



July 5, 2019

PUBLIC NOTICE is hereby given that the Cache County Council of Cache County, Utah will hold a **BUDGET WORKSHOP** at **3:00 p.m.** and a **REGULAR MEETING** at **5:00 p.m.** in the **Cache County Historic Courthouse Council Chambers**, 199 North Main Street, Logan, Utah 84321, **TUESDAY, JULY 9, 2019**

AGENDA

3:00 p.m. BUDGET WORKSHOP

1. **CALL TO ORDER**
2. **REPORT FROM BUDGET COMMITTEE**
3. **REVIEW OF AMENDMENTS TO 2019 BUDGET**
4. **ADJOURN**

5:00 p.m. REGULAR MEETING

1. **CALL TO ORDER**
2. **OPENING / PLEDGE** – Councilwoman Barbara Tidwell
3. **REVIEW AND APPROVAL OF AGENDA**
4. **REVIEW AND APPROVAL OF MINUTES** (June 25, 2019)
5. **MINUTES FOLLOW-UP**
6. **REPORT OF COUNTY EXECUTIVE**
 - a. **Appointments:**
 - b. **Financial Reports:** June 2019 Expense Report (Warrant Register)
 - c. **Other Items:**

7. **CONSENT AGENDA**

8. **ITEMS OF SPECIAL INTEREST**

9. **DEPARTMENT OR COMMITTEE REPORTS**

- a. Cache County Senior Citizens Center – Giselle Madrid

10. **BOARD OF EQUALIZATION MATTERS**

11. **PUBLIC HEARINGS**

- a. **Set Public Hearing for July 30, 2019 at 6:00 p.m. – Open 2019 Budget**

5:40 p.m. b. **Public Hearing – Hawkes Rezone RU5**
Request for a rezone of 19.92 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone located at 8300 South 4000 West near Wellsville

5:50 p.m. c. **Public Hearing – Applewood Hollow RU5 Rezone**
Request for a rezone of 22.76 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone located at 4642 Hollow Road near Nibley

12. **PENDING ACTION**

13. **INITIAL PROPOSALS FOR CONSIDERATION OF ACTION**

- a. **Resolution 2019-23** – Approving and authorizing the Cache County Executive to execute the renewal of an amended interlocal agreement to jointly own, manage and operate the Cache County Emergency Medical Services (CCEMS)

14. **OTHER BUSINESS**

- a. **County Employee Summer Party** – Wednesday, July 10, 2019 at 6:00 p.m.
- b. **Hyde Park City Celebration Parade** – Saturday, July 20, 2019 at 10:00 a.m.
- c. **Mendon Pioneer Celebration Parade** – Saturday, July 20, 2019 at 12:00 noon
- d. **North Logan Pioneer Day Parade** – Wednesday, July 24, 2019 at 10:00 a.m.
Craig, Dave, Paul, Karl(?)
- e. **Logan City Pioneer Day Parade** – Wednesday, July 24, 2019 at 12:00 noon
Craig, Karl, Paul
- f. **Cache County Fair & Rodeo** – August 8-10, 2019
- g. **USACCC Fall Conference** – September 26-27, 2019 – Midway

15. **COUNCIL MEMBER REPORTS**

16. **ADJOURN**


Karl B. Ward, Chairman

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 755-1850 at least three working days prior to the meeting

DRAFT

**CACHE COUNTY
COUNCIL MEETING
MINUTES
JUNE 25, 2019**

COUNTY COUNCIL MEETING
June 25, 2019

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DRAFT

**CACHE COUNTY COUNCIL MEETING
JUNE 25, 2019**

The Cache County Council convened in a regular session on June 25, 2019 at 5:00 p.m. in the Cache County Council Chamber at 199 North Main, Logan, Utah.

ATTENDANCE:

Chairman: Karl B. Ward
Vice Chair: **Gina H. Worthen absent.**
Council Members: Paul R. Borup, David L. Erickson, Barbara Tidwell, Jon White, & Gordon A. Zilles
County Executive: Craig "W" Buttars
Deputy County Clerk: Sharon L. Hoth
County Attorney: James Swink

The following individuals were also in attendance: Director Amy Adams, Brock Alder, Janeen Allen, Charles James Graham, Chris Harrild, Joe Hawkes, Michael Kidman, Alexander Farrel Mortensen, Joseph Parry, Director Josh Runhaar, Jason Sleight, Terry Warner, **Media:** Mattie Mortensen (Herald Journal).

OPENING REMARKS AND PLEDGE OF ALLEGIANCE

Council member Jon White gave the opening remarks and led those present in the Pledge of Allegiance.

REVIEW AND APPROVAL OF AGENDA

ACTION: Motion by Council member Erickson to approve the amended agenda. Zilles seconded the motion. The vote was unanimous, 6-0. Worthen absent.

REVIEW AND APPROVAL OF MINUTES

ACTION: Motion by Council member Zilles to approve the minutes of the June 11, 2019 Council meeting as written. Tidwell seconded the motion. The vote was unanimous, 6-0. Worthen absent.

MINUTES FOLLOW-UP: None

REPORT OF THE COUNTY EXECUTIVE: CRAIG "W" BUTTARS

APPOINTMENTS: There were no appointments.

OTHER ITEMS:

- Financial Statements** are available on the Council members' tablets.

(Attachment 1)

- New Agriculture Extension Agent** – Jacob Hadfield introduced himself to the Council.

- ❑ **Board of Adjustments Appointments** – Executive Buttars noted there are three openings on the Board of Adjustments and asked the Council for suggestions prior to the July 9, 2019 Council meeting.
- ❑ **County Administrator Position** – Executive Buttars indicated the Council has a job description for the proposed position as well as a market comparison and needed changes to the County Code relating to the position and asked the Council to review the information for future discussion.

ITEMS OF SPECIAL INTEREST

- **2018 External Audit Report – Jones Simkins** – Mike Kidman presented the audit report and stated it was a good report – a clean audit. It is suggested that the county consider ways to strengthen controls associated with its grant management system. *(The full report is on file in the office of the Cache County Auditor.)*

(Attachment 2)

ACTION: Motion by Council member White to accept the 2018 External Audit Report. Tidwell seconded the motion. The vote was unanimous, 6-0. Worthen absent.

- **VOCA Grant Positions Request – Terryl Warner** stated a VOCA grant has approved funding for two new victim advocates. Warner asked to be allowed to post the positions prior to July 1, 2019, in order to be compliant with the grant. The grant funding will be an item on a special budget opening in July.

ACTION: Motion by Council member Erickson to approve Warner's request to post the two positions funded by a VOCA grant. Zilles seconded the motion. The vote was unanimous, 6-0. Worthen absent.

- **Substance Abuse and Mental Health Relating to Homelessness – Bear River Health Department** – Brock Alder, Director of Substance Abuse Division, told the Council BRAG's 2018 count for Cache County revealed less than ten homeless due to mental health or substance abuse issues and zero were chronically homeless.

PUBLIC HEARINGS, APPEALS AND BOARD OF EQUALIZATION MATTERS

PUBLIC HEARING SET: July 09, 2019 at 5:40 p.m. – Hawkes Rezone RU5 – Request for a rezone of 19.92 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone located at 8300 South 4000 West near Wellsville.

PUBLIC HEARING SET: July 09, 2019 at 5:50 p.m. – Applewood Hollow Rezone RU5 – Request for a rezone of 22.76 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone located at 4642 Hollow Road near Nibley

**ACTION: Motion by Council member White to set two Public Hearings:
July 09, 2019 at 5:40 p.m. – Hawkes Rezone RU5
AND**

**July 09, 2019 at 5:50 p.m. – Applewood Hollow RU5 Rezone.
Erickson seconded the motion. The vote was unanimous, 6-0. Worthen absent.**

PENDING ACTION

- Resolution No. 2019-20 - Amending the 2019 Budget** – HR Director Adams explained the funding request for the half-time custodial position is to correct a funding oversight.

(Attachment 3)

ACTION: Motion by Council member Borup to approve Resolution 2019-20 – Amending the 2019 Budget. Tidwell seconded the motion. The vote was unanimous, 6-0. Worthen absent.

INITIAL PROPOSAL FOR CONSIDERATION OF ACTION

- **Resolution No. 2019-21 – Amending the Cache County Corporation Personnel Policy and Procedure Manual Section VIII Rules and Regulations Defining Incidental Personal Use of Public Property for Purposes of House Bill 163** – Director Adams worked with the County Attorney’s office to change the County Code so it is compliant with the requirements of HB 163. The changes must be in place before July 1, 2019.

(Attachment 4)

ACTION: Motion by Council member White to waive the rules and approve Resolution No. 2019-21 – Amending the Cache County Corporation Personnel Policy and Procedure Manual Section VIII, etc. Tidwell seconded the motion. The vote was unanimous, 6-0. Worthen absent.

- **Resolution No. 2019-22 – Allowing the Donations of Unclaimed Property (Bikes) to Charitable Organizations** – Sheriff Jensen explained the current auctions of unclaimed bikes is time consuming and unprofitable and asks that his office be allowed the donation option. Council member Zilles said the Council would like a report on how this turns out. Sheriff Jensen agreed to submit a report on the action.

(Attachment 5)

ACTION: Motion by Council member White to waive the rules and approve Resolution No. 2019-22 – Allowing the Donations of Unclaimed Property (Bikes) to Charitable Organizations. Borup seconded the motion. The vote was unanimous, 6-0. Worthen absent.

OTHER BUSINESS

- ✓ **Lewiston 4th of July Parade – Thursday, July 4, 2019 at 9:15 a.m.** – Buttars, Erickson and Ward will attend – possibly Borup.
- ✓ **Hyrum 4th of July Parade – Thursday, July 4, 2019 at 12:00 noon** – Ward, White and Zilles will attend.
- ✓ **County Employee Summer Party – Wednesday, July 10, 2019 at 6:00 p.m.**

- ✓ **Hyde Park City Celebration Parade – Saturday, July 20, 2019 at 10:00 a.m. –**
Worthen may attend.
- ✓ **Mendon Pioneer Celebration Parade – Saturday, July 20, 2019 at 12:00 noon –**
White and Zilles will attend.
- ✓ **North Logan Pioneer Day Parade – Wednesday, July 24, 2019 at 10:00 a.m. –**
Borup, Erickson and Worthen will attend – possibly Ward.
- ✓ **Logan City Pioneer Day Parade – Wednesday, July 24, 2019 at 12:00 noon –** Borup
and Ward will attend.

COUNCIL MEMBER REPORTS

Barbara Tidwell said the Homeless Task Force has different numbers than BRAG's numbers as reported by Brock Alder earlier. Tidwell asked that the Task Force be contacted to give a report.

Paul Borup attended a Park City lodging association meeting and learned they set some RAPZ funding aside to offer a \$300 voucher towards Delta tickets to those who can show they came and spent time in local lodging. Park City believes this generates additional RAPZ tax. Borup wondered if Cache County might develop something similar for its summer citizens.

Craig Buttars remarked the weather vane was placed on the Event Center today.

EXECUTIVE SESSION

ACTION: Motion by Council member Erickson to adjourn to an Executive Session to discuss the purchase of real property. Zilles seconded the motion. The vote was unanimous, 6-0. Worthen absent.

The Council adjourned to an Executive Session at 6:28 p.m.

ACTION: Motion by Council member Zilles to adjourn from the Executive Session. Tidwell seconded the motion. The vote was unanimous, 6-0. Worthen absent.

The Council adjourned from the Executive Session at 7:00 p.m.

ADJOURNMENT

The Council meeting adjourned at 7:00 p.m.

ATTEST: Jill N. Zollinger
County Clerk

APPROVAL: Karl B. Ward
Chairman

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 5 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	673,714.48	1,860,513.34	20,469,000.00	18,608,486.66	9.1
LICENSES & PERMITS	4,730.00	15,810.00	40,000.00	24,190.00	39.5
INTERGOVERNMENTAL REVENUE	158,701.80	98,747.14	844,500.00	745,752.86	11.7
CHARGES FOR SERVICES	614,536.40	1,853,986.48	6,856,000.00	5,002,013.52	27.0
FINES & FORFEITURES	11,155.61	34,614.19	121,600.00	86,985.81	28.5
MISCELLANEOUS REVENUE	141,745.10	499,144.38	1,567,500.00	1,068,355.62	31.8
CONTRIBUTIONS & TRANSFERS	3,300.00	3,300.00	1,037,500.00	1,034,200.00	.3
	<u>1,607,883.39</u>	<u>4,366,115.53</u>	<u>30,936,100.00</u>	<u>26,569,984.47</u>	<u>14.1</u>
<u>EXPENDITURES</u>					
COUNCIL	8,332.87	57,552.06	125,100.00	67,547.94	46.0
WATER DEVELOPMENT	.00	300,000.00	300,000.00	.00	100.0
PUBLIC DEFENDER	39,520.50	197,236.56	528,700.00	331,463.44	37.3
EXECUTIVE	(2,436.88)	104,500.10	198,300.00	93,799.90	52.7
FINANCE	39,291.47	200,090.49	500,000.00	299,909.51	40.0
HUMAN RESOURCES	15,558.22	106,622.04	280,600.00	173,977.96	38.0
GIS DEPT	6,991.13	47,308.63	142,000.00	94,691.37	33.3
INFORMATION TECHNOLOGY SYSTE	78,221.97	406,018.38	968,400.00	562,381.62	41.9
AUDITOR	567.71	7,786.40	27,900.00	20,113.60	27.9
CLERK	7,697.71	43,546.40	131,300.00	87,753.60	33.2
TREASURER	.00	15.68	.00	(15.68)	.0
RECORDER	9,138.98	52,915.24	179,600.00	126,684.76	29.5
ATTORNEY	110,777.61	646,017.14	1,608,900.00	962,882.86	40.2
VICITM SERVICES -CACHE ACHIEVE	3,707.84	32,265.05	79,500.00	47,234.95	40.6
VOCA -VICTIM SERVICES	36,263.63	161,928.39	375,200.00	213,271.61	43.2
VAWA - ATTORNEY - GRANT SERV	21,105.87	96,458.49	198,500.00	102,041.51	48.6
NON-DEPARTMENTAL	433.55	361,957.36	325,900.00	(36,057.36)	111.1
CENTRAL MAIL & COPY	375.77	2,945.45	6,900.00	3,954.55	42.7
BUILDING & GROUNDS	12,525.48	91,773.64	355,900.00	264,126.36	25.8
ELECTIONS	13,467.29	92,841.53	237,700.00	144,858.47	39.1
ZONING DEPARTMENT	246.18	.00	.00	.00	.0
ADVERT & PROMOTION	.00	75.85	2,700.00	2,624.15	2.8
ECONOMIC DEVELOPMENT	26,521.50	46,521.50	48,000.00	1,478.50	96.9
SHERIFF - CRIMINAL	291,086.85	1,506,465.98	4,316,000.00	2,809,534.02	34.9
SHERIFF - SUPPORT SERVICES	162,260.21	961,194.42	2,454,000.00	1,492,805.58	39.2
SHERIFF - ADMINISTRATION	106,956.30	448,439.68	1,360,100.00	911,660.32	33.0
SHERIFF - SEARCH AND RESCUE	7,256.00	17,702.78	81,400.00	63,697.22	21.8
SHERIFF - MOUNTED POSSE	.00	763.44	25,100.00	24,336.56	3.0
FIRE DEPARTMENT	136,985.19	821,168.55	1,652,600.00	831,431.45	49.7
SHERIFF - CORRECTIONS	575,884.32	3,379,450.78	8,368,600.00	4,989,149.22	40.4
SHERIFF - IT DEPARTMENT	4,500.00	4,500.00	27,000.00	22,500.00	16.7
BEE INSPECTION	.00	.00	2,500.00	2,500.00	.0
SHERIFF - ANIMAL CONTROL	12,930.78	61,178.57	187,500.00	126,321.43	32.6
SHERIFF - EMERGENCY MANAGEME	9,574.43	52,016.63	171,200.00	119,183.37	30.4
PUBLIC HEALTH	.00	.00	320,600.00	320,600.00	.0
PUBLIC WELFARE	.00	.00	67,800.00	67,800.00	.0
FAIRGROUNDS	111,855.58	360,019.05	950,700.00	590,680.95	37.9

