.21- | |
| PC | 1 | PAYROLL TRANS FOR 1/1/2022 PAY PERIOD | 1,280.70 | | |
| PC | 153 | PAYROLL TRANS FOR 1/15/2022 PAY PERIOD | 1,280.70 | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 2,561.40 * | 1,280.70- * | 1,280.70 |
| YTD Encumbrance | .00 | YTD Actual | 1,280.70 | Total | 1,280.70 |
| | | YTD Budget | 12,000.00 | Unearned | 10,719.30- |

| | | | | | |
|---|-----|---|--------------|--------------|------------|
| 100-4112-240 OFFICE EXPENSE & SUPPLIES | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | 1,800.00 | Unearned | 1,800.00- |

| | | | | | |
|--|---------|---|-----------------|--------------|---------------|
| 100-4112-250 EQUIPMENT SUPPLIES & MAINT | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| JE | 2301175 | CC - Doordash Costavida - Council Meeting Refr | 151.66 | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 151.66 * | .00 * | 151.66 |
| YTD Encumbrance | .00 | YTD Actual | 151.66 | Total | 151.66 |
| | | YTD Budget | 2,300.00 | Unearned | 2,148.34- |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|------------------|---|----------------|--------------------|------------------|
| 100-4112-280 COMMUNICATIONS | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| PC | 50 | PAYROLL TRANS FOR 1/1/2022 PAY PERIOD | 15.00 | | |
| PC | 261 | PAYROLL TRANS FOR 1/29/2022 PAY PERIOD | 15.00 | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 30.00 * | .00 * | 30.00 |
| YTD Encumbrance | .00 | YTD Actual | 30.00 | Total | 30.00 |
| | | YTD Budget | 300.00 | Unearned | 270.00- |
| 100-4112-310 PROFESSIONAL & TECHNICAL | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 100-4112-620 MISC SERVICES | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | 1,000.00 | Unearned | 1,000.00- |
| 100-4112-621 COMMITTEE SERVICES | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 100-4112-740 CAPITALIZED EQUIPMENT | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 100-4112-999 TAX ADMIN - COUNCIL 10% | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| AE | 133 | 2022-01 Expenditure Allocations | | 1,178.94- | |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | 1,178.94- * | 1,178.94- |
| YTD Encumbrance | .00 | YTD Actual | 1,178.94- | Total | 1,178.94- |
| | | YTD Budget | 14,500.00- | Unearned | 13,321.06 |

Number of transactions: 17 Number of accounts: 12

Debit

Credit

Proof

Total GENERAL FUND:

17,867.49

7,257.00-

10,610.49

Number of transactions: 17 Number of accounts: 12

Debit

Credit

Proof

Grand Totals:

17,867.49

7,257.00-

10,610.49

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|---|--------------------|--------------------|-----------------|
| 100-4193-110 FULL TIME EMPLOYEES | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| AE | 29 | 2021 Salary and Wage Accrual for 12/19- 12/31/2 | | 3,672.80- | |
| PC | 102 | PAYROLL TRANS FOR 1/1/2022 PAY PERIOD | 3,672.80 | | |
| PC | 199 | PAYROLL TRANS FOR 1/15/2022 PAY PERIOD | 3,783.20 | | |
| PC | 318 | PAYROLL TRANS FOR 1/29/2022 PAY PERIOD | 3,783.20 | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 11,239.20 * | 3,672.80- * | 7,566.40 |
| YTD Encumbrance | .00 | YTD Actual | 7,566.40 | Total | 7,566.40 |
| | | YTD Budget | 92,800.00 | Unearned | 85,233.60- |

| | | | | | |
|---|-----|---|--------------|--------------|------------|
| 100-4193-120 TEMPORARY EMPLOYEES | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |

| | | | | | |
|---------------------------------------|-----|---|-------------------|--------------------|-----------------|
| 100-4193-130 EMPLOYEE BENEFITS | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| AE | 97 | Benefit Accrual for 12/19 - 12/31/2021 | | 1,017.90- | |
| PB | 45 | PAYROLL TRANS FOR 1/1/2022 PAY PERIOD | 1,559.32 | | |
| PB | 92 | PAYROLL TRANS FOR 1/15/2022 PAY PERIOD | 3,090.23 | | |
| PB | 141 | PAYROLL TRANS FOR 1/29/2022 PAY PERIOD | 1,590.22 | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 6,239.77 * | 1,017.90- * | 5,221.87 |
| YTD Encumbrance | .00 | YTD Actual | 5,221.87 | Total | 5,221.87 |
| | | YTD Budget | 40,300.00 | Unearned | 35,078.13- |

| | | | | | |
|---|-----|---|--------------|--------------|------------|
| 100-4193-210 SUBSCRIPTIONS & MEMBERSHIPS | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | 1,000.00 | Unearned | 1,000.00- |

| | | | | | |
|---|-----|---|--------------|--------------|------------|
| 100-4193-223 ADVERTISING & BROCHURES | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |

| | | | | | |
|------------------------------------|-----|---|--------------|--------------|------------|
| 100-4193-230 TRAVEL EXPENSE | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | 5,000.00 | Unearned | 5,000.00- |

| | | | | | |
|-------------------------------------|-----|---|--------------|--------------|------------|
| 100-4193-240 OFFICE SUPPLIES | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | 2,500.00 | Unearned | 2,500.00- |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|---------------------|--|-----------------|------------------|-----------------------------|
| 100-4193-250 EQUIPMENT SUPPLIES & MAINT | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | 3,000.00 Unearned 3,000.00- |
| 100-4193-251 NON-CAPITALIZED EQUIPMENT | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | 500.00 Unearned 500.00- |
| 100-4193-270 UTILITIES | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unearned .00 |
| 100-4193-280 COMMUNICATIONS | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | 1,300.00 Unearned 1,300.00- |
| 100-4193-281 TELEPHONE - MOBILE | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unearned .00 |
| 100-4193-290 RENTALS-FACILITIES & | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unearned .00 |
| 100-4193-291 LEASE PAYMENTS | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unearned .00 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|---------------------|---------------------------|-----------------|------------------|-------------|
| 100-4193-310 PROFESSIONAL & TECHNICAL | | | | | |
| | 01/01/2022 (00/22) | Balance | | | .00 |
| | 01/31/2022 (01/22) | Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | 500.00 | Unearned | 500.00- |
| 100-4193-311 SOFTWARE PACKAGES | | | | | |
| | 01/01/2022 (00/22) | Balance | | | .00 |
| | 01/31/2022 (01/22) | Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 100-4193-330 EDUCATION & TRAINING | | | | | |
| | 01/01/2022 (00/22) | Balance | | | .00 |
| | 01/31/2022 (01/22) | Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | 2,000.00 | Unearned | 2,000.00- |
| 100-4193-480 CLIENT ENTERTAINMENT | | | | | |
| | 01/01/2022 (00/22) | Balance | | | .00 |
| | 01/31/2022 (01/22) | Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 100-4193-481 SPECIAL DEPT SUPPLIES - VIDEO | | | | | |
| | 01/01/2022 (00/22) | Balance | | | .00 |
| | 01/31/2022 (01/22) | Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 100-4193-482 ANNUAL MEETING EXPENSE | | | | | |
| | 01/01/2022 (00/22) | Balance | | | .00 |
| | 01/31/2022 (01/22) | Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 100-4193-490 SPECIAL GRANT PROJECTS | | | | | |
| | 01/01/2022 (00/22) | Balance | | | .00 |
| | 01/31/2022 (01/22) | Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | 130,000.00 | Unearned | 130,000.00- |
| 100-4193-620 MISC SERVICES | | | | | |
| | 01/01/2022 (00/22) | Balance | | | .00 |
| | 01/31/2022 (01/22) | Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | 10,000.00 | Unearned | 10,000.00- |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|---------------------|---|-----------------|------------------|------------|
| 100-4193-740 CAPITALIZED EQUIPMENT | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |

Number of transactions: 8 Number of accounts: 23

| Debit | Credit | Proof |
|-----------|-----------|-----------|
| 17,478.97 | 4,690.70- | 12,788.27 |

Total GENERAL FUND:

Number of transactions: 8 Number of accounts: 23

| Debit | Credit | Proof |
|-----------|-----------|-----------|
| 17,478.97 | 4,690.70- | 12,788.27 |

Grand Totals:

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|---|--------------------|--------------------|------------------|
| 100-4131-110 FULL TIME EMPLOYEES | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| AE | 10 | 2021 Salary and Wage Accrual for 12/19- 12/31/2 | | 5,815.55- | |
| PC | 48 | PAYROLL TRANS FOR 1/1/2022 PAY PERIOD | 5,815.55 | | |
| PC | 147 | PAYROLL TRANS FOR 1/15/2022 PAY PERIOD | 6,009.59 | | |
| PC | 259 | PAYROLL TRANS FOR 1/29/2022 PAY PERIOD | 6,009.59 | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 17,834.73 * | 5,815.55- * | 12,019.18 |
| YTD Encumbrance | .00 | YTD Actual | 12,019.18 | Total | 12,019.18 |
| YTD Budget | 300,100.00 | Unearned | 288,080.82- | | |
| 100-4131-115 OVERTIME | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| YTD Budget | .00 | Unearned | .00 | | |
| 100-4131-120 PART TIME EMPLOYEES | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| YTD Budget | .00 | Unearned | .00 | | |
| 100-4131-125 SEASONAL EMPLOYEES | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| YTD Budget | 5,200.00 | Unearned | 5,200.00- | | |
| 100-4131-130 EMPLOYEE BENEFITS | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| AE | 85 | Benefit Accrual for 12/19 - 12/31/2021 | | 1,517.45- | |
| PB | 26 | PAYROLL TRANS FOR 1/1/2022 PAY PERIOD | 2,402.80 | | |
| PB | 74 | PAYROLL TRANS FOR 1/15/2022 PAY PERIOD | 4,361.04 | | |
| PB | 122 | PAYROLL TRANS FOR 1/29/2022 PAY PERIOD | 4,060.27 | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 10,824.11 * | 1,517.45- * | 9,306.66 |
| YTD Encumbrance | .00 | YTD Actual | 9,306.66 | Total | 9,306.66 |
| YTD Budget | 116,900.00 | Unearned | 107,593.34- | | |
| 100-4131-140 TRAVEL ALLOWANCE | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| YTD Budget | .00 | Unearned | .00 | | |
| 100-4131-210 SUBSCRIPTIONS & MEMBERSHIPS | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| YTD Budget | 1,800.00 | Unearned | 1,800.00- | | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|------------------|---|-----------------|---------------|---|
| 100-4131-230 TRAVEL | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| AP | 900210 | DICKEY, EDWARD O | 500.00 | | |
| | | **VendorNo: 102342 **Inv. No: 12422 **Desc: TRAVEL EXPENSES - EXEC **Inv. Date: 1/24/2022 **PO No: **Remit Name: DICKEY, EDWARD O **Merchant Vendor No: 102342 **Merchant Vendor Name: DICKEY, EDWARD O **Invoice Created By: BLW | | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 500.00 * | .00 * | 500.00 |
| YTD Encumbrance | .00 | YTD Actual | 500.00 | Total | 500.00 YTD Budget 9,000.00 Unearned 8,500.00- |
| 100-4131-240 OFFICE SUPPLIES & EXPENSE | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| JE | 21421 | Executive Postage 1/22 | 85.33 | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 85.33 * | .00 * | 85.33 |
| YTD Encumbrance | .00 | YTD Actual | 85.33 | Total | 85.33 YTD Budget 1,500.00 Unearned 1,414.67- |
| 100-4131-250 EQUIPMENT SUPPLIES & MAINT | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 YTD Budget 3,000.00 Unearned 3,000.00- |
| 100-4131-251 NON CAPITALIZED EQUIPMENT | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 YTD Budget 800.00 Unearned 800.00- |
| 100-4131-280 COMMUNICATIONS | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| PC | 51 | PAYROLL TRANS FOR 1/1/2022 PAY PERIOD | 112.50 | | |
| PC | 262 | PAYROLL TRANS FOR 1/29/2022 PAY PERIOD | 112.50 | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 225.00 * | .00 * | 225.00 |
| YTD Encumbrance | .00 | YTD Actual | 225.00 | Total | 225.00 YTD Budget 7,400.00 Unearned 7,175.00- |
| 100-4131-310 PROFESSIONAL & TECHNICAL | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 YTD Budget 1,000.00 Unearned 1,000.00- |
| 100-4131-330 EDUCATION & TRAINING | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 YTD Budget 2,500.00 Unearned 2,500.00- |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|---------------------|---|-----------------|------------------|------------|
| 100-4131-481 HUMAN RESOURCE EXPENSES | | | | | |
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

100-4131-620 MISC SERVICES

| | | | | | |
|----|---------|---|----------------|--------------|--------------|
| | | 01/01/2022 (00/22) Balance | | | .00 |
| JE | 2301099 | CC - El Toro Viejo - Lunch Meeting | 30.38 | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 30.38 * | .00 * | 30.38 |

YTD Encumbrance .00 YTD Actual 30.38 Total 30.38 YTD Budget 2,500.00 Unearned 2,469.62-

100-4131-621 COUNTY SHARE NPIC COSTS

| | | | | | |
|--|--|---|--------------|--------------|------------|
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

100-4131-622 CITY MANAGERS ASSOCIATION

| | | | | | |
|----|--------|---|----------------|--------------|--------------|
| | | 01/01/2022 (00/22) Balance | | | .00 |
| AP | 900039 | TWEDT, COREY | 94.91 | | |
| | | **VendorNo: 901351 **Inv. No: 09012021 **Desc: REIMBURSEMENT - CITY MANAGERS' LUNCHEON **Inv. Date: 9/1/2021 **PO No: **Remit Name: TWEDT, COREY **Merchant Vendor No: 901351 **Merchant Vendor Name: TWEDT, COREY **Invoice Created By: SA | | | |
| | | 01/31/2022 (01/22) Period Totals and Balance | 94.91 * | .00 * | 94.91 |

YTD Encumbrance .00 YTD Actual 94.91 Total 94.91 YTD Budget 2,000.00 Unearned 1,905.09-

100-4131-740 CAPITALIZED EQUIPMENT

| | | | | | |
|--|--|---|--------------|--------------|------------|
| | | 01/01/2022 (00/22) Balance | | | .00 |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | .00 * | .00 |

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 72,000.00 Unearned 72,000.00-

100-4131-999 TAX ADMIN - EXECUTIVE 15%

| | | | | | |
|----|-----|---|--------------|--------------------|------------------|
| | | 01/01/2022 (00/22) Balance | | | .00 |
| AE | 134 | 2022-01 Expenditure Allocations | | 3,339.22- | |
| | | 01/31/2022 (01/22) Period Totals and Balance | .00 * | 3,339.22- * | 3,339.22- |

YTD Encumbrance .00 YTD Actual 3,339.22- Total 3,339.22- YTD Budget 78,900.00- Unearned 75,560.78

Number of transactions: 15 Number of accounts: 20

Total GENERAL FUND:

Number of transactions: 15 Number of accounts: 20

Grand Totals:

| Debit | Credit | Proof |
|-----------|------------|-----------|
| 29,594.46 | 10,672.22- | 18,922.24 |
| 29,594.46 | 10,672.22- | 18,922.24 |

CACHE COUNTY GOVERNMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

| | ENCUMBRANCE | YTD ACTUAL | TOTAL | BUDGET | UNEXPENDED | PCNT |
|--|-------------|---------------------|---------------------|----------------------|----------------------|---------------|
| ECONOMIC DEVELOPMENT | | | | | | |
| 100-4193-110 FULL TIME EMPLOYEES | .00 | 7,566.40 | 7,566.40 | 92,800.00 | 85,233.60 | 8.2 |
| 100-4193-130 EMPLOYEE BENEFITS | .00 | 5,221.87 | 5,221.87 | 40,300.00 | 35,078.13 | 13.0 |
| 100-4193-210 SUBSCRIPTIONS & MEMBERSHIPS | .00 | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 100-4193-230 TRAVEL EXPENSE | .00 | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 100-4193-240 OFFICE SUPPLIES | .00 | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 100-4193-250 EQUIPMENT SUPPLIES & MAINT | .00 | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 100-4193-251 NON-CAPITALIZED EQUIPMENT | .00 | .00 | .00 | 500.00 | 500.00 | .0 |
| 100-4193-280 COMMUNICATIONS | .00 | .00 | .00 | 1,300.00 | 1,300.00 | .0 |
| 100-4193-310 PROFESSIONAL & TECHNICAL | .00 | .00 | .00 | 500.00 | 500.00 | .0 |
| 100-4193-330 EDUCATION & TRAINING | .00 | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 100-4193-490 SPECIAL GRANT PROJECTS | .00 | .00 | .00 | 130,000.00 | 130,000.00 | .0 |
| 100-4193-620 MISC SERVICES | .00 | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| TOTAL ECONOMIC DEVELOPMENT | .00 | 12,788.27 | 12,788.27 | 288,900.00 | 276,111.73 | 4.4 |
| TOTAL FUND EXPENDITURES | .00 | 12,788.27 | 12,788.27 | 288,900.00 | 276,111.73 | 4.4 |
| NET REVENUE OVER EXPENDITURES | .00 | (12,788.27) | (12,788.27) | (288,900.00) | (276,111.73) | (4.4) |