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
COMMUNICATIONS	2,598.45	5,628.95	12,700.00	7,071.05	44.3
LIBRARY	7,021.79	30,112.20	105,700.00	75,587.80	28.5
USU AG EXTENSION SERVICE	42,452.75	43,598.21	245,500.00	201,901.79	17.8
COUNTY FAIR	2,148.77	6,742.91	154,200.00	147,457.09	4.4
RODEO	.00	3,079.00	179,700.00	176,621.00	1.7
STATE FAIR	.00	.00	1,000.00	1,000.00	.0
AGRICULTURAL PROMOTION	.00	.00	6,000.00	6,000.00	.0
CONTRIBUTIONS	400,000.00	400,000.00	1,126,000.00	726,000.00	35.5
TRANSFERS OUT	.00	.00	2,115,600.00	2,115,600.00	.0
MISCELLANEOUS	8,181.73	156,843.69	383,500.00	226,656.31	40.9
	<u>2,310,001.55</u>	<u>11,315,281.22</u>	<u>30,936,100.00</u>	<u>19,620,818.78</u>	<u>36.6</u>
	<u>(702,118.16)</u>	<u>(6,949,165.69)</u>	<u>.00</u>	<u>6,949,165.69</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 5 MONTHS ENDING MAY 31, 2019

ASSESSING & COLLECTING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	38,836.44	109,613.45	3,261,000.00	3,151,386.55	3.4
CHARGES FOR SERVICES	32,127.60	115,700.33	545,000.00	429,299.67	21.2
MISCELLANEOUS REVENUE	244.20	974.06	.00	(974.06)	.0
CONTRIBUTIONS & TRANSFERS	.00	.00	343,900.00	343,900.00	.0
	<u>71,208.24</u>	<u>226,287.84</u>	<u>4,149,900.00</u>	<u>3,923,612.16</u>	<u>5.5</u>
<u>EXPENDITURES</u>					
COUNCIL	1,029.20	6,394.67	13,700.00	7,305.33	46.7
EXECUTIVE	(454.60)	18,441.19	35,100.00	16,658.81	52.5
FINANCE	4,365.72	22,232.28	55,600.00	33,367.72	40.0
HUMAN RESOURCES	2,819.35	18,815.65	45,200.00	26,384.35	41.6
GIS DEPT	10,486.70	70,962.94	208,700.00	137,737.06	34.0
INFORMATION TECHNOLOGY SYSTE	61,338.80	333,066.16	805,600.00	472,533.84	41.3
AUDITOR	8,155.91	47,830.72	171,500.00	123,669.28	27.9
TREASURER	17,806.05	104,196.25	300,100.00	195,903.75	34.7
RECORDER	9,138.97	52,915.24	179,700.00	126,784.76	29.5
ATTORNEY	11,066.95	63,891.81	159,200.00	95,308.19	40.1
ASSESSOR	229,301.05	736,172.11	1,920,500.00	1,184,327.89	38.3
NON-DEPARTMENTAL	.00	32,991.53	28,000.00	(4,991.53)	117.8
CENTRAL MAIL & COPY	168.82	1,323.32	3,100.00	1,776.68	42.7
BUILDING & GROUNDS	5,627.39	41,231.64	141,600.00	100,368.36	29.1
ADVERT & PROMOTION	.00	92.71	3,300.00	3,207.29	2.8
CONTRIBUTIONS	905.54	2,826.95	79,000.00	76,173.05	3.6
	<u>361,755.85</u>	<u>1,553,385.17</u>	<u>4,149,900.00</u>	<u>2,596,514.83</u>	<u>37.4</u>
	<u>(290,547.61)</u>	<u>(1,327,097.33)</u>	<u>.00</u>	<u>1,327,097.33</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 5 MONTHS ENDING MAY 31, 2019

MUNICIPAL SERVICES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	459,751.41	1,225,922.54	3,462,100.00	2,236,177.46	35.4
LICENSES & PERMITS	218,914.27	520,885.41	976,400.00	455,514.59	53.4
INTERGOVERNMENTAL REVENUE	296,684.66	501,936.20	3,591,700.00	3,089,763.80	14.0
CHARGES FOR SERVICES	42,105.60	141,366.60	1,032,200.00	890,833.40	13.7
MISCELLANEOUS REVENUE	170.40	103,490.74	445,500.00	342,009.26	23.2
CONTRIBUTIONS & TRANSFERS	.00	6,000.00	1,812,300.00	1,806,300.00	.3
	<u>1,017,626.34</u>	<u>2,499,601.49</u>	<u>11,320,200.00</u>	<u>8,820,598.51</u>	<u>22.1</u>
<u>EXPENDITURES</u>					
ZONING DEPARTMENT	25,162.99	149,377.26	782,300.00	632,922.74	19.1
FIRE DEPARTMENT	2,280.89	31,165.65	173,000.00	141,834.35	18.0
BUILDING INSPECTION	34,425.02	318,453.70	848,500.00	530,046.30	37.5
ANIMAL CONTROL	.00	12,000.00	12,000.00	.00	100.0
ROAD	243,079.76	1,991,386.56	6,509,500.00	4,518,113.44	30.6
SANITATION/WASTE COLLECTION	.00	.00	30,000.00	30,000.00	.0
WEED ERADICATION DEPARTMENT	61,125.02	293,673.71	628,100.00	334,426.29	46.8
PUBLIC WORKS	16,905.42	112,655.39	526,700.00	414,044.61	21.4
TRAILS MANAGEMENT	8,407.40	83,071.81	628,600.00	545,528.19	13.2
CONTRIBUTIONS	14,268.00	14,268.00	932,100.00	917,832.00	1.5
TRANSFERS OUT	.00	.00	247,900.00	247,900.00	.0
MISCELLANEOUS	.00	.00	1,500.00	1,500.00	.0
	<u>405,654.50</u>	<u>3,006,052.08</u>	<u>11,320,200.00</u>	<u>8,314,147.92</u>	<u>26.6</u>
	<u>611,971.84</u>	<u>(506,450.59)</u>	<u>.00</u>	<u>506,450.59</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

HEALTH FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	10,765.55	30,467.28	952,000.00	921,532.72	3.2
CHARGES FOR SERVICE	28,104.75	96,479.25	280,000.00	183,520.75	34.5
CONTRIBUTIONS	.00	.00	111,900.00	111,900.00	.0
	<u>38,870.30</u>	<u>126,946.53</u>	<u>1,343,900.00</u>	<u>1,216,953.47</u>	<u>9.5</u>
<u>EXPENDITURES</u>					
PUBLIC HEALTH	.00	632,370.50	1,268,900.00	636,529.50	49.8
CONTRIBUTIONS	.00	.00	75,000.00	75,000.00	.0
	<u>.00</u>	<u>632,370.50</u>	<u>1,343,900.00</u>	<u>711,529.50</u>	<u>47.1</u>
	<u>38,870.30</u>	<u>(505,423.97)</u>	<u>.00</u>	<u>505,423.97</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

CACHE CO REDEVELOPMENT AGENCY

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
TAXES	.00	.00	50,000.00	50,000.00	.0
CONTRIBUTIONS	.00	.00	221,000.00	221,000.00	.0
	<u>.00</u>	<u>.00</u>	<u>271,000.00</u>	<u>271,000.00</u>	<u>.0</u>
 <u>EXPENDITURES</u>					
COMMUNITY DEVELOPMENT	276,160.00	7,630.00	260,000.00	252,370.00	2.9
CONTRIBUTIONS	.00	.00	11,000.00	11,000.00	.0
	<u>276,160.00</u>	<u>7,630.00</u>	<u>271,000.00</u>	<u>263,370.00</u>	<u>2.8</u>
	<u>(276,160.00)</u>	<u>(7,630.00)</u>	<u>.00</u>	<u>7,630.00</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

FUND 230

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	77,627.69	164,810.17	1,036,200.00	871,389.83	15.9
INTERGOVERNMENTAL REVENUE	.00	.00	18,100.00	18,100.00	.0
CHARGES FOR SERVICES	5,819.72	12,705.82	35,000.00	22,294.18	36.3
MISCELLANEOUS REVENUE	500.00	500.00	100.00	(400.00)	500.0
CONTRIBUTIONS & TRANSFERS	.00	.00	27,300.00	27,300.00	.0
	<u>83,947.41</u>	<u>178,015.99</u>	<u>1,116,700.00</u>	<u>938,684.01</u>	<u>15.9</u>
<u>EXPENDITURES</u>					
VISITORS BUREAU	72,251.96	268,530.61	854,700.00	586,169.39	31.4
TRANSFERS OUT	.00	.00	262,000.00	262,000.00	.0
	<u>72,251.96</u>	<u>268,530.61</u>	<u>1,116,700.00</u>	<u>848,169.39</u>	<u>24.1</u>
	<u>11,695.45</u>	<u>(90,514.62)</u>	<u>.00</u>	<u>90,514.62</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

COUNCIL ON AGING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	20,133.60	78,747.35	309,600.00	230,852.65	25.4
CHARGES FOR SERVICES	216.57	1,355.24	8,500.00	7,144.76	15.9
MISCELLANEOUS REVENUE	377.22	1,604.40	4,100.00	2,495.60	39.1
CONTRIBUTIONS & TRANSFERS	6,657.68	33,191.83	356,000.00	322,808.17	9.3
	<u>27,385.07</u>	<u>114,898.82</u>	<u>678,200.00</u>	<u>563,301.18</u>	<u>16.9</u>
<u>EXPENDITURES</u>					
CONTRIBUTIONS	.00	.00	44,200.00	44,200.00	.0
NUTRITION-MANDATED	29,563.70	165,751.14	391,900.00	226,148.86	42.3
SR CITIZENS CENTER-NON-MANDATE	11,052.41	51,118.87	130,000.00	78,881.13	39.3
ACCESS - MANDATED	8,177.65	43,472.53	112,100.00	68,627.47	38.8
	<u>48,793.76</u>	<u>260,342.54</u>	<u>678,200.00</u>	<u>417,857.46</u>	<u>38.4</u>
	<u>(21,408.69)</u>	<u>(145,443.72)</u>	<u>.00</u>	<u>145,443.72</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

MENTAL HEALTH FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	393,382.91	814,177.45	3,000,000.00	2,185,822.55	27.1
CONTRIBUTIONS	36,312.00	72,624.00	135,000.00	62,376.00	53.8
	<u>429,694.91</u>	<u>886,801.45</u>	<u>3,135,000.00</u>	<u>2,248,198.55</u>	<u>28.3</u>
<u>EXPENDITURES</u>					
PUBLIC HEALTH	.00	(482,485.30)	3,135,000.00	3,617,485.30	(15.4)
	<u>.00</u>	<u>(482,485.30)</u>	<u>3,135,000.00</u>	<u>3,617,485.30</u>	<u>(15.4)</u>
	<u>429,694.91</u>	<u>1,369,286.75</u>	<u>.00</u>	<u>(1,369,286.75)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

RESTAURANT TAX FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	161,618.64	394,380.42	1,607,200.00	1,212,819.58	24.5
	<u>161,618.64</u>	<u>394,380.42</u>	<u>1,607,200.00</u>	<u>1,212,819.58</u>	<u>24.5</u>
<u>EXPENDITURES</u>					
FACILITY AWARDS	.00	405,447.54	.00	(405,447.54)	.0
CONTRIBUTIONS	.00	.00	1,607,200.00	1,607,200.00	.0
	<u>.00</u>	<u>405,447.54</u>	<u>1,607,200.00</u>	<u>1,201,752.46</u>	<u>25.2</u>
	<u>161,618.64</u>	<u>(11,067.12)</u>	<u>.00</u>	<u>11,067.12</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

RAPZ TAX FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	148,277.44	398,758.27	1,773,700.00	1,374,941.73	22.5
	<u>148,277.44</u>	<u>398,758.27</u>	<u>1,773,700.00</u>	<u>1,374,941.73</u>	<u>22.5</u>
<u>EXPENDITURES</u>					
RAPZ TAX DEPT	(290,401.00)	.00	.00	.00	.0
FACILITIES AWARDS	226,501.00	481,549.98	1,048,200.00	566,650.02	45.9
PROGRAM AWARDS	65,000.00	159,000.00	698,800.00	539,800.00	22.8
TRANSFERS OUT	.00	.00	26,700.00	26,700.00	.0
	<u>1,100.00</u>	<u>640,549.98</u>	<u>1,773,700.00</u>	<u>1,133,150.02</u>	<u>36.1</u>
	<u>147,177.44</u>	<u>(241,791.71)</u>	<u>.00</u>	<u>241,791.71</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