CACHE COUNTY GOVERNMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

GENERAL FUND

| | ENCUMBERE | YTD ACTUAL | TOTAL | BUDGET | UNEXPENDED | PCNT |
|--|-----------|-------------|-------------|--------------|--------------|--------|
| <u>EXECUTIVE</u> | | | | | | |
| 100-4131-110 FULL TIME EMPLOYEES | .00 | 12,019.18 | 12,019.18 | 300,100.00 | 288,080.82 | 4.0 |
| 100-4131-125 SEASONAL EMPLOYEES | .00 | .00 | .00 | 5,200.00 | 5,200.00 | .0 |
| 100-4131-130 EMPLOYEE BENEFITS | .00 | 9,306.66 | 9,306.66 | 116,900.00 | 107,593.34 | 8.0 |
| 100-4131-210 SUBSCRIPTIONS & MEMBERSHIPS | .00 | .00 | .00 | 1,800.00 | 1,800.00 | .0 |
| 100-4131-230 TRAVEL | .00 | 500.00 | 500.00 | 9,000.00 | 8,500.00 | 5.6 |
| 100-4131-240 OFFICE SUPPLIES & EXPENSE | .00 | 85.33 | 85.33 | 1,500.00 | 1,414.67 | 5.7 |
| 100-4131-250 EQUIPMENT SUPPLIES & MAINT | .00 | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 100-4131-251 NON CAPITALIZED EQUIPMENT | .00 | .00 | .00 | 800.00 | 800.00 | .0 |
| 100-4131-280 COMMUNICATIONS | .00 | 225.00 | 225.00 | 7,400.00 | 7,175.00 | 3.0 |
| 100-4131-310 PROFESSIONAL & TECHNICAL | .00 | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 100-4131-330 EDUCATION & TRAINING | .00 | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 100-4131-620 MISC SERVICES | .00 | 30.38 | 30.38 | 2,500.00 | 2,469.62 | 1.2 |
| 100-4131-622 CITY MANAGERS ASSOCIATION | .00 | 94.91 | 94.91 | 2,000.00 | 1,905.09 | 4.8 |
| 100-4131-740 CAPITALIZED EQUIPMENT | .00 | .00 | .00 | 72,000.00 | 72,000.00 | .0 |
| 100-4131-999 TAX ADMIN - EXECUTIVE 15% | .00 | (3,339.22) | (3,339.22) | (78,900.00) | (75,560.78) | (4.2) |
| TOTAL EXECUTIVE | .00 | 18,922.24 | 18,922.24 | 446,800.00 | 427,877.76 | 4.2 |
| TOTAL FUND EXPENDITURES | .00 | 18,922.24 | 18,922.24 | 446,800.00 | 427,877.76 | 4.2 |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|------------------------------|---------------------|---------------------|----------------------|----------------------|------------|
| <u>REVENUE</u> | | | | | |
| TAXES | 2,289,624.67 | 2,289,624.67 | 25,864,000.00 | 23,574,375.33 | 8.9 |
| LICENSES & PERMITS | 2,240.00 | 2,240.00 | 40,000.00 | 37,760.00 | 5.6 |
| INTERGOVERNMENTAL REVENUE | 4,354.81 | 4,354.81 | 14,075,600.00 | 14,071,245.19 | .0 |
| CHARGES FOR SERVICES | 538,564.74 | 538,564.74 | 7,909,800.00 | 7,371,235.26 | 6.8 |
| FINES & FORFEITURES | 7,210.34 | 7,210.34 | 111,000.00 | 103,789.66 | 6.5 |
| MISCELLANEOUS REVENUE | 19,621.03 | 19,621.03 | 1,823,900.00 | 1,804,278.97 | 1.1 |
| CONTRIBUTIONS & TRANSFERS | .00 | .00 | 1,563,500.00 | 1,563,500.00 | .0 |
| | <u>2,861,615.59</u> | <u>2,861,615.59</u> | <u>51,387,800.00</u> | <u>48,526,184.41</u> | <u>5.6</u> |
| <u>EXPENDITURES</u> | | | | | |
| COUNCIL | 10,610.49 | 10,610.49 | 129,900.00 | 119,289.51 | 8.2 |
| PUBLIC DEFENDER | 76,737.21 | 76,737.21 | 819,200.00 | 742,462.79 | 9.4 |
| EXECUTIVE | 18,922.24 | 18,922.24 | 446,800.00 | 427,877.76 | 4.2 |
| FINANCE | 89,508.61 | 89,508.61 | 732,400.00 | 642,891.39 | 12.2 |
| HUMAN RESOURCES | 25,587.66 | 25,587.66 | 411,400.00 | 385,812.34 | 6.2 |
| GIS DEPT | 9,576.21 | 9,576.21 | 116,800.00 | 107,223.79 | 8.2 |
| INFORMATION TECHNOLOGY SYSTE | 73,278.77 | 73,278.77 | 1,092,000.00 | 1,018,721.23 | 6.7 |
| AUDITOR | 2,623.92 | 2,623.92 | 33,800.00 | 31,176.08 | 7.8 |
| CLERK | 13,050.80 | 13,050.80 | 234,300.00 | 221,249.20 | 5.6 |
| RECORDER | 21,317.33 | 21,317.33 | 342,500.00 | 321,182.67 | 6.2 |
| ATTORNEY | 183,116.96 | 183,116.96 | 2,123,300.00 | 1,940,183.04 | 8.6 |
| VOCA -VICTIM SERVICES | 46,402.75 | 46,402.75 | 872,700.00 | 826,297.25 | 5.3 |
| NON-DEPARTMENTAL | 44,553.78 | 44,553.78 | 378,000.00 | 333,446.22 | 11.8 |
| CENTRAL MAIL | .00 | .00 | 7,100.00 | 7,100.00 | .0 |
| BUILDING & GROUNDS | 13,797.17 | 13,797.17 | 351,800.00 | 338,002.83 | 3.9 |
| ELECTIONS | 29,426.80 | 29,426.80 | 755,100.00 | 725,673.20 | 3.9 |
| PUBLIC NOTICES | .00 | .00 | 1,800.00 | 1,800.00 | .0 |
| ECONOMIC DEVELOPMENT | 12,788.27 | 12,788.27 | 288,900.00 | 276,111.73 | 4.4 |
| SHERIFF - CRIMINAL | 1,268,180.80 | 1,268,180.80 | 5,160,700.00 | 3,892,519.20 | 24.6 |
| SHERIFF - SUPPORT SERVICES | 39,490.57 | 39,490.57 | 3,082,100.00 | 3,042,609.43 | 1.3 |
| SHERIFF - ADMINISTRATION | 146,469.98 | 146,469.98 | 1,584,400.00 | 1,437,930.02 | 9.2 |
| SHERIFF - SEARCH AND RESCUE | 896.47 | 896.47 | 238,000.00 | 237,103.53 | .4 |
| SHERIFF - EXPLORER | .00 | .00 | 25,300.00 | 25,300.00 | .0 |
| FIRE DEPARTMENT | 5.99 | 5.99 | .00 | (5.99) | .0 |
| SHERIFF - CORRECTIONS | 22,266.44 | 22,266.44 | 8,837,300.00 | 8,815,033.56 | .3 |
| SHERIFF - IT DEPARTMENT | 492.49 | 492.49 | 32,300.00 | 31,807.51 | 1.5 |
| BEE INSPECTION | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| SHERIFF - ANIMAL CONTROL | 17,788.56 | 17,788.56 | 225,300.00 | 207,511.44 | 7.9 |
| SHERIFF - EMERGENCY MANAGEME | 10,266.55 | 10,266.55 | 173,500.00 | 163,233.45 | 5.9 |
| AMBULANCE | 133,189.49 | 133,189.49 | 1,699,500.00 | 1,566,310.51 | 7.8 |
| FIRE | 42,103.56 | 42,103.56 | 1,253,000.00 | 1,210,896.44 | 3.4 |
| PUBLIC HEALTH | .00 | .00 | 327,700.00 | 327,700.00 | .0 |
| PUBLIC WELFARE | .00 | .00 | 82,800.00 | 82,800.00 | .0 |
| FAIRGROUNDS | 57,388.39 | 57,388.39 | 1,093,800.00 | 1,036,411.61 | 5.3 |
| COMMUNICATIONS | .00 | .00 | 18,800.00 | 18,800.00 | .0 |
| LIBRARY | 7,153.77 | 7,153.77 | 118,000.00 | 110,846.23 | 6.1 |
| USU AG EXTENSION SERVICE | 104.94 | 104.94 | 244,600.00 | 244,495.06 | .0 |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|------------------------|---------------------|---------------------|----------------------|----------------------|------------|
| COUNTY FAIR | .00 | .00 | 182,300.00 | 182,300.00 | .0 |
| RODEO | .00 | .00 | 264,000.00 | 264,000.00 | .0 |
| STATE FAIR | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| AGRICULTURAL PROMOTION | .00 | .00 | 6,000.00 | 6,000.00 | .0 |
| CONTRIBUTIONS | .00 | .00 | 15,244,000.00 | 15,244,000.00 | .0 |
| TRANSFERS OUT | .00 | .00 | 2,095,600.00 | 2,095,600.00 | .0 |
| MISCELLANEOUS | (1,329.00) | (1,329.00) | 257,500.00 | 258,829.00 | (.5) |
| | <u>2,415,767.97</u> | <u>2,415,767.97</u> | <u>51,387,800.00</u> | <u>48,972,032.03</u> | <u>4.7</u> |
| | <u>445,847.62</u> | <u>445,847.62</u> | <u>.00</u> | <u>(445,847.62)</u> | <u>.0</u> |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

TAX ADMINISTRATION FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|--------------------------------|-------------------|-------------------|---------------------|---------------------|------------|
| <u>REVENUE</u> | | | | | |
| TAXES | 322,124.35 | 322,124.35 | 3,600,500.00 | 3,278,375.65 | 9.0 |
| CHARGES FOR SERVICES | 78,421.92 | 78,421.92 | 1,200,000.00 | 1,121,578.08 | 6.5 |
| MISCELLANEOUS REVENUE | 149.49 | 149.49 | 100.00 | (49.49) | 149.5 |
| CONTRIBUTIONS & TRANSFERS | .00 | .00 | 164,400.00 | 164,400.00 | .0 |
| | <u>400,695.76</u> | <u>400,695.76</u> | <u>4,965,000.00</u> | <u>4,564,304.24</u> | <u>8.1</u> |
| <u>EXPENDITURES</u> | | | | | |
| TAX ADMINISTRATION ALLOCATIONS | 131,443.87 | 131,443.87 | 1,849,100.00 | 1,717,656.13 | 7.1 |
| INFORMATION TECHNOLOGY SYSTE | 39,486.03 | 39,486.03 | 448,600.00 | 409,113.97 | 8.8 |
| TREASURER | 27,602.02 | 27,602.02 | 326,400.00 | 298,797.98 | 8.5 |
| ASSESSOR | 157,028.91 | 157,028.91 | 2,099,600.00 | 1,942,571.09 | 7.5 |
| CONTRIBUTIONS | 12,444.81 | 12,444.81 | 181,800.00 | 169,355.19 | 6.9 |
| MISCELLANEOUS | 512.43 | 512.43 | 59,500.00 | 58,987.57 | .9 |
| | <u>368,518.07</u> | <u>368,518.07</u> | <u>4,965,000.00</u> | <u>4,596,481.93</u> | <u>7.4</u> |
| | <u>32,177.69</u> | <u>32,177.69</u> | <u>.00</u> | <u>(32,177.69)</u> | <u>.0</u> |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

MUNICIPAL SERVICES FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|----------------------------|-------------------|-------------------|----------------------|----------------------|------------|
| <u>REVENUE</u> | | | | | |
| TAXES | 334,882.28 | 334,882.28 | 8,137,000.00 | 7,802,117.72 | 4.1 |
| LICENSES & PERMITS | 91,594.39 | 91,594.39 | 1,319,300.00 | 1,227,705.61 | 6.9 |
| INTERGOVERNMENTAL REVENUE | 280,437.73 | 280,437.73 | 2,723,700.00 | 2,443,262.27 | 10.3 |
| CHARGES FOR SERVICES | 59,665.91 | 59,665.91 | 936,200.00 | 876,534.09 | 6.4 |
| MISCELLANEOUS REVENUE | 1,613.79 | 1,613.79 | 274,000.00 | 272,386.21 | .6 |
| CONTRIBUTIONS & TRANSFERS | .00 | .00 | 1,886,000.00 | 1,886,000.00 | .0 |
| | <u>768,194.10</u> | <u>768,194.10</u> | <u>15,276,200.00</u> | <u>14,508,005.90</u> | <u>5.0</u> |
| <u>EXPENDITURES</u> | | | | | |
| DEVELOPMENT SERVICES ADMIN | 20,310.06 | 20,310.06 | 433,300.00 | 412,989.94 | 4.7 |
| ZONING ADMINISTRATION | 35,479.38 | 35,479.38 | 406,500.00 | 371,020.62 | 8.7 |
| FIRE DEPARTMENT | 117,902.48 | 117,902.48 | 359,000.00 | 241,097.52 | 32.8 |
| BUILDING INSPECTION | 57,765.43 | 57,765.43 | 1,000,300.00 | 942,534.57 | 5.8 |
| ANIMAL CONTROL | .00 | .00 | 12,000.00 | 12,000.00 | .0 |
| ROAD | 352,072.96 | 352,072.96 | 5,512,200.00 | 5,160,127.04 | 6.4 |
| VEGETATION MANAGEMENT | 29,499.34 | 29,499.34 | 760,100.00 | 730,600.66 | 3.9 |
| ENGINEERING | 38,683.65 | 38,683.65 | 1,558,200.00 | 1,519,516.35 | 2.5 |
| TRAILS MANAGEMENT | 9,671.02 | 9,671.02 | 103,600.00 | 93,928.98 | 9.3 |
| CONTRIBUTIONS | .00 | .00 | 4,295,000.00 | 4,295,000.00 | .0 |
| TRANSFERS OUT | .00 | .00 | 834,500.00 | 834,500.00 | .0 |
| MISCELLANEOUS | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| | <u>661,384.32</u> | <u>661,384.32</u> | <u>15,276,200.00</u> | <u>14,614,815.68</u> | <u>4.3</u> |
| | <u>106,809.78</u> | <u>106,809.78</u> | <u>.00</u> | <u>(106,809.78)</u> | <u>.0</u> |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

HEALTH FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---------------------|-------------------|-------------------|---------------------|----------------------|------------|
| <u>REVENUE</u> | | | | | |
| TAXES | 89,183.06 | 89,183.06 | 1,029,000.00 | 939,816.94 | 8.7 |
| CHARGES FOR SERVICE | 20,795.25 | 20,795.25 | 320,000.00 | 299,204.75 | 6.5 |
| CONTRIBUTIONS | .00 | .00 | 60,300.00 | 60,300.00 | .0 |
| | <u>109,978.31</u> | <u>109,978.31</u> | <u>1,409,300.00</u> | <u>1,299,321.69</u> | <u>7.8</u> |
| <u>EXPENDITURES</u> | | | | | |
| PUBLIC HEALTH | .00 | .00 | 1,359,300.00 | 1,359,300.00 | .0 |
| CONTRIBUTIONS | .00 | .00 | 50,000.00 | 50,000.00 | .0 |
| | <u>.00</u> | <u>.00</u> | <u>1,409,300.00</u> | <u>1,409,300.00</u> | <u>.0</u> |
| | <u>109,978.31</u> | <u>109,978.31</u> | <u>.00</u> | <u>(109,978.31)</u> | <u>.0</u> |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

CACHE CO REDEVELOPMENT AGENCY

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|-----------------------|---------------|------------|-------------------|-------------------|-----------|
| <u>REVENUE</u> | | | | | |
| TAXES | .00 | .00 | 70,000.00 | 70,000.00 | .0 |
| CONTRIBUTIONS | .00 | .00 | 266,000.00 | 266,000.00 | .0 |
| | <u>.00</u> | <u>.00</u> | <u>336,000.00</u> | <u>336,000.00</u> | <u>.0</u> |
| <u>EXPENDITURES</u> | | | | | |
| COMMUNITY DEVELOPMENT | .00 | .00 | 325,000.00 | 325,000.00 | .0 |
| CONTRIBUTIONS | .00 | .00 | 11,000.00 | 11,000.00 | .0 |
| | <u>.00</u> | <u>.00</u> | <u>336,000.00</u> | <u>336,000.00</u> | <u>.0</u> |
| | <u>.00</u> | <u>.00</u> | <u>.00</u> | <u>.00</u> | <u>.0</u> |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

FUND 230

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---------------------------|------------------|------------------|---------------------|---------------------|------------|
| <u>REVENUE</u> | | | | | |
| TAXES | 76,713.98 | 76,713.98 | 1,191,000.00 | 1,114,286.02 | 6.4 |
| INTERGOVERNMENTAL REVENUE | .00 | .00 | 39,100.00 | 39,100.00 | .0 |
| CHARGES FOR SERVICES | 1,600.33 | 1,600.33 | 31,000.00 | 29,399.67 | 5.2 |
| MISCELLANEOUS REVENUE | .00 | .00 | 500.00 | 500.00 | .0 |
| CONTRIBUTIONS & TRANSFERS | .00 | .00 | 4,200.00 | 4,200.00 | .0 |
| | <u>78,314.31</u> | <u>78,314.31</u> | <u>1,265,800.00</u> | <u>1,187,485.69</u> | <u>6.2</u> |
| <u>EXPENDITURES</u> | | | | | |
| VISITORS BUREAU | 36,244.74 | 36,244.74 | 813,800.00 | 777,555.26 | 4.5 |
| DEPARTMENT 4800 | .00 | .00 | 190,000.00 | 190,000.00 | .0 |
| TRANSFERS OUT | .00 | .00 | 262,000.00 | 262,000.00 | .0 |
| | <u>36,244.74</u> | <u>36,244.74</u> | <u>1,265,800.00</u> | <u>1,229,555.26</u> | <u>2.9</u> |
| | <u>42,069.57</u> | <u>42,069.57</u> | <u>.00</u> | <u>(42,069.57)</u> | <u>.0</u> |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

COUNCIL ON AGING

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|--------------------------------|---------------------|---------------------|-------------------|-------------------|------------|
| <u>REVENUE</u> | | | | | |
| INTERGOVERNMENTAL REVENUE | 37,049.53 | 37,049.53 | 444,900.00 | 407,850.47 | 8.3 |
| CHARGES FOR SERVICES | 530.25 | 530.25 | 8,500.00 | 7,969.75 | 6.2 |
| MISCELLANEOUS REVENUE | 47.00 | 47.00 | 4,100.00 | 4,053.00 | 1.2 |
| CONTRIBUTIONS & TRANSFERS | 6,261.00 | 6,261.00 | 527,200.00 | 520,939.00 | 1.2 |
| | <u>43,887.78</u> | <u>43,887.78</u> | <u>984,700.00</u> | <u>940,812.22</u> | <u>4.5</u> |
| <u>EXPENDITURES</u> | | | | | |
| CONTRIBUTIONS | .00 | .00 | 43,600.00 | 43,600.00 | .0 |
| NUTRITION-MANDATED | 43,867.31 | 43,867.31 | 484,600.00 | 440,732.69 | 9.1 |
| SR CITIZENS CENTER-NON-MANDATE | 18,994.59 | 18,994.59 | 314,200.00 | 295,205.41 | 6.1 |
| ACCESS - MANDATED | 14,242.36 | 14,242.36 | 142,300.00 | 128,057.64 | 10.0 |
| | <u>77,104.26</u> | <u>77,104.26</u> | <u>984,700.00</u> | <u>907,595.74</u> | <u>7.8</u> |
| | <u>(33,216.48)</u> | <u>(33,216.48)</u> | <u>.00</u> | <u>33,216.48</u> | <u>.0</u> |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

MENTAL HEALTH FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---------------------------|-------------------|-------------------|---------------------|----------------------|-------------|
| <u>REVENUE</u> | | | | | |
| INTERGOVERNMENTAL REVENUE | 402,981.22 | 402,981.22 | 3,000,000.00 | 2,597,018.78 | 13.4 |
| CONTRIBUTIONS | 37,536.00 | 37,536.00 | 146,400.00 | 108,864.00 | 25.6 |
| | <u>440,517.22</u> | <u>440,517.22</u> | <u>3,146,400.00</u> | <u>2,705,882.78</u> | <u>14.0</u> |
| <u>EXPENDITURES</u> | | | | | |
| PUBLIC HEALTH | .00 | .00 | 3,146,400.00 | 3,146,400.00 | .0 |
| | <u>.00</u> | <u>.00</u> | <u>3,146,400.00</u> | <u>3,146,400.00</u> | <u>.0</u> |
| | <u>440,517.22</u> | <u>440,517.22</u> | <u>.00</u> | <u>(440,517.22)</u> | <u>.0</u> |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

RESTAURANT TAX FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---------------------|---------------|------------|--------------|---------------|------|
| <u>REVENUE</u> | | | | | |
| TAXES | 160,378.52 | 160,378.52 | 2,106,000.00 | 1,945,621.48 | 7.6 |
| | 160,378.52 | 160,378.52 | 2,106,000.00 | 1,945,621.48 | 7.6 |
| <u>EXPENDITURES</u> | | | | | |
| TOURISM AWARDS | .00 | .00 | 303,600.00 | 303,600.00 | .0 |
| FACILITY AWARDS | .00 | .00 | 1,574,600.00 | 1,574,600.00 | .0 |
| CONTRIBUTIONS | .00 | .00 | 227,800.00 | 227,800.00 | .0 |
| | .00 | .00 | 2,106,000.00 | 2,106,000.00 | .0 |
| | 160,378.52 | 160,378.52 | .00 | (160,378.52) | .0 |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

RAPZ TAX FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---------------------|---------------|------------|--------------|---------------|------|
| <u>REVENUE</u> | | | | | |
| TAXES | 226,819.30 | 226,819.30 | 2,801,000.00 | 2,574,180.70 | 8.1 |
| | 226,819.30 | 226,819.30 | 2,801,000.00 | 2,574,180.70 | 8.1 |
| <u>EXPENDITURES</u> | | | | | |
| FACILITIES AWARDS | .00 | .00 | 1,532,400.00 | 1,532,400.00 | .0 |
| PROGRAM AWARDS | 35,000.00 | 35,000.00 | 490,500.00 | 455,500.00 | 7.1 |
| CONTRIBUTIONS | .00 | .00 | 729,100.00 | 729,100.00 | .0 |
| TRANSFERS OUT | .00 | .00 | 49,000.00 | 49,000.00 | .0 |
| | 35,000.00 | 35,000.00 | 2,801,000.00 | 2,766,000.00 | 1.3 |
| | 191,819.30 | 191,819.30 | .00 | (191,819.30) | .0 |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

CCCOG FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---------------------------|------------------------|------------------------|----------------------|----------------------|------------|
| <u>REVENUE</u> | | | | | |
| TAXES | 567,224.52 | 567,224.52 | 7,007,000.00 | 6,439,775.48 | 8.1 |
| CONTRIBUTIONS & TRANSFERS | .00 | .00 | 12,267,500.00 | 12,267,500.00 | .0 |
| | <u>567,224.52</u> | <u>567,224.52</u> | <u>19,274,500.00</u> | <u>18,707,275.48</u> | <u>2.9</u> |
| <u>EXPENDITURES</u> | | | | | |
| ROAD PROJECTS | 1,636,827.70 | 1,636,827.70 | 12,100,000.00 | 10,463,172.30 | 13.5 |
| DEPARTMENT 4800 | .00 | .00 | 6,457,000.00 | 6,457,000.00 | .0 |
| TRANSFERS OUT | .00 | .00 | 717,500.00 | 717,500.00 | .0 |
| | <u>1,636,827.70</u> | <u>1,636,827.70</u> | <u>19,274,500.00</u> | <u>17,637,672.30</u> | <u>8.5</u> |
| | <u>(1,069,603.18)</u> | <u>(1,069,603.18)</u> | <u>.00</u> | <u>1,069,603.18</u> | <u>.0</u> |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

AIRPORT FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|-----------------------------|------------------|------------------|-------------------|---------------------|------------|
| <u>REVENUE</u> | | | | | |
| INTERGOVERNMENTAL REVENUE | 21,576.08 | 21,576.08 | 553,300.00 | 531,723.92 | 3.9 |
| MISCELLANEOUS REVENUE | 1,913.84 | 1,913.84 | 49,500.00 | 47,586.16 | 3.9 |
| AIRPORT LAND LEASE REVENUES | 1,194.61 | 1,194.61 | 109,000.00 | 107,805.39 | 1.1 |
| CONTRIBUTIONS & TRANSFERS | .00 | .00 | 122,200.00 | 122,200.00 | .0 |
| | <u>24,684.53</u> | <u>24,684.53</u> | <u>834,000.00</u> | <u>809,315.47</u> | <u>3.0</u> |
| <u>EXPENDITURES</u> | | | | | |
| AIRPORT DEPARTMENT | 13,389.93 | 13,389.93 | 823,900.00 | 810,510.07 | 1.6 |
| DEPARTMENT 4800 | .00 | .00 | 10,100.00 | 10,100.00 | .0 |
| | <u>13,389.93</u> | <u>13,389.93</u> | <u>834,000.00</u> | <u>820,610.07</u> | <u>1.6</u> |
| | <u>11,294.60</u> | <u>11,294.60</u> | <u>.00</u> | <u>(11,294.60)</u> | <u>.0</u> |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

CHILDREN'S JUSTICE CENTER

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---------------------------|---------------------|---------------------|-------------------|-------------------|------------|
| <u>REVENUE</u> | | | | | |
| INTERGOVERNMENTAL REVENUE | .00 | .00 | 428,800.00 | 428,800.00 | .0 |
| CONTRIBUTIONS & TRANSFERS | .00 | .00 | 30,100.00 | 30,100.00 | .0 |
| | <u>.00</u> | <u>.00</u> | <u>458,900.00</u> | <u>458,900.00</u> | <u>.0</u> |
| <u>EXPENDITURES</u> | | | | | |
| CHILDREN'S JUSTICE CENTER | 23,558.82 | 23,558.82 | 442,100.00 | 418,541.18 | 5.3 |
| DEPARTMENT 4800 | .00 | .00 | 16,800.00 | 16,800.00 | .0 |
| | <u>23,558.82</u> | <u>23,558.82</u> | <u>458,900.00</u> | <u>435,341.18</u> | <u>5.1</u> |
| | <u>(23,558.82)</u> | <u>(23,558.82)</u> | <u>.00</u> | <u>23,558.82</u> | <u>.0</u> |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

DEBT SERVICE FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|--------------------------------|---------------|---------------|---------------------|---------------------|-----------|
| <u>REVENUE</u> | | | | | |
| MISCELLANEOUS REVENUE | 191.16 | 191.16 | .00 | (191.16) | .0 |
| CONTRIBUTIONS AND TRANSFERS IN | .00 | .00 | 2,849,000.00 | 2,849,000.00 | .0 |
| | <u>191.16</u> | <u>191.16</u> | <u>2,849,000.00</u> | <u>2,848,808.84</u> | <u>.0</u> |
| <u>EXPENDITURES</u> | | | | | |
| CAPITAL LEASE - PATROL VEHICLE | .00 | .00 | 726,200.00 | 726,200.00 | .0 |
| CAPITAL LEASE - ROAD EQUIPMENT | .00 | .00 | 31,500.00 | 31,500.00 | .0 |
| SALES TAX REVENUE BONDS | .00 | .00 | 2,073,000.00 | 2,073,000.00 | .0 |
| CAP LEASE - FIRE-EMS VEHICLES | .00 | .00 | 18,300.00 | 18,300.00 | .0 |
| | <u>.00</u> | <u>.00</u> | <u>2,849,000.00</u> | <u>2,849,000.00</u> | <u>.0</u> |
| | <u>191.16</u> | <u>191.16</u> | <u>.00</u> | <u>(191.16)</u> | <u>.0</u> |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

ROADS SPECIAL SERVICE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---------------------------|---------------|--------------|-------------------|-------------------|-----------|
| <u>REVENUE</u> | | | | | |
| INTERGOVERNMENTAL REVENUE | .00 | .00 | 120,000.00 | 120,000.00 | .0 |
| MISCELLANEOUS REVENUE | 39.21 | 39.21 | 1,000.00 | 960.79 | 3.9 |
| | <u>39.21</u> | <u>39.21</u> | <u>121,000.00</u> | <u>120,960.79</u> | <u>.0</u> |
| <u>EXPENDITURES</u> | | | | | |
| DEPARTMENT 4810 | .00 | .00 | 121,000.00 | 121,000.00 | .0 |
| | <u>.00</u> | <u>.00</u> | <u>121,000.00</u> | <u>121,000.00</u> | <u>.0</u> |
| | <u>39.21</u> | <u>39.21</u> | <u>.00</u> | <u>(39.21)</u> | <u>.0</u> |

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

CCCF

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---------------------|---------------|-------------|------------------|------------------|-----------|
| <u>REVENUE</u> | | | | | |
| SOURCE 36 | 1.80 | 1.80 | 100.00 | 98.20 | 1.8 |
| SOURCE 38 | .00 | .00 | 36,000.00 | 36,000.00 | .0 |
| | <u>1.80</u> | <u>1.80</u> | <u>36,100.00</u> | <u>36,098.20</u> | <u>.0</u> |
| <u>EXPENDITURES</u> | | | | | |
| DEPARTMENT 4810 | .00 | .00 | 36,000.00 | 36,000.00 | .0 |
| DEPARTMENT 4960 | .00 | .00 | 100.00 | 100.00 | .0 |
| | <u>.00</u> | <u>.00</u> | <u>36,100.00</u> | <u>36,100.00</u> | <u>.0</u> |
| | <u>1.80</u> | <u>1.80</u> | <u>.00</u> | <u>(1.80)</u> | <u>.0</u> |



CACHE COUNTY

Office of the County Assessor

179 NORTH MAIN • LOGAN, UTAH 84321

(435) 755-1590 • Fax (435) 755-1989

KATHLEEN C. HOWELL

February 10, 2022

To Whom It May Concern:

We are writing this letter asking that the taxes on TSA Stores Inc/Sports Authority #319 be cancelled. The Sports Authority store has been closed for several years. This account has been protected by a bankruptcy case. We have recently been informed by the attorney's office the bankruptcy was settled and terminated 3-24-2021. All distributions that will be made, that are associated with this case, have already been made. Cache County did not receive any payment regarding this matter. According to the attorney's office, it is likely there was not enough money in the bankruptcy settlement to cover all outstanding bills. This is for the 2016 tax year. The account number is BU-27-3035.

At this time we are asking that the tax amount of \$1,728.79, as well as, \$172.88 in fees/penalty, and \$681.78 in interest be cancelled. That equals a total amount of \$2,583.45.

Thank you for your time and consideration in this matter.

Kathleen Howell
Cache County Assessor

2016 TAX NOTICE

Cache County Assessor's Office
179 North Main Suite 205
Logan, Utah 84321
(435) 755-1590

Make all checks
payable to:
**CACHE COUNTY
ASSESSOR**

| |
|-------------------|
| Account Number |
| BU-27-3035 |
| Due Date |
| PAST DUE |

TAX NOTICE

BUSINESS PERSONAL PROPERTY TAX FOR THE TAX YEAR 2016

Printed: 2/10/2022

TSA STORES INC
SPORTS AUTHORITY #319
1050 WEST HAMPDEN AVE
ATTN TAX DEPT
ENGLEWOOD, CO 80110

If this property is involved in bankruptcy, this notice
is for information only and not an attempt to collect
taxes.

Taxing District: **627 LOGAN NORTH RETAIL RDA A-6**

Market Value: **119,260**
Taxable Value: **119,260**
Taxes Due: **1,728.79**

District Breakdown By Taxing Unit (Apportionment)

| Entity Code | Entity Description | Tax Rate | Tax Amount |
|-------------|-------------------------|----------|------------|
| 27 | LOGAN CITY | 0.002194 | 261.66 |
| 28 | CACHE CO GENERAL FUND | 0.001771 | 211.21 |
| 29 | LOGAN SCHOOL DISTRICT | 0.008203 | 978.29 |
| 38 | CACHE CO HEALTH FUND | 0.000139 | 16.58 |
| 48 | MULTI-CO A & C | 0.000012 | 1.43 |
| 58 | CACHE CO A & C | 0.000441 | 52.59 |
| 69 | LOGAN SCHOOL STATE LEVY | 0.001736 | 207.04 |
| 75 | CVTD | 0.000000 | 0.00 |
| | | | |
| | | | |
| | | | |
| | | | |

(Cut along this line)

Please return this portion of the notice with your check remittance. DO NOT send cash.

TAX NOTICE

| |
|-------------------|
| Account Number |
| BU-27-3035 |
| Due Date |
| PAST DUE |

TSA STORES INC
1050 WEST HAMPDEN AVE
ATTN TAX DEPT
ENGLEWOOD, CO 80110

Taxing District: **627 LOGAN NORTH RETAIL RDA A-6**

| | |
|--------------------|-----------------|
| TOTAL TAXES | 1,728.79 |
| EXEMPTIONS | (0.00) |
| FEE & PENALTY | 172.88 |
| FEE & PENALTY PAID | (0.00) |
| INTEREST | 681.78 |
| INTEREST PAID | (0.00) |
| PRINCIPLE PAID | (0.00) |
| AMOUNT DUE | 2,583.45 |

Interest will be charged at 6% per annum above the current federal discount rate on all past due accounts. (Minimum 7%)

2/10/2022



Set a Public Hearing

Ordinance 2022-12 Cutler Valley Rezone

Agenda request submitted by: Chris Harrild, Director – Forwarded from the County Planning Commission

Assisting Department: Development Services

Requested Council meeting date: February 22, 2022

Agenda Item Language: Set hearing for Ordinance 2022-12 Cutler Valley Rezone – A request to rezone 65.7 acres located at approximately 6600 North Highway 23, near Newton, from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone.

Recommendation: Planning Commission – Approval (7-yea; 0-nay).

Background: A request to rezone 65.7 acres located at approximately 6600 North Highway 23, near Newton, from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone. A rezone to the RU5 Zone would allow for a maximum potential of 13 buildable lots for single-family residential, whereas the existing A10 Zone allows for a maximum of 6 buildable lots.

Fiscal Impact: N/A

Public Hearing Required: Rezone requests require a public hearing before the County Planning Commission (PC). This hearing was held on February 3, 2022.

No additional hearing is required under the requirements of the State Code, however, the Council has previously directed it is beneficial to rehear the public comment and hold an additional hearing before the Council.

See attached for additional information.

County Staff Presenter: Chris Harrild

Presentation Time: No additional staff presentation time is anticipated.

County Staff Point of Contact: Angie Zetterquist, County Planner

Legal Review: N/A

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7

If approved, the rezone will take effect 15 days from the date of approval.

Staff Report to Planning Commission

Staff Report: Cutler Valley Rezone

3 February 2022

This staff report is an analysis of the application based on adopted county documents, standard county development practices, and available information. The report is to be used to review and consider the merits of the application. Additional information may be provided that supplements or amends this staff report.