CCCOG FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	370,720.02	996,952.84	4,436,200.00	3,439,247.16	22.5
	<u>370,720.02</u>	<u>996,952.84</u>	<u>4,436,200.00</u>	<u>3,439,247.16</u>	<u>22.5</u>
<u>EXPENDITURES</u>					
ROAD PROJECTS	477,851.73	477,851.73	4,369,600.00	3,891,748.27	10.9
TRANSFERS OUT	.00	.00	66,600.00	66,600.00	.0
	<u>477,851.73</u>	<u>477,851.73</u>	<u>4,436,200.00</u>	<u>3,958,348.27</u>	<u>10.8</u>
	<u>(107,131.71)</u>	<u>519,101.11</u>	<u>.00</u>	<u>(519,101.11)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	.00	(21,461.66)	462,500.00	483,961.66	(4.6)
MISCELLANEOUS REVENUE	2,001.52	5,754.00	62,500.00	56,746.00	9.2
AIRPORT LAND LEASE REVENUES	493.46	8,445.83	95,000.00	86,554.17	8.9
CONTRIBUTIONS & TRANSFERS	.00	.00	107,500.00	107,500.00	.0
	<u>2,494.98</u>	<u>(7,261.83)</u>	<u>727,500.00</u>	<u>734,761.83</u>	<u>(1.0)</u>
<u>EXPENDITURES</u>					
AIRPORT DEPARTMENT	<u>11,050.83</u>	<u>88,979.96</u>	<u>727,500.00</u>	<u>638,520.04</u>	<u>12.2</u>
	<u>11,050.83</u>	<u>88,979.96</u>	<u>727,500.00</u>	<u>638,520.04</u>	<u>12.2</u>
	<u>(8,555.85)</u>	<u>(96,241.79)</u>	<u>.00</u>	<u>96,241.79</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

CHILDREN'S JUSTICE CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	48,408.96	48,408.96	458,200.00	409,791.04	10.6
CONTRIBUTIONS & TRANSFERS	.00	.00	3,900.00	3,900.00	.0
	<u>48,408.96</u>	<u>48,408.96</u>	<u>462,100.00</u>	<u>413,691.04</u>	<u>10.5</u>
<u>EXPENDITURES</u>					
CHILDREN'S JUSTICE CNTR - VOCA	24,576.35	112,528.43	267,400.00	154,871.57	42.1
CHILDREN'S JUSTICE CENTER	14,486.75	73,186.32	194,700.00	121,513.68	37.6
	<u>39,063.10</u>	<u>185,714.75</u>	<u>462,100.00</u>	<u>276,385.25</u>	<u>40.2</u>
	<u>9,345.86</u>	<u>(137,305.79)</u>	<u>.00</u>	<u>137,305.79</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

AMBULANCE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUE	33,600.00	33,600.00	.00	(33,600.00)	.0
CONTRIBUTIONS	.00	576,000.00	1,158,000.00	582,000.00	49.7
	<u>33,600.00</u>	<u>609,600.00</u>	<u>1,158,000.00</u>	<u>548,400.00</u>	<u>52.6</u>
<u>EXPENDITURES</u>					
AMBULANCE DEPARTMENT	12,289.73	180,248.88	1,158,000.00	977,751.12	15.6
	<u>12,289.73</u>	<u>180,248.88</u>	<u>1,158,000.00</u>	<u>977,751.12</u>	<u>15.6</u>
	<u>21,310.27</u>	<u>429,351.12</u>	<u>.00</u>	<u>(429,351.12)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUE	614.24	2,310.40	.00	(2,310.40)	.0
CONTRIBUTIONS AND TRANSFERS IN	.00	.00	1,795,100.00	1,795,100.00	.0
	<u>614.24</u>	<u>2,310.40</u>	<u>1,795,100.00</u>	<u>1,792,789.60</u>	<u>.1</u>
 <u>EXPENDITURES</u>					
CAPITAL LEASE - PATROL VEHICLE	54,443.28	106,200.28	468,800.00	362,599.72	22.7
CAPITAL LEASE - ROAD EQUIPMENT	16,493.53	16,493.53	31,400.00	14,906.47	52.5
SALES TAX REVENUE BONDS	.00	.00	1,274,200.00	1,274,200.00	.0
CAPITAL LEASE - IT EQUIPMENT	.00	19,166.59	20,700.00	1,533.41	92.6
	<u>70,936.81</u>	<u>141,860.40</u>	<u>1,795,100.00</u>	<u>1,653,239.60</u>	<u>7.9</u>
	<u>(70,322.57)</u>	<u>(139,550.00)</u>	<u>.00</u>	<u>139,550.00</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
CONTRIBUTIONS AND TRANSFERS IN	.00	.00	381,000.00	381,000.00	.0
	.00	.00	381,000.00	381,000.00	.0
<u>EXPENDITURES</u>					
DEPARTMENT 4415	.00	.00	350,000.00	350,000.00	.0
COUNTY EVENT CENTER	.00	(14,224.15)	31,000.00	45,224.15	(45.9)
	.00	(14,224.15)	381,000.00	395,224.15	(3.7)
	.00	14,224.15	.00	(14,224.15)	.0

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

CAPITAL PROJECTS - ROAD TAX

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
<u>EXPENDITURES</u>					
ROAD PROJECTS	(477,851.73)	.00	.00	.00	.0
	(477,851.73)	.00	.00	.00	.0
	<u>477,851.73</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING MAY 31, 2019

CAPITAL ASSETS/ LONG-TERM DEBT

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
DEFERRED REVENUE ADJUSTMENT	.00	(1,194,551.00)	.00	1,194,551.00	.0
	.00	(1,194,551.00)	.00	1,194,551.00	.0
<u>EXPENDITURES</u>					
	.00	.00	.00	.00	.0
	.00	(1,194,551.00)	.00	1,194,551.00	.0



Certified Public Accountants

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June 25, 2019

To the Cache County Council
Logan, Utah

We have audited the financial statements of Cache County, Utah (the County) as of and for the year ended December 31, 2018, and have issued our report thereon dated June 25, 2019. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated April 2, 2019, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the County solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the County is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2018. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive estimates affecting the County's financial statements relate to the the estimated useful lives of capital assets and the estimates related to the County's proportionate share of the net pension liability.

Management's estimate of the useful lives of capital assets is based on expected future use of the assets and historical lives of similar assets. Management's estimate related to the County's proportionate share of the net pension liability is based on the results of an actuarial study. We evaluated the key factors and assumptions used to develop these estimates and determined that each is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements are related to the changes in capital assets, long-term liabilities,

and pension plans, which are located in Note 5, Note 6, and Note 8 to the financial statements, respectively. The disclosures of the changes in capital assets, the changes in long-term liabilities, and retirement plans were formulated to include all changes to each respective category during the year.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the County's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated June 25, 2019.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the County, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the County, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the County's auditors.

Internal Control

In planning and performing our audit of the basic financial statements of the County as of and for the year ended December 31, 2018, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered the County's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over financial reporting.

Comments, if any, related to internal control were reported in the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.

Other Matters

Our audit procedures also identified other matters involving internal control and compliance that, although not considered by us to be significant deficiencies, are weaknesses in internal control for which corrective action might be taken or are immaterial instances of non-compliance with laws and regulations.

1. We noted during the course of our audit procedures that the County has implemented a decentralized grant management system. This system requires department heads to act as grant managers from the grant application phase to reimbursement and completion of the grant-funded projects. This system allows the County to assign experienced department heads to manage grants that are consistent with the respective department heads' knowledge and expertise. This system also provides the department heads with more flexibility in searching out and obtaining grants that in turn provide the County with the opportunity to offer additional services to its citizens. However, a decentralized system has the potential to result in a breakdown of controls, specifically related to compliance and reporting, which could lead to, among other things, loss of awards, questioned costs, and other non-compliance. Although negative effects such as these were not incurred in the current year and the accounting for grant revenues and associated expenditures was found to be materially correct, we did note that certain reporting requirements were not initially submitted in a timely manner and the associated reimbursement requests were submitted several months after qualifying expenditures had been incurred. In order to eliminate similar results in the future, we recommend the County to consider ways to

strengthen controls associated with the County's grant management system. These controls could result in either a shared access to all grant documentation with the finance department or a complete centralization of grant management. When determining how to improve grant management controls, County management should consider those controls that will allow for continued flexibility in searching out and obtaining new grants and improve the understanding of grant compliance and other reporting requirements.

2. We noted that the County failed to post certain notices of public meetings and minutes of public meetings to the Utah Public Notice website as required by state law. We don't consider this oversight to be material instance of noncompliance. However, we do recommend all notices and minutes be posted to the Utah Public Notice website in accordance with state law.

Restriction on Use

This report is intended solely for the information and use of the County, the County Council, and certain other regulatory bodies, and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,



JONES SIMKINS LLC
Logan, Utah

RESOLUTION NO. 2019 – 20

A RESOLUTION INCREASING THE BUDGET APPROPRIATIONS FOR CERTAIN COUNTY DEPARTMENTS.

The Cache County Council, in a duly convened meeting, pursuant to Sections 17-36-22 through 17-36-26, Utah Code Annotated, 1953 as amended, finds that certain adjustments to the Cache County budget for 2019 are reasonable and necessary; that the said budget has been reviewed by the County Executive with all affected department heads; that a duly called hearing has been held and all interested parties have been given an opportunity to be heard; that the County Council has given due consideration to matters discussed at the public hearing and to any revised estimates of revenues; and that it is in the best interest of the County that these adjustments be made.

NOW THEREFORE, it is hereby resolved that:

Section 1.

The following adjustments are made to the 2019 budget for Cache County:

See attached

Section 2.

Other than as specifically set forth above, all other matters set forth in the 2019 budget shall remain in full force and effect.

Section 3.

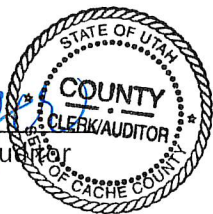
This resolution shall take effect immediately upon adoption and the County Executive and other county officials are authorized and directed to act accordingly.

This resolution was duly adopted by the Cache County Council on the 25th day of June, 2019.

ATTESTED TO:

CACHE COUNTY COUNCIL


Jill N. Zollinger, Cache County Clerk-Auditor




Karl Ward, Council Chair



BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2019-20

June 11, 2019 at 6:00 PM

GENERAL FUND	Budget: \$30,936,100	Proposed: \$31,505,500
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Revenues

Intergovernmental Revenue		Budget: \$844,500	Proposed: \$864,500
100-33-10500	FEDERAL GRANTS - HAVA: Grant funding provided to purchase election equipment.		11,000
100-33-44000	STATE GRANTS: Permanent Community Impact Fund Grant Contract #190181, provided to help cover costs of economic study for the County.		20,000
Total Change			31,000

Contributions and Transfers		Budget: \$1,037,500	Proposed: \$1,575,900
100-38-10220	TRANSFER IN - CDRA FUND: Transfer in of 4% admin fee of CDRA project at Pepperidge Farm.		11,600
100-38-10260	TRANSFER IN - RESTAURANT TAX: Transfer in of Restaurant Tax funds awarded for various projects at the Fairgrounds		263,700
100-38-10265	TRANSFER IN - RAPZ TAX: Transfer in of RAPZ Tax funds awarded for various projects at the Fairgrounds and for administration of the program.		76,700
100-38-10795	TRANSFER IN - CCCF: Transfer in of donation from Buzz Electric for work in the Search and Rescue building		3,300
100-38-90000	APPROPRIATED FUND BALANCE: Reduced need for fund balance due to administrative funding from the RAPZ Tax and the CDRA project.		-36,600
100-38-90000	APPROPRIATED FUND BALANCE: Funding allocation for position transferred from the GIS to the HR department. The allocation rates to the Assessing and Collecting fund are different for the two departments, but there is no new money requested in total.		31,500
100-38-90000	APPROPRIATED FUND BALANCE: Provide funding to reimburse the Municipal Services fund for paying \$150,000 toward the road for ASI.		150,000
100-38-90000	APPROPRIATED FUND BALANCE: Provide funding for a transfer to the Municipal Services fund for the parking lot improvements at the admin campus.		17,300
100-38-90000	APPROPRIATED FUND BALANCE: Provide funding for additional costs to the phone upgrade project.		8,000
100-38-90000	APPROPRIATED FUND BALANCE: Provide additional funding for new banners and advertising for the Fair.		5,000
100-38-90000	APPROPRIATED FUND BALANCE: Provide funding for a part time employee in the Buildings and Grounds department.		7,900
Total Change			538,400

Total General Fund Revenues	\$569,400
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Expenditures

Finance		Budget: \$500,000	Proposed: \$500,000
100-4132-110	FULL TIME EMPLOYEES: Provide funding to hire a part time employee, to assist during the time for full time employee replacement.		-3,100
100-4132-120	PART TIME EMPLOYEES: Funding to hire a part time employee, to assist during the time for full time employee replacement.		3,100
Total Change			0

Human Resources	Budget: \$280,600	Proposed: \$340,100
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BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2019-20

June 11, 2019 at 6:00 PM

100-4134-110	FULL TIME EMPLOYEES: Funding for wages for an HR Analyst position. The funding is transferred from the GIS department, which had an open position, but does not anticipate needing this position or funding now or in the foreseeable future. The funding is for a half year in 2019.	35,500
100-4134-130	EMPLOYEE BENEFITS: Funding for payroll taxes and benefits for an HR Analyst position.	25,100
100-4134-251	NON CAPITALIZED EQUIPMENT: Funding for office furniture and workstation for new HR Analyst position.	9,400
100-4134-999	A&C ALLOC - HUMAN RESOURCE 15%: Allocation related to transfer of position from GIS to HR.	-10,500
Total Change		59,500

IT		Budget: \$968,400	Proposed: \$968,400
100-4136-120	PART TIME EMPLOYEES: Provide funding for intern hired for summer. Moving budget to correctly reflect Seasonal employee.		-12,500
100-4136-125	SEASONAL EMPLOYEES: Funding for intern hired for summer. Moving budget to correctly reflect Seasonal employee.		12,500
100-4136-311	SOFTWARE PACKAGES: Funding for Microsoft Office 2019 licensing, to replace MS Office 2007 software which has now expired.		4,400
100-4136-740	CAPITALIZED EQUIPMENT: Postpone capital project to replace CCSO San Fabric to provide funding for MS Office 2019. Project will seek funding again in 2020.		-4,400
Total Change			0