Agent: Sue Griffin

Parcel ID#: 13-029-0002

Staff Recommendation: Approval

Type of Action: Legislative

Land Use Authority: Cache County Council

Location

Reviewed by Angie Zetterquist

Project Address:

~6600 North Highway 23
near Newton

Acres: 65.72

Current Zoning:

Agricultural (A10)

Proposed Zoning:

Rural 5 (RU5)

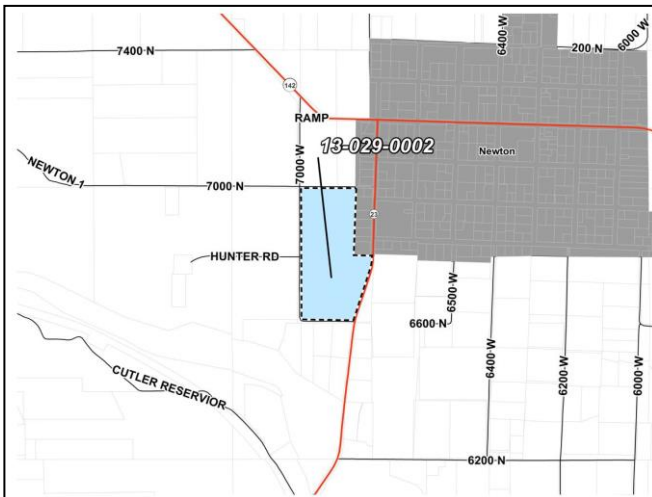
Surrounding Uses:

North – Agricultural

South – Residential

East – Residential/Newton

West – Agricultural/Residential



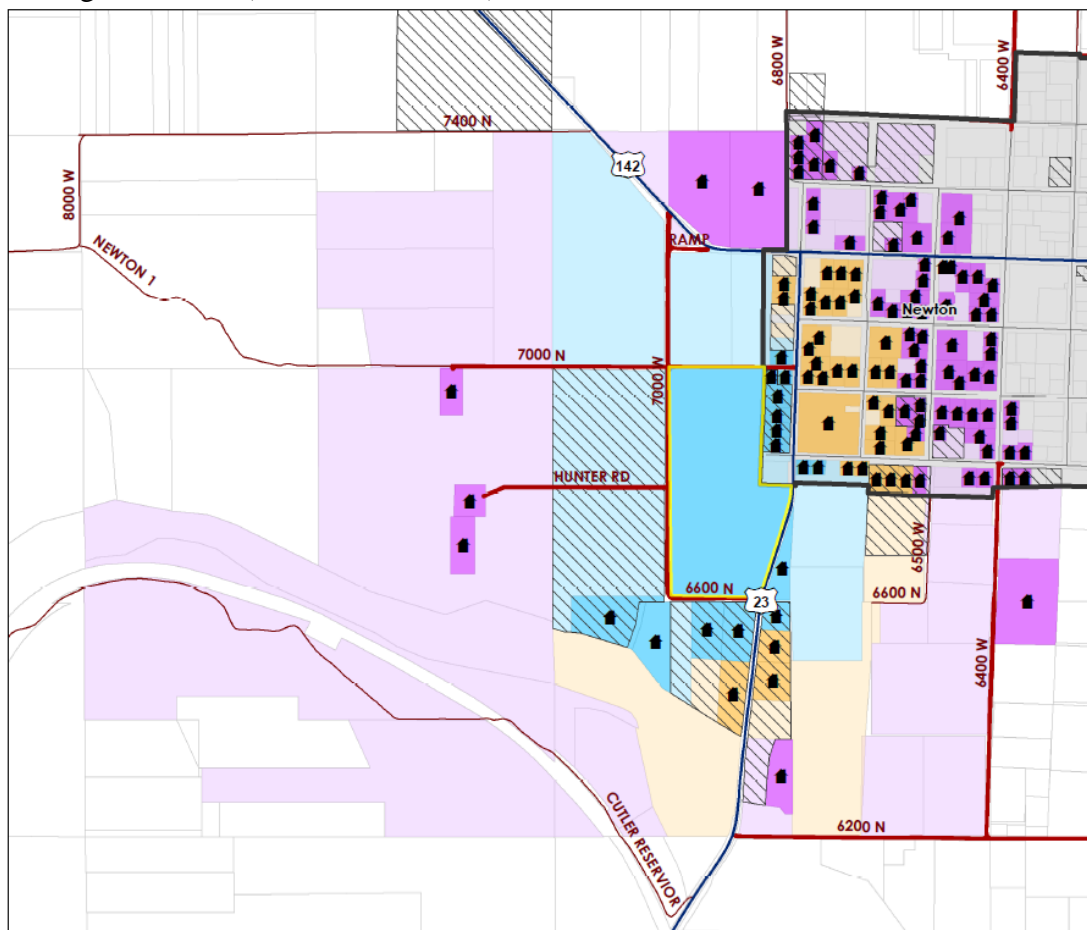
Findings of Fact

A. Request description

1. A request to rezone 65.72 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone.
2. This rezone may allow the parcel to be legally divided into a maximum potential of 13 separate lots as part of a subdivision process.
3. Staff has identified general information as pertains to the subject property to assist the Planning Commission and County Council in arriving at a decision. This information is reflected in the attached map (Attachment A) and in the following text:

a. Land Use Context:

- i. Parcel status: The subject property is legal as it is in the same configuration as it was on August 8, 2006.
- ii. Average Lot Size: (See Attachment A)



| Average Parcel Size | |
|---------------------|---|
| Adjacent Parcels | With a Home: 5.2 Acres (6 Parcels) |
| | With a Home in Newton City: 1 Acres (9 Parcels) |
| | Without a Home: 35.6 Acres (8 Parcels) |
| | Without a Home in Newton City: 1.5 Acres (6 Parcel) |
| 1/4 Mile Buffer | With a Home: 4.8 Acres (9 Parcels) |
| | With a Home in Newton City: 1.4 Acres (40 Parcels) |
| | Without a Home: 26.8 Acres (15 Parcels) |
| | Without a Home in Newton City: 1.5 Acres (15 Parcels) |
| 1/2 Mile Buffer | With a Home: 7 Acres (16 Parcels) |
| | With a Home in Newton City: 1.1 Acres (107 Parcels) |
| | Without a Home: 27.6 Acres (40 Parcels) |
| | Without a Home in Newton City: 1.5 Acres (41 Parcels) |

- iii. Schedule of Zoning Uses: Under the current County Land Use Ordinance, the RU5 Zone is more restrictive in the uses allowed when compared to the Agricultural (A10) Zone. There are no uses that are allowed as a permitted or conditional use within the RU5 Zone that are not allowed as a permitted or conditional use within the A10 Zone. The following uses are conditional uses in the A10 Zone but are not allowed in the RU5 Zone:
 - Agricultural Manufacturing
 - Recreational Facility
 - Cemetery
 - Private Airport
 - Concentrated Animal Feed Operation
 - Livestock Auction Facility
 - Topsoil Extraction
- iv. Adjacent uses: The properties adjacent to the subject rezone are primarily used for agriculture, single family dwellings, and the boundary of Newton is immediately adjacent on the east boundary. The parcels located in Newton immediately adjacent to the subject property are zoned Single Family Residential Zone (R-1). Based on Newton's Land Use Ordinance, the R1 Zone requires a minimum lot size of a ½ acre, a minimum lot frontage of 148 feet, and a maximum density of 2 units/acre. Comparably, the County's RU5 Zone requires a minimum lot size of ½-acre and a minimum frontage of 90 feet with a maximum density of 1 lot for every 5 acres.
- v. Annexation Areas: The Newton future annexation area covers a portion of the subject property on the north and east sides, but approximately 35 acres on the south and west areas of the property is not located within the future annexation area.
- vi. Zone Placement: As identified by the Planning Commission and the County Council at the time the RU5 Zone was adopted, the intended/anticipated placement of this zone was in areas of the unincorporated county adjacent to municipalities. The nearest RU5 zone is north of the subject property approximately 6.2 miles away as the crow flies. This RU5 zone, the Riggs Rezone, included a total of 12.55 acres and was approved in 2021 (Ordinance 2021-11), which will allow a maximum of 2 buildable lots. At this time, a subdivision application has not been submitted for this RU5 property. Staff recommends the use of a cluster-type development that considers existing agricultural use.

B. Ordinance—§12.02.010, §17.02.060; §17.08.030 [C]

- 4. As per §17.02.060, Establishment of Land Use Authority, the County Council is authorized to act as the Land Use Authority for this application.
- 5. The current County Land Use Ordinance does not specify appropriate locations for the Rural 5 (RU5) Zone but does contain possible guidelines for its implementation. County Land Use Ordinance §17.08.030 [B] [1] identifies the purpose of the RU5 Zone and includes the following:
 - a. “To allow for residential development in a low density pattern that can allow for rural subdivisions and smaller scale agricultural uses. This type of development should be located and designed to not unreasonably impede adjacent agricultural uses, nor to unreasonably conflict with the development standards of adjacent municipalities.

- b. To implement the policies of the Cache Countywide Comprehensive Plan, including those regarding improved roadways, density based residential standards, clustering, moderate income housing and municipal standards.
 - c. This zone must be appropriately served by suitable public roads, have access to the necessary water and utilities, and have adequate provision of public services.”
- 6. Consideration of impacts related to uses allowed within the RU5 Zone will be addressed as part of each respective approval process required prior to site development activities.

C. Access—16.04.040 [A], 16.04.080 [E], Road Manual

- 7. The Road Manual specifies the following:
- 8. §16.04.040 [A] Roads – All roads must be designed and constructed in accordance with Title 12 of the County Code.
- 9. §12.02.010 Roadway Standards – Requirements for roadway improvement are provided in the current Manual of Roadway Design and Construction Standards (Road Manual).
- 10. A basic review of the access to the subject property identifies the following:
- 11. The subject property has frontage and direct access from 6600 North, 7000 North, and 7000 West, all County roads.
 - a. 6600 North, 7000 North, and 7000 West:
 - i. All are existing county facilities that provide access to a few single family home, but mostly provide access to agricultural land.
 - ii. Are classified as Minor Local roads.
 - iii. The roads consist of an average of 18-19-foot-wide paved surface
 - iv. All roads are substandard as to paved width and gravel shoulders.
 - v. 7000 North and 7000 West are also substandard as to the required 66-feet of dedicated right-of-way.
 - vi. Though the roads are considered substandard, the County Engineer believes the improvements required will be minimal.
 - vii. All three roads are maintained year around.

D. Service Provisions:

- 12. §16.04.080 [C] Fire Control – The County Fire District had no comments on the rezone. Future access must be reevaluated and may require improvements based on the location of any proposed structure on lots created through a subdivision process.
- 13. §16.04.080 [F] Solid Waste Disposal – Logan City Environmental provides refuse collection for the subject property, but did not have any comments on the rezone request.

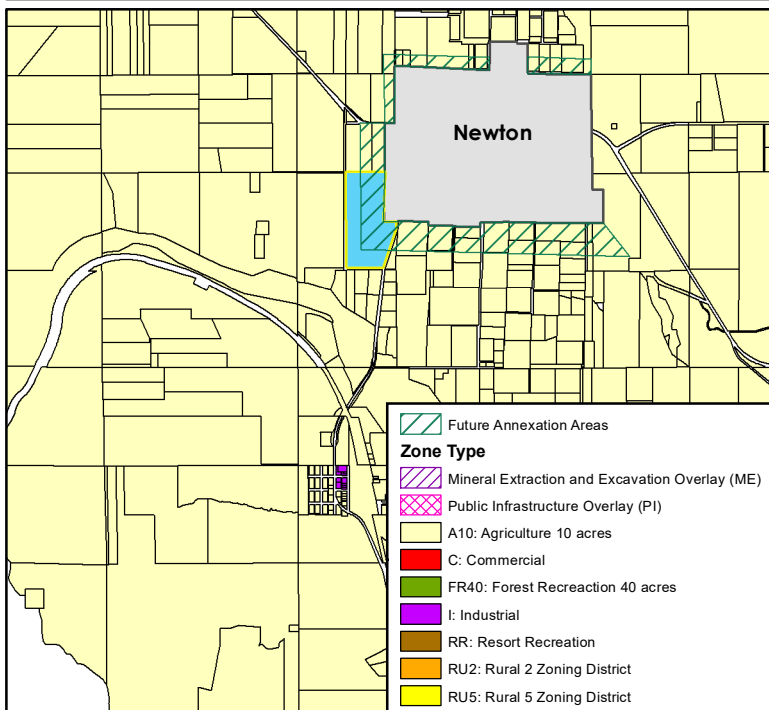
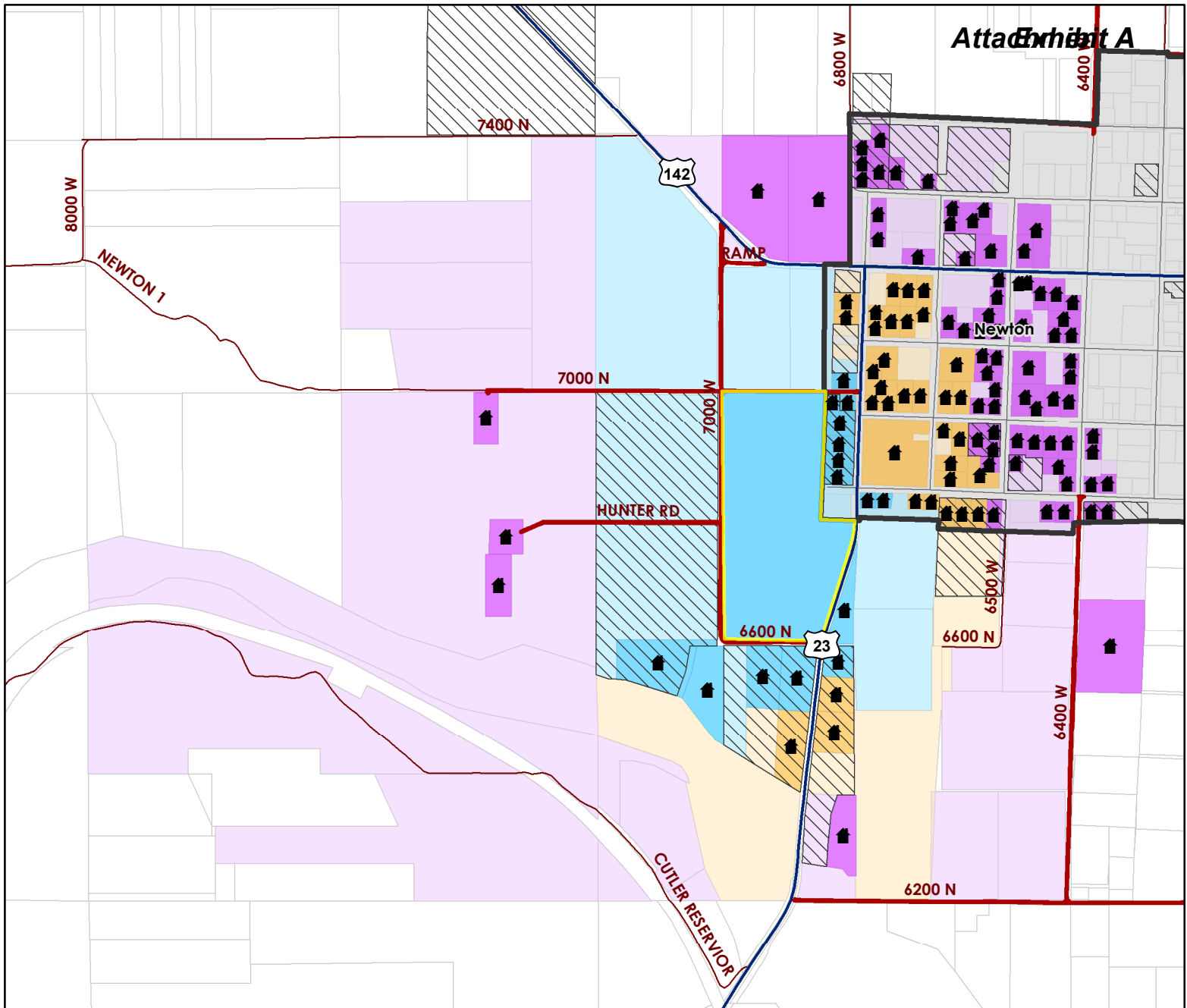
E. Public Notice and Comment—§17.02.040 Notice of Meetings

- 14. Public notice was posted online to the Utah Public Notice Website on 21 January 2022.
- 15. Notices were posted in three public places on 21 January 2022.
- 16. Notices were mailed to all property owners within 300 feet and Newton on 20 January 2022.
- 17. At the time of the application submittal, the applicant provided a letter from Newton Town (Attachment B). In the letter, it states the Newton Planning Commission did not oppose the development and the Town Council was split between concern and support, but former Mayor Rhodes listed a number of personal objections to the proposal. No other written public comment regarding this proposal has been received by the Development Services Office.

Recommendation and Conclusion

Based on the findings of fact noted herein, the Cutler Valley Rezone is hereby recommended for approval to the County Council as follows:

- 1.** The location of the subject property is compatible with the purpose of the Rural 5 (RU5) Zone as identified under §17.08.030[A] of the Cache County Code as it:
 - a.** Allows for residential development in a low density pattern that can allow for rural subdivisions and smaller scale agricultural uses.
 - b.** Does not unreasonably impede adjacent agricultural uses, nor unreasonably conflict with the development standards of adjacent communities.
 - c.** The property is appropriately served by adequate provision of public services.