GIS		Budget: \$142,000	Proposed: \$114,000
100-4135-110	FULL TIME EMPLOYEES: Remove funding for full time GIS Specialist and provide funding for wages for an HR Analyst position. The funding is transferred from the GIS department, which had an open position, but does not anticipate needing this position or funding now or in the foreseeable future. The funding is for a half year in 2019.		-41,000
100-4135-130	EMPLOYEE BENEFITS: Remove funding for full time GIS Specialist and provide funding for payroll taxes and benefits for an HR Analyst position.		-29,000
100-4135-999	A&C ALLOC - GIS 60%: Allocation related to transfer of position from GIS to HR.		42,000
Total Change			-28,000

Victim Services - VOCA		Budget: \$375,200	Proposed: \$373,200
100-4148-230	TRAVEL: Provide funding for painting in Council Chambers. Funding for QPR suicide prevention program will be provided from another source.		-2,000
Total Change			-2,000

Buildings and Grounds		Budget: \$355,900	Proposed: \$331,900
100-4160-110	FULL TIME EMPLOYEES: Provide funding for wages for maintenance personnel to transfer from the Administration campus to the Senior Center campus.		-26,400
100-4160-120	PART TIME EMPLOYEES: Funding for a part time employee in the Buildings and Grounds department.		10,400
100-4160-130	EMPLOYEE BENEFITS: Funding for a part time employee in the Buildings and Grounds department.		1,000



BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2019-20

June 11, 2019 at 6:00 PM

100-4160-130	EMPLOYEE BENEFITS: Provide funding for payroll taxes and benefits for maintenance personnel to transfer from the Administration campus to the Senior Center campus.	-19,900
100-4160-999	A&C ALLOC - BLDG & GROUNDS 31%: Adjust the department allocation to the Assessing and Collecting fund for maintenance personnel to transfer from the Administration campus to the Senior Center campus.	10,900
Total Change		-24,000

Elections		Budget: \$237,700	Proposed: \$248,700
100-4170-740	CAPITALIZED EQUIPMENT: Grant funding to purchase election equipment.		11,000
Total Change			11,000

Economic Development		Budget: \$48,000	Proposed: \$68,000
100-4193-620	MISC SERVICES: Permanent Community Impact Fund Grant Contract #190181, provided to help cover costs of economic study for the County.		20,000
Total Change			20,000

Sheriff: Criminal		Budget: \$4,316,000	Proposed: \$4,241,000
100-4210-110	FULL TIME EMPLOYEES: Provide funding for HVAC upgrade for the Sheriff's Complex. These funds are available due to unfilled positions in the Sheriff's office.		-75,000
100-4210-115	OVERTIME: Provide funding for Field Training Officers. Will put \$8,000 to start, but costs may be a little higher (60 hrs x 6 people x \$25 = \$9,000).		-8,000
100-4210-142	OTHER PAY: Funding for Field Training Officers. Will put \$8,000 to start, but costs may be a little higher (60 hrs x 6 people x \$25 = \$9,000).		8,000
Total Change			-75,000

Sheriff: Administration		Budget: \$1,360,100	Proposed: \$1,510,100
100-4215-720	BUILDING: Funding for HVAC upgrade for the Sheriff's Complex.		150,000
Total Change			150,000

Sheriff: Corrections		Budget: \$8,368,600	Proposed: \$8,293,600
100-4230-110	FULL TIME EMPLOYEES: Provide funding for HVAC upgrade for the Sheriff's Complex. These funds are available due to unfilled positions in the Sheriff's office.		-75,000
100-4230-115	OVERTIME: Budgeted for FTO stipend under Overtime account, but Other Pay account was created to help track FTO time. Need to move funds to the correct account.		-3,000
100-4230-142	OTHER PAY: Funding for FTO stipends.		3,000
Total Change			-75,000

Sheriff: Search and Rescue		Budget: \$81,400	Proposed: \$84,700
100-4216-251	NON-CAPITALIZED EQUIPMENT: Electrical work in the Search and Rescue building donated by Buzz Electric.		3,300
Total Change			3,300

Fire		Budget: \$1,652,600	Proposed: \$1,652,600
100-4220-110	FULL TIME EMPLOYEES: Budgeted full time secretary, hired part time. Need to move money to Part Time Employee account.		-15,300



BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2019-20

June 11, 2019 at 6:00 PM

100-4220-110	FULL TIME EMPLOYEES: Budgeted for full time firefighters to start January 2019, but not hired until May and June 2019. Used more part time to help until full time people were hired.	-5,000
100-4220-120	PART TIME EMPLOYEES: Budgeted full time secretary, hired part time. Need to move money to Part Time Employee account.	15,300
100-4220-120	PART TIME EMPLOYEES: Budgeted for full time firefighters to start January 2019, but not hired until May and June 2019. Used more part time to help until full time people were hired	5,000
100-4220-255	WILDLAND FIRE EQUIP & SUPPLIES: Provide funding to cover training center utilities and uniforms and supplies	-2,000
100-4220-270	UTILITIES: Funding to cover training center utilities	1,000
100-4220-481	UNIFORMS AND SUPPLIES: Funding to cover uniforms and supplies	1,000
Total Change		0

Fairgrounds		Budget: \$950,700	Proposed: \$1,266,100
100-4511-720	BUILDINGS: Restaurant Tax Award - Add awning on South side of Cache Arena to include concrete floor with trench drains, lights, power outlets, and tie rails. Remove earth berm around building. Remove concrete wing walls located by doorways. Relocate fire hydrant and gas meter.		100,000
100-4511-720	BUILDINGS: Restaurant Tax Award - Bring in Electrical power to all required locations and install powered Roller Shades on all perimeter and Skylight windows in the Main Event Hall. Purchase Coverings for 4 rolling glass garage doors.		16,400
100-4511-720	BUILDINGS: RAPZ Tax Award - Bring in Electrical power to all required locations and install powered Roller Shades on all perimeter and Skylight windows in the Main Event Hall. Purchase Coverings for 4 rolling glass garage doors.		21,000
100-4511-730	IMPROVEMENTS: Restaurant Tax Award - Repair, replace, and add asphalt in various locations for improvement of the pathways for vehicle and pedestrian use.		87,400
100-4511-740	CAPITALIZED EQUIPMENT: Restaurant Tax Award - Replace sound system in rodeo arena and Cache Arena.		59,900
100-4511-740	CAPITALIZED EQUIPMENT: RAPZ Tax award - Purchase portable 156 seat towable bleacher.		30,700
Total Change			315,400

Fair		Budget: \$154,200	Proposed: \$159,200
100-4620-221	ADVERTISING: Additional funding for new banners and advertising for the Fair.		5,000
Total Change			5,000

Transfers Out		Budget: \$2,115,600	Proposed: \$2,314,800
100-4810-200	TRANSFER OUT - MUNICIPAL SERV: Funding to reimburse the Municipal Services fund for paying \$150,000 toward the road for ASI.		150,000
100-4810-200	TRANSFER OUT - MUNICIPAL SERV: Transfer to the Municipal Services fund for the parking lot improvements at the admin campus.		17,300
100-4810-240	TRANSFER OUT - COUNCIL ON AGE: Provide funding for maintenance personnel to transfer from the Administration campus to the Senior Center campus.		31,900
Total Change			199,200

Miscellaneous		Budget: \$383,500	Proposed: \$393,500
100-4960-600	MISCELLANEOUS EXPENSE: Funding for painting in Council Chambers.		2,000



BUDGET AMENDMENT
EXECUTIVE SUMMARY FOR RESOLUTION 2019-20

June 11, 2019 at 6:00 PM

100-4960-600	MISCELLANEOUS EXPENSE: Funding for additional costs to the phone upgrade project.	8,000
Total Change		10,000

Total General Fund Expenditures	\$569,400
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ASSESSING AND COLLECTING FUND	Budget: \$4,149,900	Proposed: \$4,107,500
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Revenues

Contributions and Transfers		Budget: \$343,900	Proposed: \$301,500
150-38-90000	APPROPRIATED FUND BALANCE: Allocation adjustment related to transfer of position from GIS to HR.		-31,000
150-38-90000	APPROPRIATED FUND BALANCE: Allocation adjustment related to transfer of position from Buildings and Grounds to Senior Center.		-14,400
150-38-90000	APPROPRIATED FUND BALANCE: Allocation adjustment related to part time position for Buildings and Grounds		3,500
Total Change			-41,900

Total Assessing and Collecting Fund Revenues	-\$42,400
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Expenditures

Human Resources		Budget: \$42,200	Proposed: \$55,700
150-4134-999	A&C ALLOC - HUMAN RESOURCE 15%: Allocation adjustment related to transfer of position from GIS to HR.		10,500
Total Change			10,500

GIS		Budget: \$208,700	Proposed: \$166,700
150-4135-999	A&C ALLOC - GIS 60%: Allocation adjustment related to transfer of position from GIS to HR.		-42,000
Total Change			-42,000

Buildings and Grounds		Budget: \$141,600	Proposed: \$130,700
150-4160-999	A&C ALLOC - BLDG & GROUNDS 31%: Adjust the department allocation from the General fund for maintenance personnel to transfer from the Administration campus to the Senior Center campus.		-14,400
150-4160-999	A&C ALLOC - BLDG & GROUNDS 31%: Allocation adjustment related to part time position for Buildings and Grounds		3,500
Total Change			-10,900

Total Assessing and Collecting Fund Expenditures	-\$42,400
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MUNICIPAL SERVICES FUND	Budget: \$11,320,200	Proposed: \$14,855,500
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BUDGET AMENDMENT
EXECUTIVE SUMMARY FOR RESOLUTION 2019-20

June 11, 2019 at 6:00 PM

Revenues

Taxes		Budget: \$3,462,100	Proposed: \$3,666,400
200-31-30000	SALES & USE TAX: Adjusted sales tax estimate, requesting the use of \$4,300 out of a projected \$39,000. Additional funds are needed to meet the sales tax commitment to the Eccles Ice Center.		4,300
200-31-30100	SALES TAX - TRANSPORTATION: Additional sales tax estimated with the new legislation passed (59-12-2219).		200,000
Total Change			204,300

Intergovernmental		Budget: \$3,591,700	Proposed: \$4,918,700
200-33-12500	FEDERAL AWARDS - FEMA: Estimated reimbursement from FEMA due this year		1,200,000
200-33-44900	STATE AWARDS - WEED: Additional UWSA grant funding to expand weed control through a bio-control program with valley youth.		5,000
200-33-44910	STATE AWARDS - TRAILS: Utah Outdoor Rec grant for Trails - 800 West Regional Trail.		80,000
200-33-44990	STATE AWARDS - OTHER: In continued discussions with the CIB, the County will seek a total of \$150,000 for the General Plan, increased from \$125,000.		25,000
200-33-70110	GRANTS OTHER - LOCAL UNITS: Funding for General Plan provided by the CMPO.		17,000
Total Change			1,327,000

Charges for Services		Budget: \$1,032,200	Proposed: \$1,082,200
200-34-32100	ROAD CONTRACTS - MUNICIPAL: Increased funding provided by cities for their chip/seal programs.		50,000
Total Change			50,000

Contributions and Transfers		Budget: \$1,812,300	Proposed: \$3,766,300
200-38-10100	TRANSFER IN - GENERAL FUND: Funding to reimburse the Municipal Services fund for paying \$150,000 toward the road for ASI.		150,000
200-38-10100	TRANSFER IN - GENERAL FUND: Transfer from the General fund to provide funding for materials for the parking lot improvements and the admin campus.		17,300
200-38-10260	TRANSFER IN - RESTAURANT TAX: Transfer in of Restaurant Tax funds awarded for a trails project.		80,000
200-38-10265	TRANSFER IN - RAPZ TAX FUND: Transfer in of RAPZ Tax funds awarded for a trails projects and the County population award.		43,200
200-38-10265	TRANSFER IN - RAPZ TAX FUND: RAPZ Funding for County Trails Planner Position estimated in the original budget was \$45,000. The actual award is for \$35,000.		-10,000
200-38-10265	TRANSFER IN - RAPZ TAX FUND: 2018 RAPZ Tax award previously transferred, but not used until 2019. Should be appropriated from fund balance.		-18,000
200-38-90000	APPROP. FUND BALANCE - ROADS: Reduced need for fund balance appropriation due to the reimbursement of \$150,000 for payment made for the ASI road.		-150,000
200-38-90000	APPROP. FUND BALANCE - ROADS: Reduced need for fund balance appropriation due to the FEMA reimbursement due this year.		-213,000
200-38-92000	APPROP FUND BALANCE - MSF: Provide funding for Utility Management software, for the billing of garbage collection and 911 dispatch services.		10,500
200-38-92000	APPROP FUND BALANCE - MSF: Provide additional funding for the General Plan.		13,000
200-38-92000	APPROP FUND BALANCE - MSF: Funding for Road Shop Building relocation, design and engineering and north site land acquisition		2,000,000



BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2019-20

June 11, 2019 at 6:00 PM

200-38-93000	APPR FUND BALANCE - PARKS/REC: Provide funding to replace RAPZ Funding for County Trails Planner Position estimated in the original budget at \$45,000, with the actual award only for \$35,000.	10,000
200-38-93000	APPR FUND BALANCE - PARKS/REC: 2018 RAPZ Tax award appropriated for use in 2019.	18,000
200-38-93000	APPR FUND BALANCE - PARKS/REC: Provide additional funding for Bjorr trail, matched w/additional 4,000 in donations from local high school mountain bike team.	3,000
Total Change		1,954,000

Total Municipal Services Fund Revenues	\$3,535,300
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Expenditures

Finance		Budget:	\$0	Proposed:	\$10,500
200-4132-311	SOFTWARE: Purchase utility management software module from Caselle, the existing accounting software vendor. Logan City will discontinue billing County residents for garbage collection and 911 services. This software will allow the County to bill its own residents.			10,500	
Total Change				10,500	

Zoning		Budget:	\$782,300	Proposed:	\$837,300
200-4180-310	PROF & TECHNICAL - ZONING: In continued discussions with the CIB, the County will seek a total of \$150,000 for planning, increased from \$125,000.			25,000	
200-4180-310	PROF & TECHNICAL - ZONING: Funding for General Plan provided by the CMPO.			17,000	
200-4180-310	PROF & TECHNICAL - ZONING: Additional funding provide for the General Plan.			13,000	
Total Change				55,000	

Building Inspection		Budget:	\$848,500	Proposed:	\$848,500
200-4241-110	FULL TIME EMPLOYEES: Provide funding for seasonal employees to accomplish work, instead of hiring a full time employee, due to concerns of reduced workload demand. See attached memo from the Development Services Director.			-15,000	
200-4241-125	SEASONAL EMPLOYEES: Funding for seasonal employees to accomplish work, instead of hiring a full time employee, due to concerns of reduced workload demand. See attached memo from the Development Services Director.			15,000	
Total Change				0	

Road		Budget:	\$6,509,500	Proposed:	\$9,763,800
200-4415-110	FULL TIME EMPLOYEES: 2 New Equipment Operator I Hires (Salary)			42,500	
200-4415-125	SEASONAL EMPLOYEES: Additional Seasonal Roadside Data Collection and Flagger			9,000	
200-4415-130	EMPLOYEE BENEFITS: 2 New Equipment Operator I Hires (Benefits)			28,500	
200-4415-412	CHIP & SEAL ROADS - COUNTY: Advanced purchase to ensure Chip/Seal Slag and provide hauling in a better time frame			40,000	
200-4415-412	CHIP & SEAL ROADS - COUNTY: Funding for materials for the parking lot improvements and the admin campus.			6,000	
200-4415-414	CHIP & SEAL ROADS - MUNICIPAL: Increased funding provided by cities for their chip/seal programs.			50,000	



BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2019-20

June 11, 2019 at 6:00 PM

200-4415-418	ASPHALT & CONCRETE: Funding for materials for the parking lot improvements and the admin campus.	8,300
200-4415-420	ROAD PAINTING: Funding for materials for the parking lot improvements and the admin campus.	3,000
200-4415-710	LAND PURCHASE: Funding for land acquisition for north site	367,000
200-4415-720	BUILDINGS: Funding for the design and engineering services for new road shop facility	1,100,000
200-4415-720	BUILDINGS: Provide for the initial funding of the construction of the new road shop facility.	1,600,000
Total Change		3,254,300

Weed Control		Budget: \$628,100	Proposed: \$633,100
200-4450-620	MISC SERVICES: Additional funding provided by a UWSA grant to expand weed control through a bio-control program with valley youth.		5,000
Total Change			5,000

Public Works		Budget: \$526,700	Proposed: \$526,700
200-4475-110	FULL TIME EMPLOYEES: Funding for the salary for a new hire for CCCOG Oversight and Construction Management. The current system is not working well and staff is still having to manage too much of the process and the cost for consultants is not really reducing the internal workload.		33,000
200-4475-130	EMPLOYEE BENEFITS: Funding for the payroll taxes and benefits for a new hire for CCCOG Oversight and Construction Management.		19,000
200-4475-328	PROF & TECH - CCCOG OVERSIGHT: Provide funding for oversight of CCCOG projects.		-52,000
Total Change			0

Trails Management		Budget: \$628,600	Proposed: \$821,600
200-4780-620	MISCELLANEOUS SERVICES: Additional funding for Bjorr trail, matched w/additional 4,000 in donations from local high school mountain bike team.		3,000
200-4780-730	IMPROVEMENTS: Restaurant Tax award for Trails - 800 West Regional Trail - The trail will connect 800 West and Nibley's northern parks with Logan River Trail and Logan River via a 10' wide concrete pathway. It will also improve public infrastructure by burying utilities, piping a portion of open canal ditch.		80,000
200-4780-730	IMPROVEMENTS: Utah Outdoor Rec grant for Trails - 800 West Regional Trail.		80,000
200-4780-730	IMPROVEMENTS: RAPZ Tax award for trails - Middle Canal Trail and Crossings - Fund construction of three mid-block crossings along the middle canal in Logan, allowing trail to be open to public and connecting Adams neighborhood to USU and beyond.		20,000
200-4780-730	IMPROVEMENTS: RAPZ Tax award for trails - Cache Bikeway Street Painting - Paint over 20 miles of on street bicycle and jogging routes across eastern bench of Cache County.		10,000
Total Change			193,000

Contributions		Budget: \$932,100	Proposed: \$949,600
200-4800-920	CONTRIBUTIONS TO OTHER UNITS: Additional funds for the sales tax commitment to the Eccles Ice Center.		4,300
200-4800-995	CONTRIBUTION TO FUND BALANCE: RAPZ Tax award - Population award for the unincorporated areas of the County.		13,200
Total Change			17,500



BUDGET AMENDMENT
EXECUTIVE SUMMARY FOR RESOLUTION 2019-20

June 11, 2019 at 6:00 PM

Total Municipal Services Fund Expenditures	\$3,535,300
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CDRA FUND	Budget:	\$271,000	Proposed:	\$322,600
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Revenues

Taxes		Budget:	\$50,000	Proposed:	\$60,000
220-31-10000	PROPERTY TAXES - CDRA: Increase estimated tax revenue for Pepperidge Farms CDRA Project.				10,000
Total Change					10,000

Contributions and Transfers		Budget:	\$221,000	Proposed:	\$262,600
220-38-80000	CONTRIBUTION - TAXING ENTITIES: Increase estimated revenue for Pepperidge Farms CDRA Project received from participating entities.				30,000
220-38-90000	APPROPRIATED FUND BALANCE: Allocate funding for the 4% CDRA administration fee for the prior year.				11,600
Total Change					41,600

Total CDRA Fund Revenues	\$51,600
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Expenditures

CDRA		Budget:	\$260,000	Proposed:	\$300,000
220-4193-480	CDRA PROJECTS: Increase estimate for Pepperidge Farms CDRA Project.				40,000
Total Change					40,000

Transfers Out		Budget:	\$0	Proposed:	\$11,600
220-4810-100	TRANSFER OUT - GENERAL FUND: Transfer the 4% CDRA administration fee.				11,600
Total Change					11,600

Total CDRA Fund Expenditures	\$51,600
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VISITOR'S BUREAU FUND	Budget:	\$1,116,700	Proposed:	\$1,121,700
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Revenues

Contributions and Transfers		Budget:	\$27,300	Proposed:	\$32,300
230-38-90000	APPROPRIATED FUND BALANCE: Provide funding for Top of Utah Sponsorship for City of Logan				5,000
Total Change					5,000

Total Visitor's Bureau Fund Revenues	\$5,000
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Expenditures

Visitor's Bureau	Budget:	\$854,700	Proposed:	\$859,700
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BUDGET AMENDMENT
EXECUTIVE SUMMARY FOR RESOLUTION 2019-20

June 11, 2019 at 6:00 PM

230-4780-640	EVENT SPONSORSHIP: Funding for Top of Utah Sponsorship for City of Logan	5,000
Total Change		5,000

Total Visitor's Bureau Fund Expenditures	\$5,000
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COUNCIL ON AGING FUND	Budget: \$678,200	Proposed: \$723,700
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Revenues

Intergovernmental	Budget: \$309,600	Proposed: \$310,800
240-33-44100	MISC STATE GRANTS: Tai Chi for Arthritis Grant	1,200
Total Change		1,200

Contributions and Transfers	Budget: \$356,000	Proposed: \$400,300
240-38-11000	TRANSFER FROM GEN FUND: Provide funding for maintenance personnel to transfer from the Administration campus to the Senior Center campus.	31,900
240-38-90000	APPROPRIATED FUND BALANCE: Provide funding for additional travel and various other miscellaneous expenses.	12,400
Total Change		44,300

Total Council on Aging Fund Revenues	\$45,500
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Expenditures

Contributions	Budget: \$44,200	Proposed: \$29,800
240-4800-990	CONTRIBUTION - FUND BALANCE: Provide additional funding for maintenance personnel transferred to the Senior Center campus.	-14,400
Total Change		-14,400

Nutrition	Budget: \$391,900	Proposed: \$413,000
240-4970-110	FULL TIME EMPLOYEES: Funding for wages for maintenance personnel to transfer from the Administration campus to the Senior Center campus; 40% is allocated to this department.	10,600
240-4970-130	EMPLOYEE BENEFITS: Funding for payroll taxes and benefits for maintenance personnel to transfer from the Administration campus to the Senior Center campus; 40% is allocated to this department.	8,000
240-4970-260	BUILDINGS & GROUNDS MAINT: Install Automatic Bathroom Doors	2,500
Total Change		21,100

Senior Center	Budget: \$130,000	Proposed: \$159,600
240-4971-110	FULL TIME EMPLOYEES: Funding for wages for maintenance personnel to transfer from the Administration campus to the Senior Center campus; 40% is allocated to this department.	10,600
240-4971-130	EMPLOYEE BENEFITS: Funding for payroll taxes and benefits for maintenance personnel to transfer from the Administration campus to the Senior Center campus; 40% is allocated to this department.	8,000
240-4971-230	TRAVEL: Tai Chi for Arthritis Grant	1,200



BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2019-20

June 11, 2019 at 6:00 PM

240-4971-230	TRAVEL: Funding for additional travel and training expenses	800
240-4971-240	SUPPLIES: Funding for additional office supplies due to extra activities	1,000
240-4971-250	TRANSPORTATION: Funding for an unexpected bus repair.	2,000
240-4971-251	NON CAPITALIZED EQUIPMENT: Funding to replace Kiln. Donations Received \$1,035.87	3,000
240-4971-260	BUILDING & GROUNDS MAINT: Funding to replace exposed electrical systems and other miscellaneous building maintenance.	3,000
Total Change		29,600

Access		Budget: \$112,100	Proposed: \$121,300
240-4974-110	FULL TIME EMPLOYEES: Funding for wages for maintenance personnel to transfer from the Administration campus to the Senior Center campus; 20% is allocated to this department.		5,200
240-4974-130	EMPLOYEE BENEFITS: Funding for payroll taxes and benefits for maintenance personnel to transfer from the Administration campus to the Senior Center campus; 20% is allocated to this department.		3,900
240-4974-230	TRAVEL: Funding for additional travel and training expenses		100
Total Change			9,200

Total Council on Aging Fund Expenditures	\$45,500
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RESTAURANT TAX FUND	Budget: \$1,607,200	Proposed: \$1,607,200
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Expenditures

Tourism Awards		Budget: \$0	Proposed: \$313,400
260-4782-930	TOURISM PROMOTION: Restaurant Tax award funding for tourism promotion.		313,400
Total Change			313,400

Facility Awards		Budget: \$0	Proposed: \$905,100
260-4784-925	RECREATION FACILITIES: Restaurant Tax award funding for recreation facilities.		905,100
Total Change			905,100

Contributions		Budget: \$1,607,200	Proposed: \$45,000
260-4800-990	CONTRIB TO FUND BALANCE: Appropriation of current Restaurant Tax funding.		-1,562,200
Total Change			-1,562,200

Transfers Out		Budget: \$0	Proposed: \$343,700
260-4810-100	TRANSFER OUT - GENERAL FUND: Award for a project at the Fairgrounds - Repair, replace, and add asphalt in various locations for improvement of the pathways for vehicle and pedestrian use.		87,400
260-4810-100	TRANSFER OUT - GENERAL FUND: Award for a project at the Fairgrounds - Replace sound system in rodeo arena and Cache Arena.		59,900
260-4810-100	TRANSFER OUT - GENERAL FUND: Award for a project at the Fairgrounds - Bring in Electrical power to all required locations and install powered Roller Shades on all perimeter and Skylight windows in the Main Event Hall. Purchase Coverings for 4 rolling glass garage doors.		16,400



BUDGET AMENDMENT
EXECUTIVE SUMMARY FOR RESOLUTION 2019-20

June 11, 2019 at 6:00 PM

260-4810-100	TRANSFER OUT - GENERAL FUND: Award for a project at the Fairgrounds - Add awning on South side of Cache Arena to include concrete floor with trench drains, lights, power outlets, and tie rails. Remove earth berm around building. Remove concrete wing walls located by doorways. Relocate fire hydrant and gas meter.	100,000
260-4810-200	TRANSFER OUT - MUNI SERV FUND: Award for Trails - 800 West Regional Trail - The trail will connect 800 West and Nibley's northern parks with Logan River Trail and Logan River via a 10' wide concrete pathway. It will also improve public infrastructure by burying utilities, piping a portion of open canal ditch.	80,000
Total Change		343,700

Total Restaurant Tax Fund Expenditures	\$0
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RAPZ TAX FUND	Budget: \$1,773,700	Proposed: \$1,834,700
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Revenues

Contributions and Transfers		Budget: \$0	Proposed: \$61,000
265-38-90500	APP FUND BAL - PO CARRY OVER: Funding for RAPZ Tax awards for cultural facilities from previous years.		61,000
Total Change			61,000

Total RAPZ Tax Revenues	\$61,000
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Expenditures

Facility Awards		Budget: \$1,048,200	Proposed: \$981,000
265-4786-920	CULTURAL FACILITIES: RAPZ Tax award funding for cultural facilities from previous years.		61,000
265-4786-920	CULTURAL FACILITIES: 2019 RAPZ Tax award funding for cultural facilities.		90,000
265-4786-925	RECREATION FACILITIES: Provide funding for RAPZ awards for Cultural Facilities and awards transferred to County departments.		-173,500
265-4786-940	ZOO FACILITIES: Reduce to funding needed for zoo facility awards.		-44,700
Total Change			-67,200

Transfers Out		Budget: \$26,700	Proposed: \$154,900
265-4810-100	TRANSFER OUT - GENERAL FUND: Allocate RAPZ administration costs to correct account.		25,000
265-4810-100	TRANSFER OUT - GENERAL FUND: Award for a project at the Fairgrounds - Bring in Electrical power to all required locations and install powered Roller Shades on all perimeter and Skylight windows in the Main Event Hall. Purchase Coverings for 4 rolling glass garage doors.		21,000
265-4810-100	TRANSFER OUT - GENERAL FUND: Award for a project at the Fairgrounds - Purchase portable 156 seat towable bleacher.		30,700
265-4810-200	TRANSFER OUT - MUNI SERV FUND: Population award for the unincorporated areas of the County.		13,200
265-4810-200	TRANSFER OUT - MUNI SERV FUND: Award for trails - Cache County Trails Planner Support.		35,000