Legend

- Proposed Rezone
- Municipal Boundaries
- Subdivisions
- Parcels
- Winter Maintenance
- County Roads
- Highways

Average Parcel Size

| | |
|-----------------------------|---|
| Adjacent Parcels | With a Home: 5.2 Acres (6 Parcels) |
| | With a Home in Newton City: 1 Acres (9 Parcels) |
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| | With a Home: 4.8 Acres (9 Parcels) |
| | With a Home in Newton City: 1.4 Acres (40 Parcels) |
| 1/2 Mile Buffer | Without a Home: 26.8 Acres (15 Parcels) |
| | Without a Home in Newton City: 1.5 Acres (15 Parcels) |
| | With a Home: 7 Acres (16 Parcels) |
| 1/2 Mile Buffer | With a Home in Newton City: 1.1 Acres (107 Parcels) |
| | Without a Home: 27.6 Acres (40 Parcels) |
| | Without a Home in Newton City: 1.5 Acres (41 Parcels) |



NEWTON TOWN CORPORATION

Attachment B

Mayor
Kevin Rhodes

51 South Center
P.O. Box 146
Newton, UT 84327
(435)563-9283

Council Members:
Gordon O. Anderson
Kent R. Fabricius
Kathryn Rigby
Jed Woodward

November 9, 2021

Dear Cache County Planning Commission,

Terry and Sue Griffin have come to multiple Newton Planning Commission meetings and one Town Council meeting and presented 3 different plans to rezone and subdivide Cache County parcel 13-029-0002. We appreciate their openness and patience as we ask questions and voice our concerns. Since this property is contiguous to the Southwest corner of Newton, we are grateful that we have been made aware of their request and that we have been able to begin dialog on this subject with the Griffins.

The Newton Planning Commission did not come out in opposition to this development. They did have some concerns but didn't see anything they could do about it as it is outside our town boundaries. The town council was also split between concern and support.

My personal position as mayor is that I respectfully request that you deny this land use change and subdivision. On the question of whether this area is in our annexation plan, the answer is no, not where the proposed lots would be created. But the property is part of our master plan and annexation map and is of interest. Please consider this fact and the following as you make irreversible land-use changes just a stone's throw from our town.

- 1) The Griffin proposal does not align with our master plan which includes:
 - a. Managed growth from within the town boundaries. We have many buildable lots within town boundaries. We want to see a higher percentage of these with houses before we begin to annex.
 - b. Keep the planned community that began with the pioneers, living in a community and farming just outside the community. Greenbelt, open space, and farms are preferred to county sprawl - a break between communities instead of blurred lines.
 - c. Where water is a scarce resource on the west side of Cache Valley, we feel it is best to provide this resource from a few controlled, managed, and measured sources that we can all share. We keep this resource geographically close and within the town limits so that we can provide it for all citizens and grow it with the town. Streets, natural gas, power, internet, and other infrastructure are also best utilized and maintained in a planned community.
 - d. County folks, just outside of Newton, will tell you they are from Newton. We certainly accept them as such but they benefit from a nearby town without contributing monetarily. We will not receive impact fees or property taxes from

Attachment B

development in the county. Yet, they use our library and park and receive monetary benefits from proximity to law enforcement, EMS, and a fire station.

- e. Our lot sizes in Newton are typically large enough to accommodate what most folks put on 5-acre county ranchettes.

We realize that our plan relies on farmers living in town and having a stake in preserving the agrarian lifestyle. When a farmer or descendants decide to grow houses just outside of town instead of crops, we become most vulnerable and our master plan is compromised.

2) Newton Town is taking part in Cache County growth

- a. Historic growth is happening. In one year, we will have issued more building permits than the prior decade. We are not saying no growth, but controlled growth according to our master plan.
- b. The petitioner has undeveloped property within the town and is planning to be part of this growth.

3) Cache County and Envision Cache Valley

- a. I encourage you to delay action until the Cache County master plan is updated according to the input from the Envision Cache Valley report. The proposed land use change and development is not in alignment with the "keep the city, city and the country, country" concept.
- b. We should have new conversations between Cache County and Newton Town to align our expectations to this new county master plan so we have a united plan. This may require Newton Town to adjust some of our expectations and master plan.

Thank you for allowing us to provide input to this process.

Sincerely,



Kevin Rhodes

Mayor of Newton



CACHE COUNTY ORDINANCE NO. 2022-05

AN ORDINANCE AMENDING SECTION 2.12.200 OF THE CACHE COUNTY CODE TO UPDATE AND CORRECT THE MEETING PLACE OF THE COUNTY COUNCIL

- (A) WHEREAS, Utah Code section 52-4-102 requires the Cache County Council to:
- a. take its actions openly; and
 - b. conduct its deliberations openly; and
- (B) WHEREAS, it is in the public interest to conduct regular County Council meetings at a designated place; and
- (C) WHEREAS, the current Cache County Code assigns a meeting place that is no longer used;

NOW, THEREFORE, the County Legislative Body of Cache County ordains as follows:

SECTION 1:

Section 2.12.200 of the Cache County Code is amended to read in full as follows:

2.12.200: REGULAR MEETINGS:

- A. Monthly: Regular meetings shall be held not less than twice per month as established by ordinance.
- B. Notice: Public notice of each meeting shall be given in accordance with state law.
- C. Place and Date: The regular meetings of the county council of Cache County, Utah, will be held in the Cache County council chambers in the Historic County Courthouse at 199 Main, Logan, Utah, on the second and fourth Tuesday of each and every month, except that during December the regular meetings of the county council will be on the first and second Tuesday of the month.
- D. Time: Regular meetings shall commence at five o'clock (5:00) P.M., or as soon thereafter as reasonably possible.
- E. Exception: If the day for which a regular meeting of the county council is scheduled falls upon a legal holiday or if the county council determines that there is good cause to reschedule any regular meeting, any regular meeting may be held at such other time and place as may be determined by the county council; provided, however, that lawful notice thereof is given.



F. Unless determined otherwise by a majority of council members present at the meeting, the order of business for a regular meeting shall be as follows:

1. Call to order;
2. Opening Remarks;
3. Review and approval of agenda;
4. Review and approval of minutes;
5. Report of county executive;
6. Items of special interest;
7. Budgetary matters;
8. Public hearings, appeals and board of equalization matters;
9. Pending action;
10. Initial proposals for consideration of action;
11. Other business;
12. Council member reports;
13. Adjournment.

SECTION 2:

This ordinance takes effect 15 days following its passage and approval by the County Council.

PASSED AND APPROVED BY THE COUNTY COUNCIL OF CACHE COUNTY,
UTAH THIS 22nd DAY OF FEBRUARY 2022.

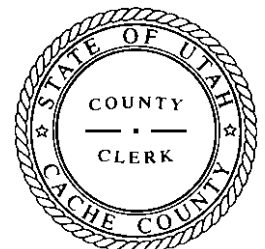
| | In Favor | Against | Abstained | Absent |
|-----------------|----------|---------|-----------|--------|
| Paul R. Borup | | | | |
| David Erickson | | | | |
| Nolan Gunnell | | | | |
| Barbara Tidwell | | | | |
| Karl Ward | | | | |
| Gina Worthen | | | | |
| Gordon Zilles | | | | |
| Total | | | | |

CACHE COUNTY COUNCIL:

ATTEST:

Barbara Y. Tidwell, Chair

Jess Bradfield, County Clerk / Auditor





ACTION OF COUNTY EXECUTIVE:

_____ Approved

_____ Disapproved (written statement of objection attached)

David Zook, County Executive

Date



Redline version of Section **2.12.200** to show proposed changes:

2.12.200: REGULAR MEETINGS:

- A. Monthly: Regular meetings shall be held not less than twice per month as established by ordinance.
- B. Notice: Public notice of each meeting shall be given in accordance with state law.
- C. Place ~~A~~and Date: The regular meetings of the county council of Cache County, Utah, will be held in the Cache County council chambers **in the Historic County Courthouse at ~~120 North 100 West~~ 199 Main Street**, Logan, Utah, on the second and fourth Tuesday of each and every month, **except that during December the regular meetings of the county council will be on the first and second Tuesday of the month.**
- D. Time: Regular meetings shall commence at five o'clock (5:00) P.M., or as soon thereafter as reasonably possible.
- E. Exception: If the day for which a regular meeting of the county council is scheduled falls upon a legal holiday or if the county council determines that there is good cause to reschedule any regular meeting, any regular meeting may be held at such other time and place as may be determined by the county council; provided, however, that lawful notice thereof is given.
- F. Unless determined otherwise by a majority of council members present at the meeting, the order of business for a regular meeting shall be as follows:
 - 1. Call to order;
 - 2. ~~Invocation~~ **Opening Remarks**;
 - 3. Review and approval of agenda;
 - 4. Review and approval of minutes;
 - 5. Report of county executive;
 - 6. Items of special interest;
 - 7. Budgetary matters;
 - 8. Public hearings, appeals and board of equalization matters;
 - 9. Pending action;
 - 10. Initial proposals for consideration of action;
 - 11. Other business;
 - 12. Council member reports;
 - 13. Adjournment.



CACHE COUNTY ORDINANCE NO. 2022-06

AN ORDINANCE AMENDING SECTION 3.40.030 OF THE CACHE COUNTY CODE TO UPDATE THE UTAH CODE SECTION REFERENCED THEREIN

- (A) WHEREAS, Cache County Code section 3.40.030 currently references an outdated and renumbered provision of the Utah Code; and
- (B) WHEREAS, the Cache County Council has an interest in maintaining the accuracy and applicability of the references to the Utah Code found in the Cache County Code;

NOW, THEREFORE, the County Legislative Body of Cache County ordains as follows:

SECTION 1:

Subsection G of Section 3.40.030 of the Cache County Code is amended to read in full as follows:

3.40.030: DISPOSAL OF PERSONAL PROPERTY:

- G. The following tangible personal property shall be exempt from the procedures set forth in this chapter:
 - 1. Property which is of a unique nature and for which there is a limited market, if any.
 - 2. Property disposed of in accordance with the provisions of Utah Code sections 24-2-101 through 24-4-119 (the Forfeiture and Disposition of Property Act); Utah Code sections 77-24a-1 through -5 (regarding the disposition of lost or mislaid property); and Utah Code sections 67-4a-101 through -1504 (the Revised Uniform Unclaimed Property Act).
 - 3. Property that has a value of less than two hundred dollars (\$200).

SECTION 2:

This ordinance takes effect 15 days following its passage and approval by the County Council.



PASSED AND APPROVED BY THE COUNTY COUNCIL OF CACHE COUNTY,
UTAH THIS 22nd DAY OF FEBRUARY 2022.

| | In Favor | Against | Abstained | Absent |
|-----------------|----------|---------|-----------|--------|
| Paul R. Borup | | | | |
| David Erickson | | | | |
| Nolan Gunnell | | | | |
| Barbara Tidwell | | | | |
| Karl Ward | | | | |
| Gina Worthen | | | | |
| Gordon Zilles | | | | |
| Total | | | | |

CACHE COUNTY COUNCIL:

ATTEST:

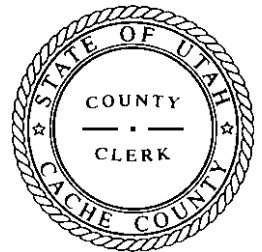
Barbara Y. Tidwell, Chair

Jess Bradfield, County Clerk / Auditor

ACTION OF COUNTY EXECUTIVE:

_____ Approved

_____ Disapproved (written statement of objection attached)



David Zook, County Executive

Date



Redline version of Subsection G of Section 3.40.030 to show proposed changes:

3.40.030: DISPOSAL OF PERSONAL PROPERTY:

G. The following tangible personal property shall be exempt from the procedures set forth in this chapter:

1. Property which is of a unique nature and for which there is a limited market, if any.
2. Property ~~obtained by the Cache County sheriff's office~~ disposed of in accordance with the provisions of Utah Code ~~Annotated~~ sections ~~76-10-525~~ 24-2-101 through 24-4-119 (the Forfeiture and Disposition of Property Act ~~regarding disposition of weapons~~); Utah Code ~~Annotated~~ sections ~~77-24-4~~ 77-24a-1 through -5 (regarding the disposition ~~sale~~ of lost or mislaid ~~unclaimed~~ property); ~~Utah Code Annotated section 77-24a-5 (regarding disposition of certain unclaimed property)~~; and Utah Code ~~Annotated~~ sections 67-4a-101 through -1504 ~~et seq.~~, (the Revised Uniform ~~u~~Unclaimed ~~p~~Property ~~a~~Act).
3. Property that has a value of less than two hundred dollars (\$200.00).



CACHE COUNTY ORDINANCE NO. 2022-07

AN ORDINANCE AMENDING SECTION 3.40.040 OF THE CACHE COUNTY CODE TO UPDATE THE UTAH CODE SECTION REFERENCED THEREIN

- (A) WHEREAS, Cache County Code section 3.40.040 currently references an outdated and renumbered provision of the Utah Code; and
- (B) WHEREAS, the Cache County Council has an interest in maintaining the accuracy and applicability of the references to the Utah Code found in the Cache County Code;

NOW, THEREFORE, the County Legislative Body of Cache County ordains as follows:

SECTION 1:

Section 3.40.040 of the Cache County Code is amended to read in full as follows:

3.40.040: DISPOSAL OF SURPLUS REAL PROPERTY:

- A. In accordance with Utah Code section 17-50-312, no real property acquired after July 1, 1983, may be sold on the open market unless the following conditions are met:
 - 1. The real property is not property acquired by condemnation or by the threat of condemnation.
 - 2. The real property has been offered for sale to the person or entity from whom the county acquired the property at the highest offer with first right of refusal; and the person or entity failed to accept the offer within ninety (90) days after notification by registered mail to their last known address.
 - 3. The county has not rezoned the property or been involved in the rezoning of the property or the acquisition of additional property to enhance the value of the real property to be sold.
- B. No real property may be disposed of unless the county council has:
 - 1. Held a public hearing regarding the proposed declaration of the subject property to be surplus;
 - 2. By motion, subsequent to the public hearing, declared the property to be surplus; and
 - 3. By resolution, approved the disposition of the subject property.



- C. Upon the adoption of a resolution of approval by the county council, the county clerk shall, at the request of the county executive, execute and deliver to the county executive any deed or other legal instrument required for the conveyance of the title to the real property.

SECTION 2:

This ordinance takes effect 15 days following its passage and approval by the County Council.

PASSED AND APPROVED BY THE COUNTY COUNCIL OF CACHE COUNTY,
UTAH THIS 22nd DAY OF FEBRUARY 2022.

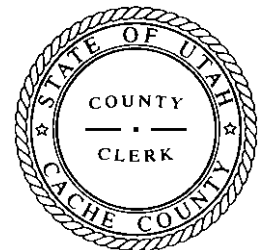
| | In Favor | Against | Abstained | Absent |
|-----------------|----------|---------|-----------|--------|
| Paul R. Borup | | | | |
| David Erickson | | | | |
| Nolan Gunnell | | | | |
| Barbara Tidwell | | | | |
| Karl Ward | | | | |
| Gina Worthen | | | | |
| Gordon Zilles | | | | |
| Total | | | | |

CACHE COUNTY COUNCIL:

ATTEST:

Barbara Y. Tidwell, Chair

Jess Bradfield, County Clerk / Auditor



ACTION OF COUNTY EXECUTIVE:

_____ Approved
_____ Disapproved (written statement of objection attached)

David Zook, County Executive

Date



Redline version of Section 3.40.040 to show proposed change:

3.40.040: DISPOSAL OF SURPLUS REAL PROPERTY:

- A. In accordance with Utah Code ~~Annotated~~ section ~~78-34-20-17-50-312~~, ~~as amended~~, no real property acquired after July 1, 1983, may be sold on the open market unless the following conditions are met:
1. The real property is not property acquired by condemnation or by the threat of condemnation.
 2. The real property has been offered for sale to the person or entity from whom the county acquired the property at the highest offer with first right of refusal; and the person or entity failed to accept the offer within ninety (90) days after notification by registered mail to their last known address.
 3. The county has not rezoned the property or been involved in the rezoning of the property or the acquisition of additional property to enhance the value of the real property to be sold.
- B. No real property may be disposed of unless the county council has:
1. Held a public hearing regarding the proposed declaration of the subject property to be surplus;
 2. By motion, subsequent to the public hearing, declared the property to be surplus; and
 3. By resolution, approved the disposition of the subject property.
- C. Upon the adoption of a resolution of approval by the county council, the county clerk shall, at the request of the county executive, execute and deliver to the county executive any deed or other legal instrument required for the conveyance of the title to the real property.



**CACHE COUNTY
ORDINANCE NO. 2022-08**

**AN ORDINANCE AMENDING SECTION 2.56.010 OF THE CACHE COUNTY CODE
TO UPDATE THE UTAH CODE SECTION REFERENCED THEREIN**

- (A) WHEREAS, Cache County Code section 2.56.010 currently references an outdated and renumbered provision of the Utah Code; and
- (B) WHEREAS, the Cache County Council has an interest in maintaining the accuracy and applicability of the references to the Utah Code found in the Cache County Code;

NOW, THEREFORE, the County Legislative Body of Cache County ordains as follows:

SECTION 1:

Section 2.56.010 of the Cache County Code is amended to read in full as follows:

2.56.010: DEFINITIONS:

For the purposes of this chapter, “emergency” or “disaster” means any situation causing or threatening to cause widespread damage, social disruption, or injury or loss of life or property resulting from attack, internal disturbance, natural phenomena, or technological hazard, and includes a disaster as defined by Utah Code section 53-2a-102(5); a state of emergency as defined by Utah Code section 53-2a-102(17); a local emergency as defined by Utah Code section 53-2a-203(5); or any other situation in which there exists a threat to public health, safety, welfare or property under emergency conditions.