BUDGET AMENDMENT

EXECUTIVE SUMMARY FOR RESOLUTION 2019-20

June 11, 2019 at 6:00 PM

265-4810-200	TRANSFER OUT - MUNI SERV FUND: Award for trails - Cache Bikeway Street Painting - Paint over 20 miles of on street bicycle and jogging routes across eastern bench of Cache County.	10,000
265-4810-200	TRANSFER OUT - MUNI SERV FUND: Award for trails - Middle Canal Trail and Crossings - Fund construction of three mid-block crossings along the middle canal in Logan, allowing trail to be open to public and connecting Adams neighborhood to USU and beyond.	20,000
265-4810-201	TRANSFER OUT - GENERAL FUND: Allocate RAPZ administration costs to correct account.	-26,700
Total Change		128,200

Total RAPZ Tax Fund Expenditures	\$61,000
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COMMUNITY FOUNDATION FUND	Budget:	\$26,100	Proposed:	\$29,400
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Revenues

Contributions		Budget:	\$26,000	Proposed:	\$29,300
795-38-72105	CONTRIBUTIONS - S & R: Received in-kind donation from Buzz Electric for work in the Search and Rescue building.				3,300
Total Change					3,300

Total Community Foundation Revenues	\$3,300
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Expenditures

Transfers Out		Budget:	\$26,000	Proposed:	\$29,300
795-4810-100	TRANSFER OUT - GENERAL FUND: Transfer donation from Buzz Electric for work in the Search and Rescue building				3,300
Total Change					3,300

Total Community Foundation Fund Expenditures	\$3,300
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**CACHE COUNTY
RESOLUTION 2019 - 21**

**A RESOLUTION AMENDING THE CACHE COUNTY CORPORATION PERSONNEL
POLICY AND PROCEDURE MANUAL SECTION VIII RULES AND REGULATIONS
DEFINING INCIDENTAL PERSONAL USE OF PUBLIC PROPERTY FOR PURPOSES
OF HOUSE BILL 163**

WHEREAS, the Cache County Council on 6/25, 2019, in a regular meeting of which lawful notice had been given, considered amending Section VIII, Rules and Regulations, defining incidental personal use of public property for purposes of House Bill 163; and

WHEREAS, the Utah Legislature, in the 2019 General Session, enacted House Bill 163 describing the type of personal use of public property that is permitted; and

WHEREAS, House Bill 163 was signed by Utah Governor Gary Herbert on March 25, 2019; and

WHEREAS, House Bill 163 amended Utah Code Section 76-8-402 to allow a public servant to use public property in accordance with a written policy of the County; and

WHEREAS, It is the intent of Cache County to be responsible for the use of all tax dollars and all real and personal property acquired with tax dollars, and to establish policies regarding the personal use of County property by its officers, agents and employees, including real and personal property as defined in Utah Code Section 76-6-41 and below consistent with the provision of Utah Cod Ann. Section 76-8-402 (2019 amendments).

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 to establish a policy consistent with House Bill 163;

NOW THEREFORE, BE IT RESOLVED that the County Council approves the adoption of the following resolution:

- 1 **Amendments:** The Cache County Corporation Personnel Policy and Procedure Manual is hereby amended 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.



EXHIBIT A

SECTION VIII -- RULES AND REGULATIONS

...

Q. Computers, Internet and E-Mail Policy

This policy defines the proper use of Cache County computers, phones, and related technical resources and the disciplinary action(s) that may be taken for violation(s) of the policies set forth in this chapter. Computers and phones are assigned to employees to facilitate effective and efficient performance of their duties. This includes tasks they perform as a direct result of their positions, related activities that promote the interests of the County (i.e. working with the legislature), and assignments associated with professional organizations in which they participate in conjunction with their County duties.

...

5. Personal Use

Employees may use computers and phones assigned to them for authorized personal purposes when not working (i.e. breaks, lunch time, etc.). Use of County equipment for personal reasons is allowed as long as it only creates a de minimus additional cost or expense to the government. Generally, personal information should not be stored on County computers. If these are used on a County computer they should be stored locally (i.e. CD, flash drive, local hard drive). Storing or using any file on a County computer must be in strict compliance with all laws including copyright laws. Personal files stored on a County computer are subject to monitoring (see §N.7 – Monitoring of Computers), Government Records Access and Management Act (GRAMA) requests, and legal holds.

...

12. Telephone Usage

Telephones are for County Business purposes. Phone etiquette should be practiced at all times. Occasional personal use for local calls is acceptable while on personal time. In no case are personal toll calls permitted. Employees need to be diligent about not giving out personal or confidential information to callers. Generally, participation in telephone surveys should be declined.

...

V. Use and Care of Equipment

The use of Cache County equipment or tools for private purposes is not authorized. The following guidelines should be followed in the use and care of equipment.

1. An employee must receive the proper training and explanation of job hazards, safety



procedures and training on all equipment, tools, etc., necessary for the accomplishment of the employee's job description.

- a. A commercial driver's license (CDL) is required for operators of commercial motor vehicles. Any employee operating a motor vehicle must have a valid Utah driver's license.
- b. Operators and passengers in a Cache County vehicle equipped with seat belts must wear them when the vehicle is in operation, and all employees operating vehicles shall observe all local traffic laws.

Employees shall keep Cache County vehicles, which are used by them, clean, presentable, and serviceable. They are responsible to make certain that the vehicle is serviced properly.

Z. AUTHORIZED PERSONAL USE OF PUBLIC PROPERTY

PURPOSE

This policy provides Cache County employees guidance as to authorized personal use of public property, as defined in Utah Code section 76-8-101(5), to help them avoid unintentional violations of Utah Code sections 76-8-402 and 404, Offenses Against the Administration of Government. Violation of Utah Code section 76-8-402 is a felony.

A public servant is not guilty of a violation of Utah Code section 76-8-402 for authorized personal use of public property. "Public servant" means a public officer, an appointed official, employee, consultant, or independent contractor of a public entity, or a person hired or paid by a public entity to perform a government function. "Public property" means real or personal property that is owned, held, or managed by a public entity.

This policy constitutes a "written policy of the public servant's entity" for purposes of Utah Code section 76-8-402(1)(b)(iii). For purposes of this policy, "public servants" will be referred to as "employees".

POLICY

Employees are responsible to protect and conserve government owned or leased property and use official time in an honest effort to perform official duties. This policy does not grant to employees or create an inherent right to use government resources, and one should not be inferred. The privilege to use public property for personal purposes may be limited or revoked at any time by an appropriate department head or elected official.

Employees do not have a right to nor should they have an expectation of privacy while using government resources at any time including when they are accessing the internet, using email, instant messaging, or telephones. Employees who wish for their personal activities to be private should not conduct such activities using public property.



To help improve the effectiveness and efficiency of government services, incidental personal use of public property is authorized under Utah Code section 76-8-402 and is further authorized under this policy.

“Incidental Personal Use” or “De Minimis Use” means an occasional or infrequent personal use with little or no cost to the County and which, considering its value and the frequency with which it is used, is so small as to make accounting for it unreasonable or impractical. In determining whether the use is de minimis, the frequency and the value shall always be considered. Incidental personal use includes:

- Use of public property for limited personal use when an employee is using the public property to perform their duties of office or employment; and
- Use of public property of a personal nature when such use of the public property:
 - Is allowed to be used by the general public;
 - Is allowed for training or skill development;
 - Is provided or required to be provided to the public servant as an employee benefit or convenience, such as lunchroom, fitness, and/or nursing room facilities;
 - Is allowed by state, federal, or county code, administrative rule, or policy;
 - Does not create more than a de minimis additional cost or expense to the government;
 - Does not interfere with the mission or operations of Cache County;
 - Does not interfere with the performance of any other County employee’s official duties;
 - Does not compromise the integrity of state property, information, or software;
 - Does not involve conducting an outside business or private employment or other activities conducted for private financial gain;
 - Is otherwise permitted by an employee’s manager or supervisor (e.g., a supervisor in the employee’s organizational chain of command) in writing prior to usage; or
 - Is otherwise permissible under state, federal, or County Code, administrative rule or policy.



CACHE COUNTY
RESOLUTION 2019 - 22

A RESOLUTION ALLOWING THE DONATIONS OF UNCLAIMED PROPERTY
(BIKES) TO CHARITABLE ORGANIZATIONS.

WHEREAS, Utah State Code Annotated 77-24a-5 outlines the process for disposition of unclaimed property to include published notices per Utah Code 45-1-101(2)(b), published notice on local agency website and notice posted within the agency; and

WHEREAS, the Cache County Sheriff, after a careful review of the state statute and fulfilling all the requirements as set forth, thorough analysis of the costs and benefits of any public auction to dispose of the unclaimed property has concluded that the personnel costs associated with administering the program exceed the monetary recoupment from the unclaimed property, and therefore create an undue burden on the residents of Cache County. The Cache County Sheriff therefore requests permission to make donations of all unclaimed bikes to local charitable organizations.

NOW THEREFORE, BE IT RESOLVED that the County Council approves the donation of all unclaimed property (bikes) received from the years 2018 and older.

- 1. **Effective Date:** This Resolution shall be effective immediately upon its adoption.

Adopted by the County Council of Cache County, Utah, this 25 day of June, 2019

CACHE COUNTY COUNCIL

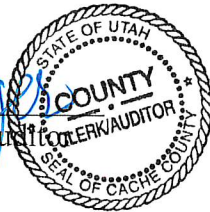
By:

Karl B. Ward, Chairman

ATTEST:

By:

Jill N. Zollinger, County Clerk/Auditor



STAFF REPORT: HAWKES REZONE RU5

6 June 2019

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: Christina Hallam & Bruce Leishman
Staff Recommendation: Denial
Type of Action: Legislative
Land Use Authority: Cache County Council

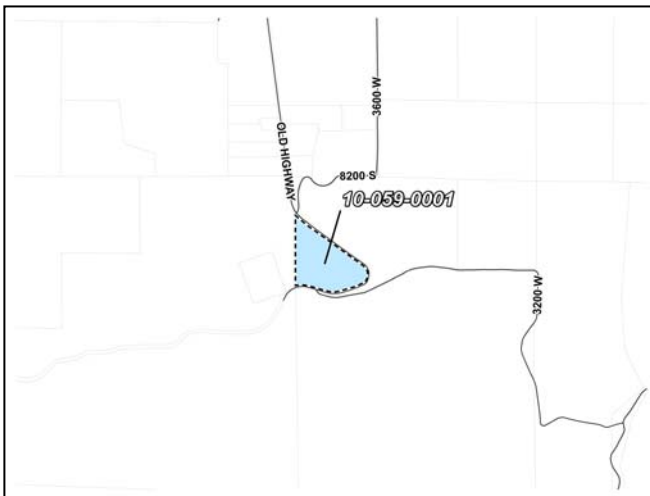
Parcel ID#: 10-059-0001

LOCATION

Reviewed by Angie Zetterquist

Project Address: 8300 South 4000 West
Wellsville
Current Zoning: Agricultural (A10)
Proposed Zoning: Rural 5 (RU5)

Surrounding Uses:
 North – Forest Recreation/Agricultural/Residential
 South – Forest Recreation
 East – Forest Recreation
 West – Forest Recreation



FINDINGS OF FACT (16)

A. Request description

1. A request to rezone a 19.92 acre parcel 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 of three (3) 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: In 2015, the County Council approved a rezone request for the subject property to the Agricultural (A10) Zone from the Forest Recreation (FR40) Zone.

The findings of fact that allowed for the rezone from FR40 to A10 included that the subject property was compatible with the purpose of the A10 zone and the historic and current use of the property is agricultural and as such was suitable for development in the A10 zone without increasing the need for variances or special exceptions. There are no existing structures on the property.

The current acreage listed on the County GIS map indicates the parcel is 20.18 acres. However, a survey was recently conducted to determine the actual developable acreage of the parcel as the size indicated on GIS was close to falling below the minimum acreage needed to divide the property per the requirements of the A10 zone. The survey found the lot size was 19.92 acres, not enough to divide under the requirements of 1 lot per 10 acres requirement of the A10 Zone.

- ii. Average Lot Size: Of the parcels immediately adjacent to the subject property, including the subject property, there are no parcels with a home and the average lot size of the five (5) parcels immediately adjacent with no home is 211.1 acres.

Within a ¼ mile of the proposed rezone the average size of parcels (6 parcels) with a dwelling is 7.8 acres; the average size of parcels (7 parcels) without a dwelling is 171.0 acres.

When the buffer is expanded to a ½ mile of the proposed rezone, the average size of parcels with a home (10 parcels) is 22.0 acres and without a home is 124.0 acres (13 parcels). (Attachment A)

The proposed RU5 zone allows a maximum density of 1 lot for every 5 acres, whereas the current A10 zone allows a maximum density of 1 lot for every 10 acres. With approximately 19.92 acres of property, the subject parcel cannot be divided into any additional lots under the current A10 Zone; a rezone to RU5 may allow up to three buildable lots.

- 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 property are primarily used for forest recreation and agricultural with some single family dwellings to the north.

- v. Annexation Areas: The subject property is located in Wellsville City's future annexation area. However, as the property is not immediately adjacent to the boundary of Wellsville, the applicant was not required to provide a letter from the city regarding possible annexation. The closest point from the subject property to a city boundary is approximately 1.73 miles north.

- 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. As

mentioned previously, the closest point to a municipal boundary is 1.73 miles north of the subject property.

The nearest RU5 zone is over five-miles away from the subject property by the most direct road route (i.e., View of the Valley Subdivision). However, the boundary of Wellsville City is approximately 1.73 acres to the north.

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 agricultural promotion, prime farmlands, improved roadways, density based residential standards, clustering, moderate income housing and municipality 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:
 - a. Local Road: Roads with approximately 40 to 1500 Average Daily Traffic (ADT). This includes roadways that have the capacity for moderate to low speeds and moderate volumes. This category provides a balance between through traffic movements and direct access. These facilities move both regional and local rural traffic with emphasis on local movements.
 - b. Local Roads must meet the minimum standard of two, 10-foot wide paved travel lanes with 2-foot wide shoulders: 1-foot paved, 1-foot gravel (24 feet total width), 14-inches depth of granular borrow, a 6-inches depth of road base, 2.5-inches of bituminous surface course (asphalt), and a 66-foot wide right-of-way (ROW).
 - c. Rural Road: Roads with up to 30 ADT. This includes roadways that have the capacity for moderate to low speeds and low volumes. This category provides access to farms, other agricultural uses, and dispersed rural residences. Gravel or chip & seal road surfacing is typically acceptable and must meet the minimum standard of two, 10-foot wide gravel travel lanes with 2-foot wide gravel shoulders (24-foot total width), 14-inches depth of granular borrow, and a 6-inches depth of road base.
8. A basic review of the access to the subject property identifies the following:
 - a. The subject property has frontage on the Old Highway, a county road, which is identified as 4000 West north of the property.
9. 4000 West/Old Highway:
 - a. Is an existing county facility that provides access to the general public.

- b. Currently provides access to multiple residential and agricultural parcels north of the subject property.
- c. Consists of an average 21-foot paved width with 4-foot wide gravel shoulders.
- d. Has an unknown depth and type of material under the surface.
- e. Is maintained year around but the maintenance ends at the northern most point of the subject property. The portion of the Old Highway that runs around the eastern and southern property lines is not maintained. Any future access to the property must be from the north end and continue onto the property from a private driveway.
- f. Resolution No. 2015-20 – In August 2015, the Cache County Council reviewed the impact of new development along unimproved roadways on the safety and welfare of citizens of Cache County. Further, the Council determined that given the existing budget constraints there is not funding sufficient for the existing roadways to be properly maintained. Consequently, the Council adopted Resolution No. 2015-20 limiting expansion of road services on substandard roads including no expansion of winter maintenance and no acceptance of new roadways, gravel or paved. Constructing a new public road to potentially service this development is inconsistent with the County Resolution.

D. Service Provisions:

- 10. §16.04.080 [C] Fire Control – The County Fire District evaluated the access road to the subject property and had no issues with the rezone request.
- 11. §16.04.080 [F] Solid Waste Disposal – Logan City Environmental did not have any comments on the rezone request, but did clarify that collection service ends at the turnaround located at approximately 8200 South Old Sardine Highway north of the subject property; service further south will not be provided.

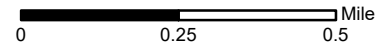
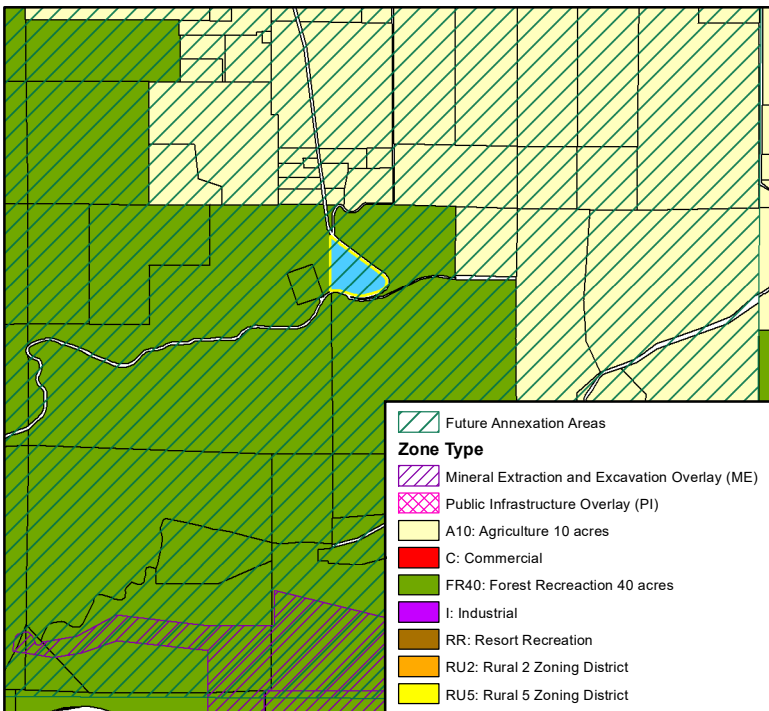
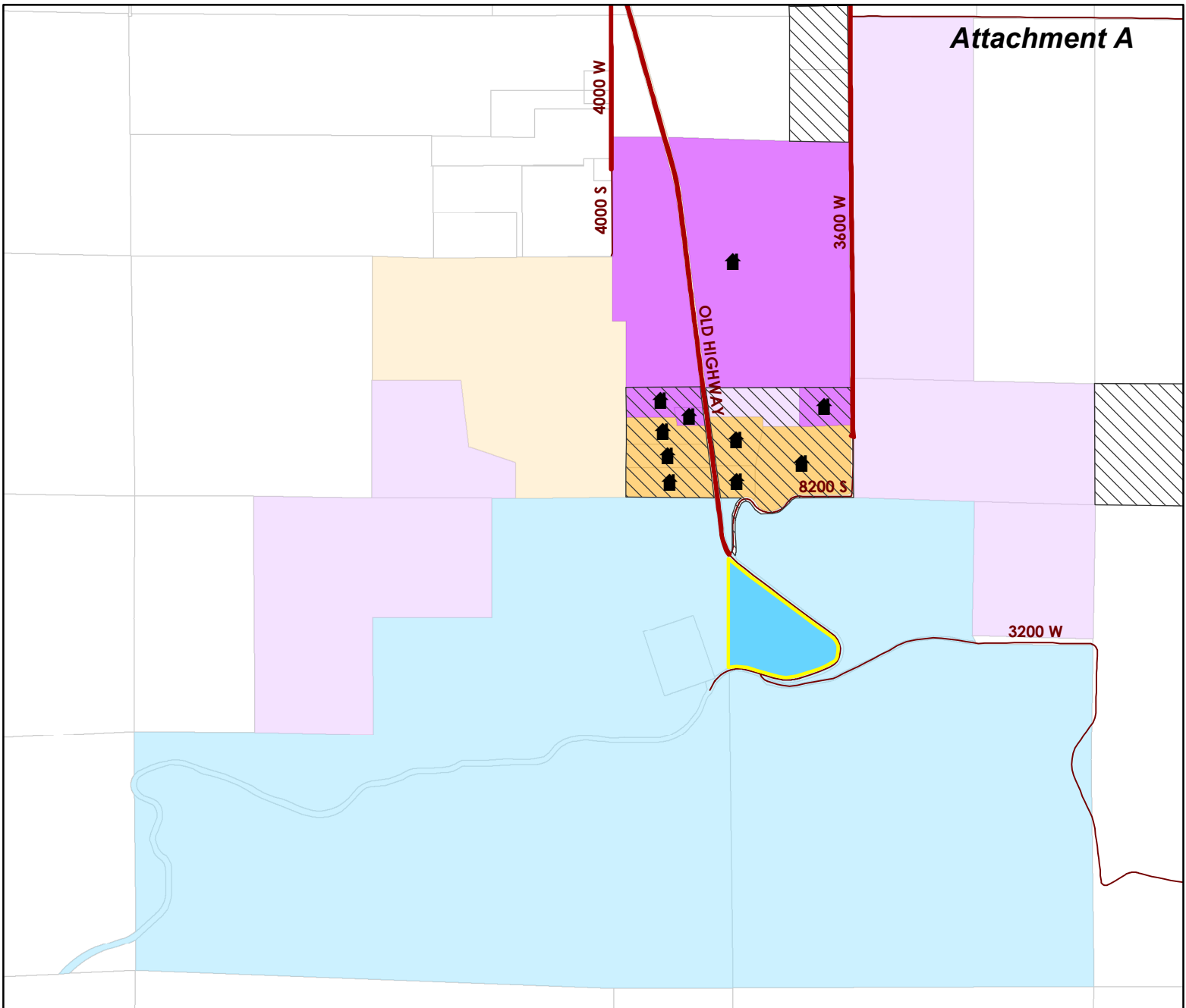
E. Public Notice and Comment—§17.02.040 Notice of Meetings

- 12. Public notice was posted online to the Utah Public Notice Website on 22 May 2019.
- 13. Notice was published in the Herald Journal on 25 May 2019.
- 14. Notices were posted in three public places on 22 May 2019.
- 15. Notices were mailed to all property owners within 300 feet on 23 May 2019.
- 16. At this time, no written public comment regarding this proposal has been received by the Development Services Office.

CONCLUSIONS (3)

Based on the findings of fact noted herein, the Hawkes Rezone RU5 is hereby recommended for denial to the County Council as follows:

- 1. The location of the proposed rezone is not in close proximity to an adjacent municipality where a higher density development is more appropriate.
- 2. The location of the proposed rezone would set a precedent for increased density and development along this corridor and has minimal access to a maintained county road.
- 3. The Cache County Comprehensive Plan does not specifically address the Rural 5 (RU5) Zone and does not make recommendations as to where the zone should be located. An update to the County’s General Plan is necessary to better determine appropriate locations for this higher density zone in unincorporated county areas not adjacent to a municipality.



Legend

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

Average Parcel Size

Adjacent Parcels	Without a Home: 211.1 Acres (5 Parcels)
1/4 Mile Buffer	With a Home: 7.8 Acres (6 Parcels)
	Without a Home: 171 Acres (7 Parcels)
1/2 Mile Buffer	With a Home: 22 Acres (10 Parcels)
	Without a Home: 124 Acres (13 Parcels)



1 **Staff** and **Commission** discussed revoking the CUP and what constitutes a nuisance and how a nuisance
2 is addressed.

3 **Staff** and **Commission** reviewed the CUP and the process that occurred to amend the code to allow for
4 airstrips. The land use authority is only allowed to deal with an airplane when it has wheels on the
5 ground; once the plane leaves the ground the FAA is the authority.

6 ***Parker** motioned to not revoke the Holyoak Airport Conditional Use Permit with the written findings of*
7 *facts and conclusion; **Watterson** seconded; **Passed 5, 0.***

8 **06:16:00**

9 **Smith** left.

10 **Christensen** called for a 5 minute recess.

11 **06:21:00**

12 **#6 Public Hearing (6:15 p.m.) – Hawkes Rezone RU5**

13 **Zetterquist** reviewed the staff report for the Hawkes Rezone RU5.

14 **Staff** and **Commission** discussed the location of the application.

15 **06:31:00**

16 ***Sands** motioned to open the public hearing for the Hawkes Rezone RU5; **Watterson** seconded; **Passed 4,***
17 ***0.***

18 **Joe Hawkes** commented on the general nature of the area, water and wells, and power already being in
19 the area.

20 **Jeff Nielsen** commented that the parcel is only 3,000 sq ft. too small to subdivide and that this rezone
21 wouldn't change the feel of the area.

22 **Christensen** asked about slopes.

23 **Mr. Nielson** commented that the north side is pretty steep but the south side is buildable.

24 **Watterson** asked who the owner to the west is.

25 **Mr. Nielson** stated the LDS Church owns the land.

26 **Mr. Nielson** commented that if the fence line that goes down the west side was the true property line,
27 there would be enough ground to subdivide the land.

28 **06:40:00**

29 ***Watterson** motioned to close the public hearing; **Sands** seconded; **Passed 4, 0.***

1 **Staff** and **Commission** discussed the history of the land.

2 ***Sands** motioned to recommend denial to the County Council for the Hawkes Rezone RU5 based on the*
3 *findings of fact and conclusion; **Parker** seconded; **Passed 4, 0.***

4 **06:43:00**

5 **#7 Public Hearing (6:25 p.m.) – Applewood Hollow RU5 Rezone**

6 **Zetterquist** reviewed the staff report for the Applewood Hollow RU5 Rezone.

7 **Staff** and **Commission** discussed written public comment received and if the applicant contacted Nibley
8 City about mitigating concerns and access.

9 **06:54:00**

10 ***Parker** motioned to open the public hearing for the Applewood Hollow RU5 Rezone; **Sands** seconded;*
11 ***Passed 4, 0.***

12 **George Daines** commented representing the applicant. He gave a history of the land and talked about
13 roads.

14 **Christensen** asked about the road and if it is a through road.

15 **Mr. Daines** commented that the road connects the father and son's property but is not a through road.

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22 **Mr. Daines** confirmed that the road is deeded through all the parcels it goes through for access to the
23 parcel ending in 0033. The reason for the rezone is to build a home for some special needs members of
24 the family built next to the two current homes.

25 **Christensen** asked Mr. Daines if he had contacted and spoke to Nibley City with the history and reason
26 for the rezone.

27 **Mr. Daines** stated he had and Nibley City has not been receptive. Mr. John Daines has no wish to be in
28 Nibley City. There is only one home that legally can use 4900 South. Water, septic, and gas are already
29 present on the land. The bridge structure is in place to widen the bridge but has not been completed.

30 **Sands** asked if a boundary line adjustment could be done and then rezone just one parcel.

STAFF REPORT: APPLEWOOD HOLLOW RU5 REZONE

6 June 2019

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: George Daines

Parcel ID#: 03-066-0017, -0033

Planning Commission Recommendation: Approval

Type of Action: Legislative

Land Use Authority: Cache County Council

LOCATION

Reviewed by Angie Zetterquist

Project Address:

4642 Hollow Road
Nibley

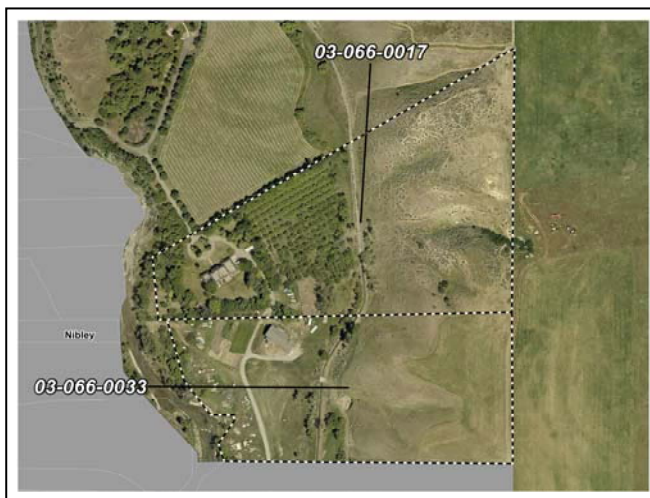
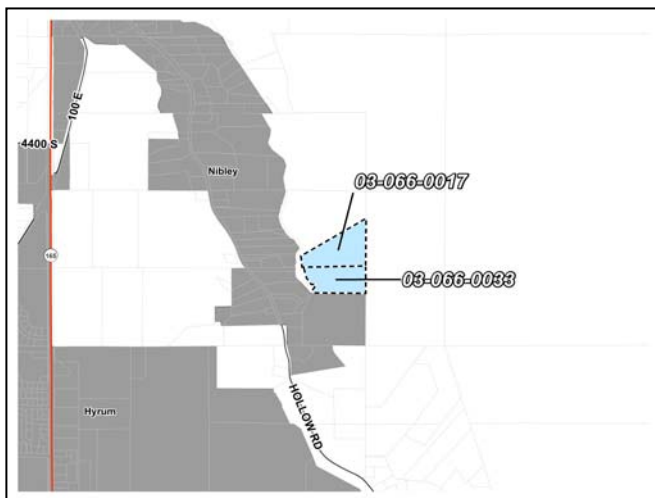
Acres: 22.76

Current Zoning:
Agricultural (A10)

Proposed Zoning:
Rural 5 (RU5)

Surrounding Uses:

North – Agricultural/ Residential
South – Agricultural/ Residential
East – Agricultural/Forest Recreation
West – Blacksmith Fork River/Nibley City



FINDINGS OF FACT (16)

A. Request description

1. A request to rezone two parcels totaling 22.76 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone. An application was previously submitted on parcel #03-066-0017 for a rezone to the Rural 2 (RU2) Zone, but the application was withdrawn prior to the July 2018 Planning Commission meeting.