SECTION 2:

This ordinance takes effect 15 days following its passage and approval by the County Council.

PASSED AND APPROVED BY THE COUNTY COUNCIL OF CACHE COUNTY,
UTAH THIS 22nd DAY OF FEBRUARY 2022.

| | In Favor | Against | Abstained | Absent |
|-----------------|----------|---------|-----------|--------|
| Paul R. Borup | | | | |
| David Erickson | | | | |
| Nolan Gunnell | | | | |
| Barbara Tidwell | | | | |
| Karl Ward | | | | |
| Gina Worthen | | | | |
| Gordon Zilles | | | | |
| Total | | | | |

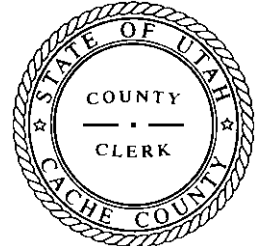


CACHE COUNTY COUNCIL:

ATTEST:

Barbara Y. Tidwell, Chair

Jess Bradfield, County Clerk / Auditor



ACTION OF COUNTY EXECUTIVE:

_____ Approved

_____ Disapproved (written statement of objection attached)

David Zook, County Executive

Date

Redline version of Section 2.56.010 to show proposed change:

2.56.010: DEFINITIONS:

For the purposes of this chapter, “emergency” or “disaster” means any situation causing or threatening to cause widespread damage, social disruption, or injury or loss of life or property resulting from attack, internal disturbance, natural phenomena, or technological hazard, and includes ~~a localized disaster as defined by Utah Code Annotated section 63-5a-2;~~ a disaster as defined by Utah Code ~~Annotated~~ sections ~~53-2a-102(5) 63-5-2(1) and 63-5a-2(1);~~ a state of emergency as defined by Utah Code ~~Annotated~~ section ~~63-5a-2(6) 53-2a-102(17);~~ a local emergency as defined by Utah Code ~~Annotated~~ section ~~63-5a-2(7) 53-2a-203(5);~~ or any other situation in which there exists a threat to public health, safety, welfare or property under emergency conditions.



CACHE COUNTY ORDINANCE NO. 2022-09

AN ORDINANCE AMENDING SECTIONS 15.24.010 AND 15.24.020 OF THE CACHE COUNTY CODE TO UPDATE A UTAH CODE SECTION REFERENCED THEREIN AND OMIT PROVISIONS RELATED TO A UTAH CODE SECTION THAT NO LONGER EXISTS

- (A) WHEREAS, Cache County Code Section 15.24.010 currently references an outdated and renumbered provision of the Utah Code; and
- (B) WHEREAS, the Cache County Council has an interest in maintaining the accuracy and applicability of the references to the Utah Code found in the Cache County Code;

NOW, THEREFORE, the County Legislative Body of Cache County ordains as follows:

SECTION 1:

Sections 15.24.010 and 15.24.020 of the Cache County Code are amended to read in full as follows:

15.24.010: LAWFUL FENCE DEFINED:

A lawful fence shall be not less than four feet (4') in height, and may be constructed of barbed or other fencing wire with not less than four (4) wires, and good, substantial posts not more than one rod apart. Corner posts, where the inside angle is less than one hundred thirty five degrees (135°) shall be substantially braced or counterweighted. Gates in such fences need not be constructed of wire, but shall, in all cases, provide equal protection to ingress and egress as such lawful fence, and if constructed of wire, shall conform to specifications above set out for such lawful fence.

15.24.020: LEGAL FENCE DEFINED:

Pursuant to Utah Code section 4-25-204, the Cache County council declares that a lawful fence in Cache County, Utah, is defined as:

- A. An electrified fence existing on a single or multiple wires attached to a fence post by insulators so that the same may carry an electric charge; or
- B. A fence consisting of three (3) or more barbed wires, boards or poles attached to posts not more than one rod apart.

SECTION 2:

This ordinance takes effect 15 days following its passage and approval by the County Council.



PASSED AND APPROVED BY THE COUNTY COUNCIL OF CACHE COUNTY,
UTAH THIS 22nd DAY OF FEBRUARY 2022.

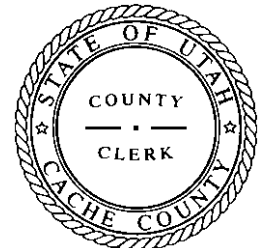
| | In Favor | Against | Abstained | Absent |
|-----------------|----------|---------|-----------|--------|
| Paul R. Borup | | | | |
| David Erickson | | | | |
| Nolan Gunnell | | | | |
| Barbara Tidwell | | | | |
| Karl Ward | | | | |
| Gina Worthen | | | | |
| Gordon Zilles | | | | |
| Total | | | | |

CACHE COUNTY COUNCIL:

ATTEST:

Barbara Y. Tidwell, Chair

Jess Bradfield, County Clerk / Auditor



ACTION OF COUNTY EXECUTIVE:

_____ Approved

_____ Disapproved (written statement of objection attached)

David Zook, County Executive

Date



Redline version of Sections 15.24.010 and 15.24.020 to show proposed changes:

15.24.010: LAWFUL FENCE DEFINED:

~~A. Defined: Such~~ A lawful fence shall be not less than four feet (4') in height, and may be constructed of barbed or other fencing wire with not less than four (4) wires, and good, substantial posts not more than one rod apart. Corner posts, where the inside angle is less than one hundred thirty five degrees (135°) shall be substantially braced or counterweighted. Gates in such fences need not be constructed of wire, but shall, in all cases, ~~provide~~ equal protection to ingress and egress as such lawful fence, and if constructed of wire, shall conform to specifications above set out for such lawful fence.

~~B. Territorial Restriction For Operation Of This Section: Nothing contained in this section shall be construed to affect Cache County, Utah, nor any precinct therein until the provisions of Utah Code Annotated section 3-5-77, as amended from time to time, shall have been fully complied with.~~

15.24.020: LEGAL FENCE DEFINED:

Pursuant to Utah Code ~~Annotated~~ section ~~4-25-7~~ 4-25-204, ~~as amended~~, the Cache County council declares that a lawful fence in Cache County, Utah, is defined as ~~follows~~:

- A. ~~Electric Fence~~: An electrified fence existing on a single or multiple wires attached to a fence post by insulators so that the same may carry an electric charge; ~~or~~
- B. ~~Regular Fence~~: A fence consisting of three (3) or more barbed wires, boards or poles attached to posts not more than one rod apart.



CACHE COUNTY ORDINANCE NO. 2022-10

AN ORDINANCE AMENDING SECTION 9.17.010 OF THE CACHE COUNTY CODE TO UPDATE THE UTAH CODE SECTIONS REFERENCED THEREIN

- (A) WHEREAS, Cache County Code section 9.17.010 currently references an outdated and renumbered provision of the Utah Code; and
- (B) WHEREAS, the Cache County Council has an interest in maintaining the accuracy and applicability of the references to the Utah Code found in the Cache County Code;

NOW, THEREFORE, the County Legislative Body of Cache County ordains as follows:

SECTION 1:

Section 9.17.010 of the Cache County Code is amended to read in full as follows:

9.17.010: DEFINITIONS:

For the purposes of this chapter the following terms have the meanings indicated:

COMPULSORY SCHOOL AGE MINOR: A person between the ages of six (6) and eighteen (18) years of age who is not exempted, and must be attending public school or regularly established private school during the school year of the district in which the minor resides pursuant to the compulsory education requirements set forth in Utah Code sections 53G-6-201 to 53G-6-211.

EMERGENCY: An unforeseen combination of circumstances or the resulting state that calls for immediate action. The term includes, but is not limited to, a fire, natural disaster, an automobile accident or any situation requiring immediate action to prevent bodily injury or loss of life.

ESTABLISHMENT: Any privately owned place of business, whether nonprofit or operated for a profit to which the public is invited, including, but not limited to, any place of amusement or entertainment.

GUARDIAN:

- A. A person who, under court order, is the guardian of the person of minor, or
- B. A public or private agency with whom a minor has been placed by a court.

MINOR: Any person under eighteen (18) years of age.

OPEN CAMPUS: When a compulsory school age minor is allowed by school officials to leave school for lunch purposes.



OPERATOR: Any individual, firm, association, partnership, or corporation operating, managing or conducting any establishment. The term includes members or partners of any association or partnership and the officers of a corporation.

PARENT: A person who is:

- A. A natural parent, adoptive parent, or stepparent of another person, or
- B. At least eighteen (18) years of age and authorized by a parent or guardian to have the care and custody of a minor.

PUBLIC PLACE: Any place to which the public or a substantial group of the public has access and includes, but is not limited to, streets, highways, sidewalks, the common areas of schools, hospitals, apartment houses, office buildings, stores and shops.

SERIOUS BODILY INJURY: Bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement or protracted loss or impairment of the functions of any bodily member or organ.

TRUANCY HOURS: Those hours in which a compulsory school age youth should be attending school in the district or jurisdiction in which the student attends school.

SECTION 2:

This ordinance takes effect 15 days following its passage and approval by the County Council.

**PASSED AND APPROVED BY THE COUNTY COUNCIL OF CACHE COUNTY,
UTAH THIS 22nd DAY OF FEBRUARY 2022.**

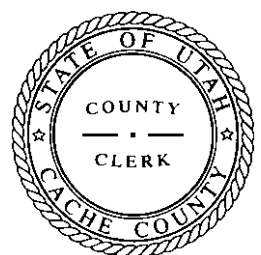
| | In Favor | Against | Abstained | Absent |
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| Paul R. Borup | | | | |
| David Erickson | | | | |
| Nolan Gunnell | | | | |
| Barbara Tidwell | | | | |
| Karl Ward | | | | |
| Gina Worthen | | | | |
| Gordon Zilles | | | | |
| Total | | | | |

CACHE COUNTY COUNCIL:

ATTEST:

Barbara Y. Tidwell, Chair

Jess Bradfield, County Clerk / Auditor





ACTION OF COUNTY EXECUTIVE:

_____ Approved

_____ Disapproved (written statement of objection attached)

David Zook, County Executive

Date



Redline version of Section 9.17.010 to show proposed changes:

9.17.010: DEFINITIONS:

For the purposes of this chapter **the following terms have the meanings indicated:**

COMPULSORY SCHOOL AGE MINOR: A person between the ages of six (6) and eighteen (18) years of age who is not exempted, and must be attending public school or regularly established private school during the school year of the district in which the minor resides pursuant to **the Utah** compulsory education requirements; **set forth in Utah Code Annotated sections 53A-11-101 to 53A-11-106-53G-6-201 to 53G-6-211.**

EMERGENCY: An unforeseen combination of circumstances or the resulting state that calls for immediate action. The term includes, but is not limited to, a fire, natural disaster, an automobile accident or any situation requiring immediate action to prevent bodily injury or loss of life.

ESTABLISHMENT: Any privately owned place of business, whether nonprofit or operated for a profit to which the public is invited, including, but not limited to, any place of amusement or entertainment.

GUARDIAN:

- A. A person who, under court order, is the guardian of the person of minor, or
- B. A public or private agency with whom a minor has been placed by a court.

MINOR: Any person under eighteen (18) years of age.

OPEN CAMPUS: When a compulsory school age minor is allowed by school officials to leave school for lunch purposes.

OPERATOR: Any individual, firm, association, partnership, or corporation operating, managing or conducting any establishment. The term includes members or partners of any association or partnership and the officers of a corporation.

PARENT: A person who is:

- A. A natural parent, adoptive parent, or stepparent of another person, or
- B. At least eighteen (18) years of age and authorized by a parent or guardian to have the care and custody of a minor.

PUBLIC PLACE: Any place to which the public or a substantial group of the public has access and includes, but is not limited to, streets, highways, sidewalks, the common areas of schools, hospitals, apartment houses, office buildings, stores and shops.

SERIOUS BODILY INJURY: Bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement or protracted loss or impairment of the functions of any bodily member or organ.

TRUANCY HOURS: Those hours in which a compulsory school age youth should be attending school in the district or jurisdiction in which the student attends school.



Cache
County
1857

County Council Meeting Memorandum

Submitter: Amy Adams
Department: Human Resources
Requested Meeting Date: 2/22/2022

Agenda Item Language: A RESOLUTION AMENDING THE CACHE COUNTY CORPORATION PERSONNEL POLICY AND PROCEDURE MANUAL REGARDING TRAVELLING ON COUNTY BUSINESS

Recommendation: Review and pass the updated policy

Background: The travel policy and per diem rates are outdated. This is an updated policy that includes per diem rates based on the average per diem in Utah.

Fiscal Impact: No fiscal impact for this action.

Public Hearing Required: No

Presenter Name: Amy Adams

Presentation Time: 5 minutes

Point of Contact: Amy Adams

Legal Review: Reviewed by John Luthy and Alisa Larsen

U. Travel for County Business

An employee, officer or representative of the County who incurs travel expenses for an authorized trip ~~for county business such as attendance at a convention, conference, seminar or meeting, such expenses will be paid by the county. An employee, officer, or representative is eligible for an allowance (Per Diem or actual expense) when;~~ reimbursement of expenses. An employee's department head must review and approve all travel allowance requests. Out-of-state travel must be approved by the Department Head and the County Executive. The amounts paid for travel shall follow the U.S. General Services Administration (GSA) allowances in place when the expense or travel is incurred.

- ~~• They are performing official travel away from their official workstation; and~~
- ~~• They incur per diem expenses while performing official travel; and~~
- ~~• They receive no reimbursement from another organization or agency for transportation, mileage, meals, or lodging.~~

~~The amounts paid are determined by the County Executive and in relation to the U.S. General Services Administration (USGA) allowances and the United States Internal Revenue Service at the time that the expense or travel is incurred. Initially, an employee's department head must review and approve all travel allowance requests.~~

~~4-Transportation: The most economical form of transportation should be used when traveling. All factors including time lost from work, should be considered.~~

Mileage: ~~The County will pay for mileage at a rate approved by the County Executive and consistent with the following procedures and provisions:~~

- a. Vehicle: It is preferred that a County vehicle be used for travel within the State of Utah. An employee may desire to drive a personal vehicle but must seek approval from their Department Head before doing so.

~~The County has a pool of vehicles available for use whether driving within or outside Cache County limits. The vehicle pool should always be used when possible. The vehicle pool is managed by the Executive Secretary to the County Executive or individual offices where a pool of vehicles is used.~~

- b. ~~Check with your department head or their designee or the Executive Secretary for county vehicle availability. If a county vehicle is not available, mileage may be reimbursed for mileage driven in a personal vehicle.~~

1. Personal Vehicle: Mileage is reimbursed at the rate allowed by the IRS when a personal vehicle is driven. The County does not compensate for mileage if another agency pays mileage for the same trip. When driving a personal vehicle, the driver's insurance has primary responsibility for any incidents. County insurance is considered secondary insurance and would be available only if the driver's insurance limits are exceeded.

- b. Air: The State of Utah Travel Office is available to assist an employee in finding the most economical airfare.

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i. ~~Anyone who drives a private vehicle in the conduct of authorized county business may be reimbursed mileage at the rate allowed by the Internal Revenue Service. Payment shall not cover commuting mileage between the county representative's residence and the work site.~~

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ii. ~~Any employee, official, or county representative before driving either a county owned vehicle or a private vehicle for county business, must show that he or she has a valid Utah Driver License and certify that it will be kept current while driving a vehicle on County business.~~

~~The employee, official, or county representative is subject to loss of driving privileges or disciplinary action if the driver's license is not kept current or should they have any convictions of Driving Under the Influence (DUI) or impaired driving infractions within the past five (5) years or more than two (2) moving violations within the previous 24 months. A Driver's License Report will be printed at least annually on each individual conducting business for the county to ensure their driving privileges for the county remain current.~~

a. ~~Any employee who drives a county registered vehicle (even if only once per year) must attend and complete a defensive driving course as defined by the County Risk Management Program~~

b. ~~Accidents involving a county vehicle, or a personal vehicle used while on county time, will be subject to review by the Accident Review Board as required in County Ordinance 2000-14.~~

c. ~~The employee must ensure the private vehicle used for county business is currently insured by a recognized insurance provider.~~

d. ~~The County does not reimburse if another agency is paying mileage for the same trip.~~

e. ~~The above steps (a, b, c, and d) are to be reviewed and approved by the Department Head when requests for reimbursement are submitted for payment.~~

2. ~~Meal~~ Per Diem allowance. The County will pay meal allowances and a daily rate for incidentals for employees away from home on approved County business according to the following charts:

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| <u>Base Meal</u> | <u>Leave Before</u> | <u>or Return After</u> | <u>Per Diem Rate</u> | <u>Daily Incidental Rate</u> |
|------------------|---------------------|------------------------|----------------------|------------------------------|
| <u>Breakfast</u> | <u>6:00 a.m.</u> | <u>9:00 a.m.</u> | <u>\$15</u> | <u>\$5</u> |
| <u>Lunch</u> | <u>11:00 a.m.</u> | <u>2:00 p.m.</u> | <u>\$20</u> | |
| <u>Dinner</u> | <u>4:30 p.m.</u> | <u>7:30 p.m.</u> | <u>\$30</u> | |

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For travel to any location outside of Utah will follow the United States General Services Administration per diem rates found on the gsa.gov website. Meal allowances may be paid in advance upon approval of the Department Head. The Department Head may approve actual cost reimbursement should the cost of meals exceed the per diem allowance.

| Base Meal | Leave Before | or | Return After |
|----------------------|-------------------------|---------------|-------------------------|
| Breakfast | 6:00 a.m. | | 9:00 a.m. |
| Lunch | 11:00 a.m. | | 2:00 p.m. |
| Dinner | 4:30 p.m. | | 7:30 p.m. |

~~Travel allowance for Meals and Incidental Expenses (M&IE) are as follows:~~

~~a. ANY LOCATION WITHIN THE STATE OF UTAH:~~

- ~~• Breakfast \$10~~
- ~~• Lunch \$15~~
- ~~• Dinner \$25~~

~~b. ANY LOCATION OUTSIDE THE STATE OF UTAH:~~

~~Meals and Incidental Expenses (M&IE) will follow the United States General Services Administration (GSA) Per Diem rates:~~

- ~~i. Go to the website GSA.gov (http://gsa.gov)~~
- ~~ii. Under Links choose *Per Diem Rates*~~
- ~~iii. On the map of the United States, click the state to be visited~~
- ~~iv. If the town/city to be visited is available, identify the per diem amount for *Meals & Incidental Expenses* OR use the *Standard Rate*~~
- ~~v. Click on the *Meals & Inc. Exp.* at the top of the column~~
- ~~vi. Identify the per diem amount for the town/city to be visited OR the *Standard Rate* and the corresponding breakdown of dollar allocation for breakfast/lunch/dinner (see chart below).~~
- ~~vii. Print a copy of per diem chart showing the amount for the town/city to be visited and attach the copy to the per diem request.~~

~~Example: If you are visiting San Antonio, Texas for a conference, and the per diem rate is \$66; the breakfast/lunch/dinner for meal allowance is as follows:~~

| M&IE Total | \$46 | \$51 | \$56 | \$61 | \$66 | \$71 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Continental Breakfast/ Breakfast | \$7 | \$8 | \$9 | \$10 | \$11 | \$12 |
| Lunch | \$11 | \$12 | \$13 | \$15 | \$16 | \$18 |
| Dinner | \$23 | \$26 | \$29 | \$31 | \$34 | \$36 |
| Incidentals | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 |

~~NOTE: A shortcut to this page is www.gsa.gov/mie.~~

- ~~e. Reimbursements for meals shall be only for meals outside of Cache County *except* for meals in Cache County when accompanying out of town business associates who~~

are in the County on business during a meal period. Meal receipts for local dining with out of town business associates will be required for meal reimbursements. Per Diems may be paid in advance with the approval of the department head.
~~d. Meal Per Diem's shall not be charged on any county credit cards!~~

~~3. Lodging Allowance:~~ The County ~~will pay~~ lodging ~~expenses~~ ~~allowances at a rate approved by the County~~ for employees ~~or County representatives~~ traveling on approved County business. ~~Employees must present a receipt to receive reimbursement. The County recommends the use of government hotel rates wherever offered. If government or conference rates are not available, the employee may find comparable lodging and seek approval from the Department Head before booking the room(s). Lodging costs which exceed the approved allowance are the employee's responsibility unless the employee is approved to stay at a specific facility affiliated with a conference or convention. In such instances, the County will pay the actual cost of the room. The County recommends the use of government hotel rates wherever accepted. If government rates or conference rates are not available the county will reimburse the GSA rate plus a \$50.00 cap and not to exceed hotel room cost. The following GSA website provides suggested reimbursement rates for in-state lodging and out of state lodging and meals: www.gsa.gov/portal/category/21287 Reimbursement for lodging does not include extra services, including, but not limited to, room service, spa services, or paid entertainment.~~

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~~4. Out of State Travel: All out of state travel must receive final approval by the County Executive and lodging and meal expenses should be based upon GSA schedules.~~

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~~a. The most economical form of transportation should be used when traveling, taking all factors, such as time lost from work, into account. Employees are responsible to arrange for their own transportation;~~

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~~b. On occasion, an employee may desire to drive a personal vehicle for out of state travel. To determine the most economical option or to establish costs associated with driving versus flying, the employee will refer to the State of Utah Travel Office for an analysis of travel expenditures. The State of Utah Travel Office will return documentation associated with their analysis and upon receiving said documentation, the employee and their department head will review and make a determination as to which option is most economical for the county. Should the employee wish to drive a personal vehicle, they may do so but will only be reimbursed the amount equal to the lower of the two options of driving versus flying. The following State of Utah website provides current suggested reimbursement analysis:~~

~~www.fleet.utah.gov/travel/~~

~~— Upon opening the above listed webpage, the employee should click on the Drive versus Fly Comparison form, enter the requested information, and then submit the information for review. The State of Utah Travel Office will then send an email to the employee with their findings.~~

~~c. If an airline is used, the State of Utah Travel Office will assist the employee in finding the most economical fare. Receipts must be submitted for all airfare.~~

~~5. Reimbursement:- Employees ~~should~~must submit all requests for reimbursement to the Department Head for approval; ~~together~~ with supporting documentation; within 30 days of the date the expense was incurred. The Department Head will submit the approved payments to the Finance Department for reimbursement:-~~

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~~a. _____ County funds shall not be used to pay for expenses incurred by individuals who are not County employees.~~

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~~b. _____ Travel expenses must be included in the annual budget for each department anticipating travel, as part of the budget process.~~

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~~c. _____ A County vehicle provided to an employee is not to be used for commuting between work and the employee's residence unless specifically authorized by the department head or required under the job description. Emergency vehicles are exempt from this provision.~~

~~d. _____ Reimbursements will be paid in conjunction with the next payday.~~

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~~6. _____ Disclaimer. Cache County reserves the right to make changes in benefits, providers, or other benefits issues at any time.~~

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RESOLUTION NO. 2022-05

CACHE COUNTY, UTAH

A RESOLUTION AMENDING THE CACHE COUNTY CORPORATION PERSONNEL POLICY AND PROCEDURE MANUAL REGARDING TRAVELLING ON COUNTY BUSINESS

WHEREAS, the Cache County Council on 22nd day of February 2022, in a regular meeting of which lawful notice had been given, considered amending the Cache County Corporation Personnel Policy and Procedure Manual, Section VIII (U) regarding traveling on County business; and

WHEREAS, the Cache County Council finds that it is necessary, appropriate, and in the best interest of the County and its personnel that the Cache County Corporation Personnel Policy and Procedure Manual be amended;

NOW THEREFORE, BE IT RESOLVED that the County Council adopts the following resolution:

- 1 **Amendments:** The Cache County Corporation Personnel Policy and Procedure Manual is hereby amended to read as set forth in the attached Exhibit A.
- 2 **Application:** The amendment to the Cache County Corporation Personnel Policy and Procedure Manual shall apply to all current and future county employees.
- 3 **Prior Resolution and Policies:** This Resolution and the amendments specified in Exhibit A to the Cache County Corporation Personnel Policy and Procedure Manual supersede all previously adopted resolutions and policies to the extent that they are in conflict with the specified provisions of this Resolution and the attached Exhibit A.
- 4 **Effective Date:** This Resolution shall be effective immediately upon its adoption.

Resolved this 22nd day of February 2022.

CACHE COUNTY COUNCIL:

ATTEST:

Barbara Tidwell, Chair

Jess W. Bradfield, Cache County Clerk

EXHIBIT A
PROPOSED AMENDEMENTS

Personnel Policy and Procedures Section VIII

U. Travel or County Business

An employee, officer, or representative of the County who incurs travel expenses for an authorized trip is eligible for reimbursement of travel expenses. An employee's department head must review and approve all travel allowance requests. Out-of-state travel must be approved by the Department Head and the County Executive. The amounts paid for travel shall follow the U.S. General Services Administration (GSA) allowances in place when the expense or travel is incurred.

Transportation: The most economical form of transportation should be used when traveling. All factors, including time lost from work, should be considered.

a. Vehicle: It is preferred that a County vehicle be used for travel within the State of Utah. An employee may desire to drive a personal vehicle but must obtain approval from their Department Head before doing so.

1. Personal Vehicle: Mileage is reimbursed at the rate allowed by the IRS when a personal vehicle is driven for County business. The County will not compensate for mileage if another agency pays mileage for the same trip. When driving a personal vehicle, the driver's insurance has primary responsibility for any incidents. County insurance is considered secondary insurance and will be available only if the driver's insurance limits are exceeded.

b. Air: The State of Utah Travel Office is available to assist an employee in finding the most economical airfare.

Per Diem Allowance: The County will pay meal allowances and a daily rate for incidentals for employees away from home on approved County business according to the following chart:

| <u>Base Meal</u> | <u>Leave Before</u> | <u>or Return After</u> | <u>Per Diem Rate</u> |
|------------------|---------------------|------------------------|----------------------|
| Breakfast | 6:00 a.m. | 9:00 a.m. | \$15 |
| Lunch | 11:00 a.m. | 2:00 p.m. | \$20 |
| Dinner | 4:30 p.m. | 7:30 p.m. | \$30 |

Daily Incidental Rate: \$5

For travel to any location outside of Utah, the County will follow the United States General Services Administration per diem rates found on the gsa.gov website. Meal allowances may be paid in advance upon approval of the Department Head. The Department Head may approve actual cost reimbursement should the cost of meals exceed the per diem allowance.

Lodging Allowance: The County pays lodging expenses for employees or County representatives traveling on approved County business. The County recommends the use of government hotel rates wherever offered. If government or conference rates are not available, the employee may find comparable lodging and obtain approval from the Department Head before booking the room(s). Reimbursement for lodging does not include extra services, including, but not limited to, room service, spa services, or paid entertainment.

Reimbursement: Employees must submit to the Department Head for approval all requests for reimbursement with supporting documentation within 30 days of the date the expense was incurred. The Department Head will submit the approved payment(s) to the Finance Department for reimbursement.

Initial Consideration

Enforcement Officer Position Reclassification

Agenda request submitted by: Chris Harrild, Director

Assisting Department: Development Services

Requested Council meeting date: 2/22/2022

Agenda Item Language: This is a request for Council approval for the reclassification of the Enforcement Officer position from a part-time position to a full-time position.

Recommendation: Allow the reclassification of the Enforcement Officer position. A budget amendment request will follow with the Council's March budget opening.

Background: Historically, the County has made more consistent efforts to inform permit holders of requirements on the front end of a process, but has not been fully active in monitoring compliance and enforcing land use violations when they may occur. This means that those who are willing to comply with the law, pay a greater price for their willingness than those that are not. This is not a healthy pattern or relationship between the County and its citizens. And with the increases in development, we have seen increases in the need for compliance and enforcement. The primary responsibilities for this position involve both compliance checks with permitted uses such as CUPs and the active enforcement of the code with unpermitted activities. A full-time person will assist with our level of awareness and allow the county to be a more active partner with the community. And by becoming more accountable to our own process, we will be better able to encourage compliance and apply enforcement as needed. In addition to the land use enforcement, our office is also involved with enforcing the requirements of the Building Code. This position will work closely with our inspectors and help to bridge the gap that can sometimes occur between the zoning and building process.



Fiscal Impact: The estimated additional annual cost to the County Municipal Services Fund is approximately \$50,000-\$75,000. This reflects the additional payroll and benefits costs.

Public Hearing Required: No

County Staff Presenter: Chris Harrild

Presentation Time: 10-15 minutes.

County Staff Point of Contact: Chris Harrild

Legal Review: n/a

Position Reclassification Request

A request to reclassify the Enforcement Officer position from part-time to full-time

February 2022

Executive Summary

- The current part-time Enforcement Officer position was previously approved by the Council, but has not yet been filled. It was previously planned that it would be filled following updates to the County Code regarding enforcement, however, a code update is not yet ready to move forward, and the needed code update does not prevent the hiring of a part or full-time officer.
- The current need and workload exceed the time available to the Director of Development Services or a part-time Enforcement Officer for adequate compliance and enforcement action.
- Failure to provide adequate enforcement of the County Land Use Code and permitting requirements negatively impacts the ability of the County to provide safe communities and quality of life for the public throughout the county.
- At a minimum, a full-time Enforcement Officer is needed to provide a level of awareness and active compliance for the benefit of the County and its citizens. A copy of the job description has been included for reference.

Identified Need

While this is not a fully new position to the County, the land use Enforcement Officer and associated responsibilities are currently included in the Director of Development Services position. As such, the ability to fulfill the enforcement role of what is a full-time position is significantly disadvantaged by the other responsibilities of the Director position. The time available for a part-time position is equally insufficient to adequately address compliance with the approximately 2,000 existing CUP's, investigations, and unforeseen enforcement issues.

Historically, the County has made more consistent efforts to inform permit holders of requirements on the front end of a process, but has not been fully active in monitoring compliance and enforcing land use violations when they may occur. This means that those who are willing to comply with the law, pay a greater price for their willingness than those that are not. This is not a healthy pattern or relationship between the County and its citizens. And with the increases in development, we have seen increases in the need for compliance and enforcement.

The primary responsibilities for this position involve both compliance checks with permitted uses such as 1) CUP's and, 2) the active enforcement of the code with unpermitted activities. A full-time person will assist with our level of awareness and allow the county to be a more active partner with the community. And by becoming more accountable to our own process, we will be better able to encourage compliance and apply enforcement as needed.

In addition to the land use enforcement, our office is also involved with enforcing the requirements of the Building Code. This position will work closely with our inspectors and help to bridge the gap that can sometimes occur between the zoning and building process.

Budget and Revenue

The value of collected fines from enforcement action is not yet known. It is anticipated that there will be some level of revenue from the payment of fines, however, it is not the purpose or intent of the enforcement process to collect a fine, but rather to ensure compliance with the Code. This indicates that the enforcement program will likely be a net cost to the County from a fiscal standpoint.

The estimated initial cost for payroll and benefits is \$50,000 - \$75,000 per year, depending on qualifications, and less any collected fines. It is also anticipated that an annual report of this program will be provided to the Council and Executive.

Conclusion

It is requested that the approved Enforcement Officer position be reclassified from part-time to full-time to meet the needs and provide for the safety of the County and its citizens. The increase in cost associated with this position will be provided as a budget request at the Council's March budget opening.

Thank you for your consideration and interest in this request.
Sincerely,

A handwritten signature in black ink that reads "Chris Harrild". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

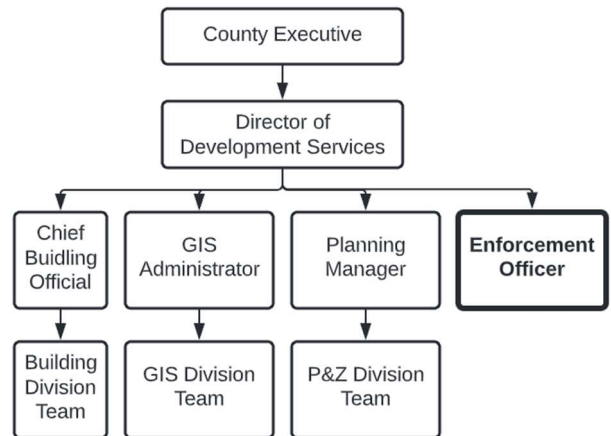
Chris Harrild, Director

Position: Code Enforcement Officer
Department: Development Services
Division: Code Enforcement



General Responsibilities

- Performs a variety of technical duties in support of the County's code enforcement program;
- Monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, building codes, health and safety, and other matters of public concern;
- Serves as a resource and provides information on County regulations to property owners, residents, businesses, the general public, and other County departments and divisions.



Supervision Received

Works under the supervision of the Director of Development Services.

Supervision Exercised

None. This is not a supervisory position.

Minimum Qualifications

Education and Experience:

- Graduation from high school or GED supplemented by specialized training, or college-level coursework in criminal justice, public administration, business administration, or another related field.
- One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of county or municipal codes is highly desirable.

Special Qualifications

- Certified as a Code Enforcement Officer by the American Association of Code Enforcement Certification and International Code Council(AACE/ICC) or the ability to obtain certification within 1 year of hire date.
- The position requires a valid driver's license and the ability to drive for the County. Must not have any DUI/ARR within the past 5 years and less than 2 moving violations within the past 24 months.

Knowledge and Ability

Knowledge of:

- Operations, services, and activities of a county code compliance program.
- Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property, building, health and safety, and related areas.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- County services and organizational structure as they relate to code compliance.
- Legal actions applicable to code enforcement compliance.
- Effective public relations practices.
- Principles and procedures of record keeping.
- Methods and techniques of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
- Occupational hazards and standard safety practices.
- Geographic features and locations within the area served.

Ability to:

- Independently perform a full range of municipal code enforcement and compliance duties.
- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, property, building, health and safety, and related areas.
- Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Investigate complaints and mediate resolutions in a timely and tactful manner.
- Prepare accurate and detailed documentation of investigation findings.
- Maintain complex logs, records, and files.
- Research, compile, and collect data.
- Prepare clear and concise technical reports.
- Make oral presentations and testify in court.
- Work independently in the absence of supervision.
- Read County maps and property profiles.
- Read and interpret legal documents and descriptions.
- Understand and follow oral and written instructions.
- Type and enter data accurately at the speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Essential Functions

Team

- Practice positive working relationships and collaboration with fellow employees, elected officials, other departments and agencies, and the public.

- Be accountable to the department and fellow employees; valuing integrity, open communication, and professionalism in all interactions
- Assist individuals, teams, or departments with creative problem solving and work product.
- Effectively follow and use verbal and written communication.
- Must be able to communicate effectively with supervisors, co-workers, and the public.

Leadership

- Exercise initiative, independent judgment, and act resourcefully under varying conditions.
- Seek out methods to improve department and County processes.
- Work with people to improve efficiency and effectiveness for individual positions, departments, and the County.
- Collaborate on issues and provide potential solutions.

Management

- Manage and perform a variety of field and office work in support of the County's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, building codes, health and safety, and other matters of public concern.
- Demonstrate competence in resolving most enforcement issues that arise, in all applicable County processes, and be willing to teach others.

Technical

- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of County zoning and related County codes and ordinances; interview complainants and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative citations and notices of violation as necessary.
- Prepare evidence in support of legal actions taken by the County; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Patrol the County in a County vehicle to identify and evaluate problem areas and ordinance violations; determine proper methods to resolve violations.
- Attend meetings and serve as a resource to other County departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain County codes and

ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, on the telephone, and on the computer.

- Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- May assist in researching, drafting, and rewriting County codes; participate in the development of forms and processes used to address various issues.
- Perform related duties as required.

Work Environment

- Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.
- Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.
- Work tasks require the ability to see in the normal visual range with or without correction, hear in the normal audio range with or without correction, hand, finger, leg, and foot dexterity.
- Mental tasks require the use of memory for details, verbal instructions, emotional stability, and discriminating thinking.

Initial Consideration

Trail Operations and Position Reclassification

Agenda request submitted by: Chris Harrild, Director

Assisting Department: Development Services

Requested Council meeting date: 2/22/2022

Agenda Item Language: This is a request for Council approval for adjustments to be made to the Trail Division of the Development Services Department including 1) The reclassification of the Assistant Trail Planner from a part-time position to a full-time position; and 2) The recognition of the long-term value of the Regional Trail Coordinator as a County position, and the need to fully fund the salary of that position.

Recommendation: Allow the position and operations adjustments to the Trail Division. A budget amendment request will follow with the Council's March budget opening.

Background: Increasing County and community needs and workload are driving the need for more staff support in obtaining and managing grants, volunteers, and trail development. The reclassification of the Assistant Trail Planner to a full-time position is a much-needed step to covering those bases. Additionally, the Regional Trail Coordinator position was initially approached as a test case to determine if there was sufficient need to justify the position. As such, multiple communities, entities, and grants have combined to cover the full cost of the position. It is recommended that this be adjusted to acknowledge the long-term need and value of the position and that the County fully fund the salary of this position, allowing the additional dollars contributed by the communities to now be used as a funding source for future projects and services.



Fiscal Impact: The estimated additional annual cost to the County Municipal Services Fund is approximately \$100,000. This reflects the additional payroll and benefits costs.

Public Hearing Required: No

County Staff Presenter: Chris Harrild

Presentation Time: 10-15 minutes.

County Staff Point of Contact: Chris Harrild

Legal Review: n/a

Trail Operations Adjustment and Position Reclassification Request

A request to reclassify the Assistant Trail Planner position from part-time to full-time, and to fully fund the salary of the Regional Trail Coordinator

February 2022

Executive Summary

- The County Trail Program has enjoyed great success that has led to increased interest from participating communities.
- This interest requires additional support and adjustment for the Program to continue to function for the benefit of the County and participating communities.
- Failure to provide adequate support will impact the ability of staff to provide good service and projects for the County and participating communities and improved quality of life for the public throughout the county.
- A full-time Assistant Trail Planner and a fully County funded Regional Trail Coordinator are feasible next steps in supporting the County Trail Program. A copy of each position's job description has been included for reference.

Identified Need

The County trail program has been very successful since its first Coordinator started in 2011. This success has resulted in increasing County and community interest exceeds the current staffing and has resulted in the need for more staff support in writing, obtaining, and managing grants, volunteer and jurisdiction coordination, community outreach, stakeholder facilitation, conceptual design, trail development, etc., for the County and for the participating communities. The reclassification of the Assistant Trail Planner to a full-time position is a much-needed step toward providing adequate support to this program and addressing the community's needs.

Initially, the Regional Trail Coordinator position was approached as a test case to determine if there was sufficient need and opportunity to justify the position. As such, multiple communities, entities, and grants combined resources to cover the full cost of the position. It is recommended that this be adjusted to acknowledge the long-term need and value of the position and that the County fully fund the salary of this position, allowing any additional dollars contributed by the communities or entities to be used as a funding source for ongoing and future projects and services.

Budget and Revenue

From a dollars and cents standpoint, the primary value of these positions to the County as a whole is the grant funding that is obtained in support of trail and active transportation development. Because of these positions and this program, the County is able to leverage the personnel cost well beyond

the dollars associated with payroll and benefits. Since 201 the trail program has helped to obtain million in grants for trail and active transportation funding, with 1. million of that funding coming within the last 1.5 years. The estimated additional annual cost for payroll and benefits is approximately \$ 0,000. An annual report of this program will also continue to be provided to the Council and Executive.

Conclusion

It is requested that the approved Assistant Planner Position be reclassified from part-time to full-time and that the Regional Trail Coordinator position be fully funded. If approved, the increase in cost associated with this position will be provided as a budget request at the Council's March budget opening.

Thank you for your consideration and interest in this request.
Sincerely,

A handwritten signature in black ink that reads "Chris Harrild". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Chris Harrild, Director

Position: Assistant Trail Planner
Department: Development Services
Division: Planning and Zoning/Trails



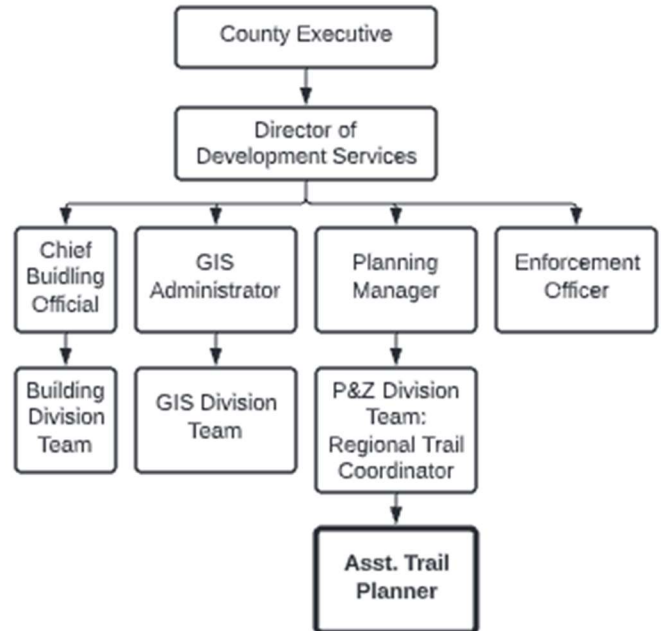
This is a part-time position that will assist the Regional Trail Coordinator in the following responsibilities:

The Cache County Trails and Active Transportation Master Plan.

Establishing and operating an effective system to coordinate and manage the recreational trail and active transportation needs of the County, in addition to participating and affected jurisdictions.

Pursuing and managing grant funding, providing concept-level design, and supporting the County, participating jurisdictions, and volunteer organizations.

Coordinating with multiple federal, state, and local entities for the development of active transportation opportunities.



Works under the direct supervision of the Regional Trail Coordinator, and the general supervision of the Cache County Planning Manager within the Department of Development Services. This program may also receive minimal direction from the Cache Metropolitan Planning Organization (CMPO) and Executive Oversight Committee (EOC).

Assists with the supervision of volunteers.

High-school graduate; and
Experience as a trail work professional, volunteer, or closely related trail work experience; or
An equivalent combination of education and experience.
Certification as a Wilderness First Responder or Emergency Medical Technician is preferred; and
Students pursuing a bachelor's degree in recreation, natural resources, or a closely related field are preferred.

This position may be assigned additional duties not listed.

Practice positive working relationships and collaboration with fellow employees, elected officials, other departments, agencies, municipalities, and the public.

Be accountable to the department and fellow employees; valuing integrity, open communication, and professionalism in all interactions

Assist individuals, teams, or departments with creative problem solving and work product.

Assist the Trail Coordinator to strengthen partnerships within the community through volunteer engagement activities and trail projects.

Participate in and lead volunteer crews in the construction and maintenance of trails.

Assist the Trail Coordinator with a variety of office-related responsibilities, including but not limited to public outreach, grant writing, event organization and management, social media posts, website updates, press releases, and the development of a trail volunteer program.

Assist the Trail Coordinator with a variety of field-related and sometimes physically demanding projects including but not limited to trail construction, maintenance, trail crew supervision, and the management of the TRA x trail counters.

Act as a liaison for the Adopt-A-Trail program with the community, Cache County, Cache Trails Alliance, and the US S Logan Ranger District.

Assist the Trail Coordinator with volunteer efforts on trail-related construction and maintenance projects.

Assist the Trail Coordinator with the Bicycle Pedestrian Advisory Committee (BPAC) and the Cache County Trails Advisory Committee (CTAC).

Assist the Trail Coordinator in coordinating with the US S Logan Ranger District on trail projects.

Assist the Trail Coordinator with training volunteers on best safety practices during trail construction and maintenance.

Exercise initiative, independent judgment, and act resourcefully under varying conditions.

Assist the Trail Coordinator in mentoring and recruiting community volunteers.

Assist the Trail Coordinator to build partnerships with local businesses and community organizations.

Collaborate on issues and provide potential solutions to improve efficiency and effectiveness of county processes for individual positions, departments, and the County.

Lead volunteer groups by providing training, a positive project work environment, and leading by example to conduct fieldwork efficiently and productively.

The ability to communicate clearly and effectively, both orally and in writing

The ability to provide technical support for trail project management and maintenance.

A working knowledge of the principles of land and recreation management and sustainable trail principles.

A basic knowledge of sign planting principles, bridge construction methods, and other elements of manual trail construction.

The ability to operate personal computers and various applications including a working knowledge of the following computer programs: Google Earth, Later, Adobe Suite, and the Microsoft Office Suite.

The ability to operate vehicles and trailers to transport tools.

Strong organizational skills and demonstrated ability to accurately assess data and produce reports; working knowledge of Planning and zoning principles and regulations is desired; design skills desired.

Basic skill in the art of diplomacy and cooperative problem solving as you assist the Trail Coordinator in interactions with elected officials, agency staff from multiple jurisdictions, the public, and interested non-governmental groups.

Basic skill in developing public interest and awareness in trail and recreational facilities, and in assisting with public communication and events surrounding trails.

The position performs in a typical office setting, as well as various tasks in the field. Tasks require a variety of physical activities which may involve muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, helping with minor construction during trail events, leading groups on hikes or clean-up days, etc. Work tasks require common eye, hand, finger, leg, and foot dexterity.

Mental tasks require the use of memory for details, verbal instructions, emotional stability, and discriminating thinking.

The position requires a valid driver's license and ability to drive for the County. Must not have any DUI/ARR within the past 5 years and less than 2 moving violations within the past 24 months.

Must comply with applicable county and department policies and safety standards.

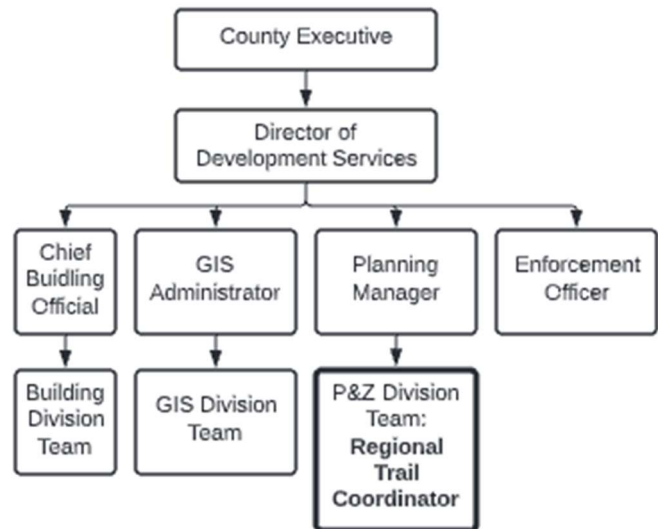
Periodic travel may be required in the course of performing portions of job functions.

Requires a flexible working schedule to adapt to daily field or office demands.

Position: Regional Trail Coordinator
Department: Development Services
Division: Planning and Zoning



Manage the Cache County Trails and Active Transportation Master Plan. Establish and operate an effective system to coordinate and manage the active transportation needs of the County and participating and affected jurisdictions. Pursue and manage grant funding, provide concept level design, and provide support to the County, participating jurisdictions, and to volunteer organizations. Coordinate with multiple federal, state, and local entities for the development of active transportation opportunities.



Works primarily under the supervision of the Planning Manager. Also receives minimal direction from the Cache Metropolitan Planning Organization (CMPO) and Executive Oversight Committee (EOC).

Supervises 1 permanent part-time employee. Also directs the activity of other interns and volunteers.

Bachelor's degree in urban or rural planning, landscape architecture, recreation or natural resources, or a closely related field; and
A minimum of 1 year of directly applicable experience, including grant writing and grant management, with 2 or more years of experience preferred; or
An equivalent combination of education and experience.

AICP Certification or the ability to obtain certification within 1 year of employment.
Experience leading a volunteer trail program.
Experience working with contractors or consultant teams.

This position may be assigned additional duties not listed.

Practice positive working relationships and collaboration with fellow employees, elected officials, other departments, agencies, municipalities, and the public.

Be accountable to the department and fellow employees; valuing integrity, open communication, and professionalism in all interactions

Assist individuals, teams, or departments with creative problem solving and work product. Develop partnerships with local and state government, stakeholders (including C TD), community-based organizations, and the private sector to identify, fund, and implement active transportation projects (i.e., more urban non-motorized commuter pathways and on-road facilities) that will maximize the region's investment.

Facilitate and build consensus between different communities, diverse interests, and gather public input through public outreach and stakeholder involvement activities.

Manage the Cache County Trails and Active Transportation Master Plan and reference it and other existing plans to identify regionally significant regional trail projects that are ready to advance to the construction phase.

Provide staff support for the Cache County Trails Advisory Committee (CTAC), and the Cache Metropolitan Planning Organization's (CMPO) Bicycle and Pedestrian Advisory Committee (BPAC).

Meet with the Executive Oversight Committee (EOC) at least twice a year to discuss and help establish the overall goals, focus, and direction for this position.

Pursue and obtain project funding and provide assistance with regional trail grant writing and management.

Provide circuit rider technical assistance and other resources to support participating cities in their own trail and active transportation planning and development activities.

Assist local jurisdictions with the development of local trail/bicycle and pedestrian community plans.

Coordinate access and right-of-way approvals, and assist local officials as they work with private property owners to allow trail access.

Collaborate with the Logan Ranger District and community partners to support the Adopt-A-Trail stewardship program.

Exercise initiative, independent judgment, and act resourcefully under varying conditions.

Collaborate on issues and provide potential solutions to improve efficiency and effectiveness of county processes for individual positions, departments, and the County.

Provide general direction and supervision to trail interns and volunteers.

Coordinate local trail and bicycle/pedestrian plans with neighboring communities and local jurisdictions and work to resolve conflicts.

Help with the prioritization of trail projects for potential Botanical, Cultural, Recreational, and Geological (RAP) and Restaurant tax funding, or other local funding considerations, or both.

Ability to communicate clearly and effectively, both orally and in writing

Strong organizational skills and demonstrated ability to accurately assess data and produce reports; working knowledge of planning and zoning principles and regulations; design skills.

Knowledge of current requirements related to the design of active transportation facilities; familiarity with AAS TO, NACTO, and MUTCD standards.

Ability to operate personal computers and various applications, perform advanced mathematical calculations, interpret and communicate codes and regulations, and manage grant applications and processes.

Working knowledge of the following computer programs: Adobe Creative Cloud (Illustrator/Photoshop/InDesign), SketchUp, AutoCAD, ArcGIS, Google Earth, and Microsoft Office Suite.

Ability to provide technical and design support for trail design processes and enhanced trail mapping.

Knowledge of rights-of-way, easements, and other access issues; procedures affecting various forms of development, trails and multi-modal transportation systems, and related operations of the County.

Knowledge of principles and practices related to the functions and operations of municipal, county, state, and federal government and agencies; the relationship between government entities and non-profit, citizen groups, and private individuals; local government structure and operations including budgets and fiscal management; project management skills; the ability to take projects from concept to construction and maintenance including project scopes, deadlines, and deliverables.

Skill in the art of diplomacy and cooperative problem solving; ability to work and interact with elected officials, agency staff from multiple jurisdictions, the public, and interested non-governmental groups; skill in developing public interest and awareness in trail/recreational facilities; and managing public communication and events surrounding trails.

The position performs in a typical office setting, as well as various tasks in the field. Tasks require a variety of physical activities which may involve muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, helping with minor construction during trail events, leading groups on hikes or clean-up days, etc.

Work tasks require common eye, hand, finger, leg, and foot dexterity.

Mental tasks require the use of memory for details, verbal instructions, emotional stability, and discriminating thinking.

The position requires a valid driver's license and ability to drive for the County. Must not have any DUI/ARR within the past five (5) years and less than two (2) moving violations within the past 24 months.

Must comply with applicable county and department policies and safety standards.

Periodic travel may be required in the course of performing portions of job functions.

Requires a flexible working schedule to adapt to daily field or office demands.