In August 2018, another rezone application was filed on the same parcel #03-066-0017 for the Rural 5 (RU5) Zone. After a 90 day continuance, granted to allow the applicant time to discuss issues raised by Nibley City, the Planning Commission recommended that the County Council deny the request. The application was withdrawn in February 2019 when it was determined that there was not enough developable acreage to divide the property even if the County Council approved the rezone request.

This current request involves two parcels to ensure there is enough developable acreage to divide if a rezone to the RU5 zone is approved.

2. This rezone may allow the parcel to be legally divided into a maximum of four (4) separate lots as part of a subdivision process, but with the presence of sensitive areas (i.e., steep slopes) the net developable areas will likely yield only three (3) separate lots, including the two existing. A survey will be required to determine the actual developable acreage for the two subject properties prior to 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:** A building permit was issued for parcel 03-066-0017 in August 1977 for a single-family residence on 10.0 acres. In January 1992, a boundary line adjustment was done between parcel 03-066-0017 and 03-066-0025 with a recorded deed. At that time, parcel 03-066-0017 increased from 10.0 acres to 12.5 acres, and as no additional parcels were created, the property is considered a legal parcel. A Zoning Clearance and building permit were issued in 2008 for a single-family residence on parcel 03-066-0033 on 10.26 acres; the parcel remains in the same size and configuration and is a legal parcel.

- ii. **Average Lot Size:** Of the parcels immediately adjacent to the subject properties, including the subject properties, there are three (3) parcels in the unincorporated County with a home and an average lot size of 16.1 acres. There are 10 parcels immediately adjacent to subject properties that are located within Nibley City with an average lot size of 2.5 acres. There are also six (6) parcels immediately adjacent without homes, three in the County and three in the City, with the average lot size of 80 acres in the County and 7.5 acres in the City.

Within a ¼ mile of the proposed rezone, including the parcels immediately adjacent to the subject properties, the average size of unincorporated county parcels (8 parcels) with a dwelling is 14.5 acres; the average size of parcels (7 parcels) without a dwelling is 114.0 acres. The portions of Nibley City that lie within 1/4 mile of the proposed rezone have an average size of a 2.5 acres on the 21 parcels with a home and 5 acres for the 10 parcels without a home.

When the buffer is expanded to a ½ mile of the proposed rezone, the average size of parcels in unincorporated county with a home (13 parcels) is 11.8 acres and without a home is 52.0 acres (19 parcels). The ½ mile buffer includes portions of Hyrum City in addition to Nibley. For parcels within the cities with a home(34 parcels) the average lot size is 2.7 acres and the average size without a home is 7.4 acres (15 parcels). (Attachment A)

The proposed RU5 zone allows a maximum density of 1 lot for every 5 acres, whereas the current A10 zone allows a maximum density of 1 lot for every 10 acres. With approximately 22.76 acres of property, the subject parcel cannot be divided into any additional lots under the current A10 Zone; a rezone to RU5 may allow one additional buildable lot in addition to the existing lots.

- 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 properties are primarily used for agricultural and single family dwellings.
- v. Annexation Areas: The subject properties are located immediately adjacent to Nibley City and are included in the city's future annexation area. The applicant provided a email from the Nibley City indicating the city does not force annexations but may consider it if the property owners approached the City and wanted to connect to City utilities. However, Nibley City also has concerns about the possible rezone; those concerns are addressed more fully in *C-8-b* below.
- 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 western boundary of the proposed rezone borders Nibley City. There are no other RU5 zones within a five-mile radius of the subject properties. However, the boundaries of multiple incorporated areas are located to the north, south, and west of the properties including Millville, Nibley, and Hyrum cities. Properties to the east are primarily located in the Forest Recreation (FR40) Zone. The portion of Nibley City that border the subject properties to the west is zoned Rural Estate (RE) with a minimum required lot area of 2 acres.

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 agricultural promotion, prime farmlands, improved roadways, density based residential standards, clustering, moderate income housing and municipality 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. A basic review of the access to the existing subdivision identifies the following:
 - a. The existing lots do not have frontage on a county road and the properties are accessed from a private road that connects to Hollow Road, a Nibley City road.
8. Hollow Road:
 - a. Is a Nibley City road.
 - b. At the time of the initial rezone request, the Mayor of Nibley City, Shaun Dustin, provided staff with a letter dated July 10, 2018, detailing the City's concerns about the possible rezone to RU2 (Attachment B). With the submittal of the August 2018 rezone request and the current request, Nibley City acknowledged that a lower density (i.e., RU5 instead of RU2) mitigates some impacts, but reiterated that their concerns in the July 10, 2018 letter remain, as follows:
 - i. The parcel is currently accessed only by private roads, which already have more than the legal number of houses being accessed from them,
 - ii. There are unanswered questions about legal access to the parcel,
 - iii. There are significant challenges related to providing utilities to the site, and
 - iv. There is a risk of septic tanks contaminating Nibley's Source Water Protection Zone.
 - c. If the rezone is approved, any future application for a subdivision that proposes access off this portion of Hollow Road must provide express written approval from Nibley City allowing development to access Hollow Road.
9. Private Access Road:
 - a. Is a private road that connects to Hollow Road in Nibley City at two points: at approximately 4900 Hollow Road to the south and 4700 Hollow Road to the north. The distance between these two points is approximately 0.75 miles and crosses the Blacksmith Fork twice over two bridges. The condition of the bridges is unknown.
 - b. The private road crosses multiple private properties and is split between the jurisdiction of Nibley City and the County.
 - c. An initial review of the private access road from the south entry off of Hollow Road to the subject property shows the road varies in width from 12-to-19 feet and the surface material appears to be primarily dirt with gravel in places. The northern portion of the private road from the subject property to 4700 Hollow Road including the north bridge has not been reviewed.
 - d. The road provides access to multiple properties both in the county and Nibley City.
 - e. The County Road Manual does not permit private roads to provide access to more than three single-family dwellings. There are currently seven (7) homes that take access off the road. However, per the applicant the road is not a through road and is actually two different accesses. The appearance of being a through road from the aerial maps is due to the subject properties being owned by a father and son who visit each other often and they have created an access between the two properties that appears to connect the entire private road from north to south. Per the applicant, the north access point from Hollow Road at 4700 Hollow Road, provides access to five homes including the home on parcel #03-066-0017. The access point from Hollow Road at 4900 Hollow Road provides legal access to parcel #'s 03-066-0033 and 03-066-0037. Any new proposed lot would access from 4900 Hollow Road. The applicant understands that major road and bridge improvements will be required during a subdivision process.

D. Service Provisions:

10. §16.04.080 [C] Fire Control – The County Fire District evaluated the access road to the lots and determined that the access road does not meet fire code. The access road, including bridges,

must be improved to Fire Department standards during the subdivision process if the rezone is approved. Water supply for fire suppression is provided by the Hyrum City Fire Department.

11. §16.04.080 [F] Solid Waste Disposal – Logan City Environmental does not provide service on the private road. Containers must be placed on Hollow Road for Wednesday collection.

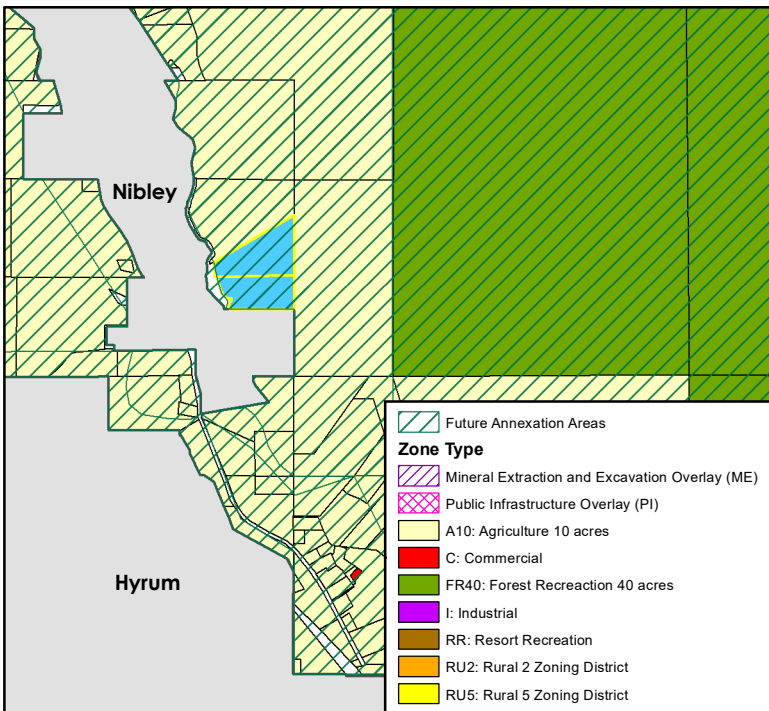
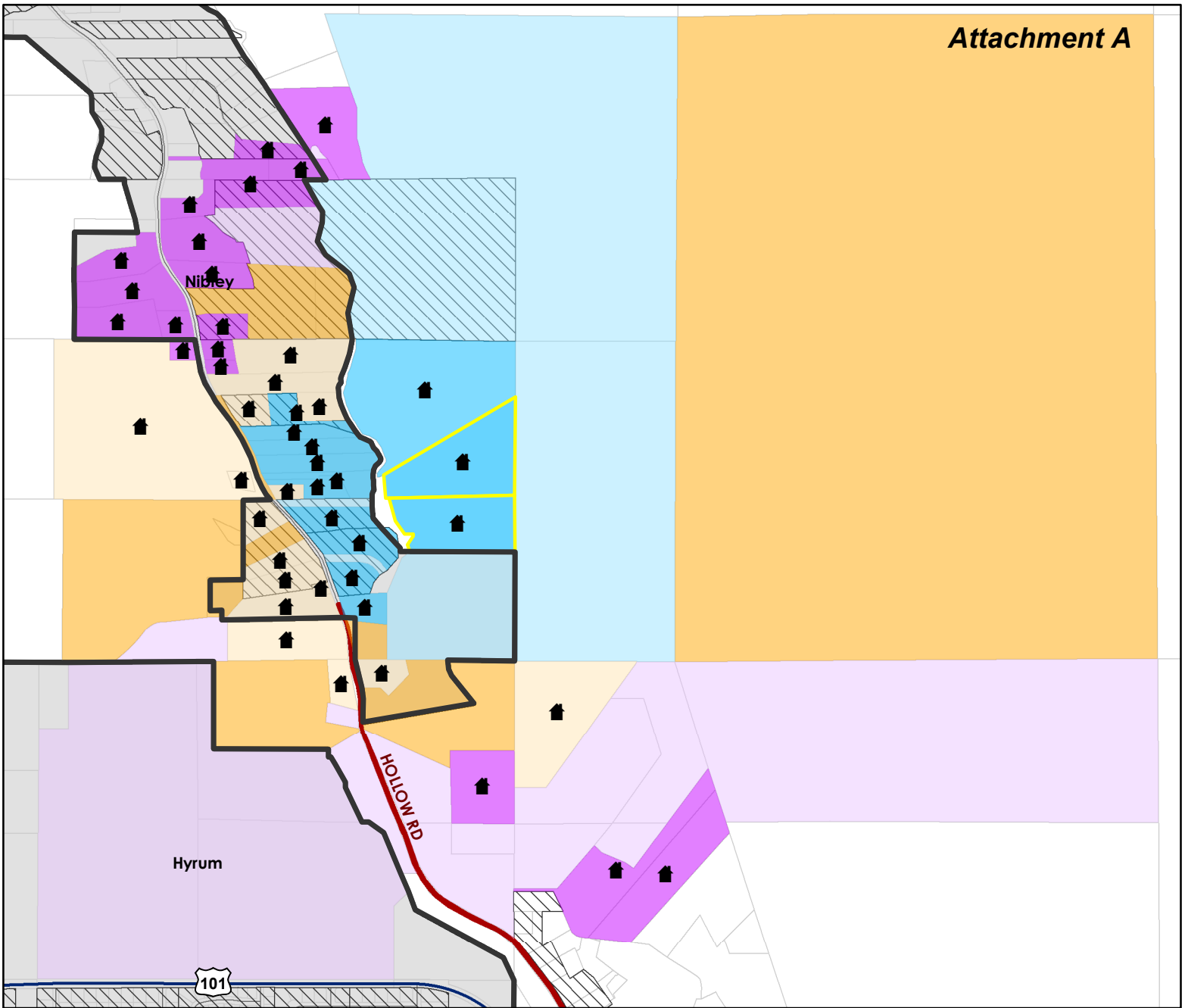
E. Public Notice and Comment—§17.02.040 Notice of Meetings

12. Public notice was posted online to the Utah Public Notice Website on 22 May 2019.
13. Notice was published in the Herald Journal on 25 May 2019.
14. Notices were posted in three public places on 22 May 2019.
15. Notices were mailed to all property owners within 300 feet and cities within 1-mile on 23 May 2019.
16. At this time, no written public comment regarding this proposal has been received by the Development Services Office.

CONCLUSION (1)

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

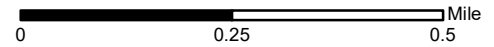
1. The location of the subject property is compatible with the purpose of the Rural 5 (RU5) Zone as identified under §17.08.030[A] of the Cache County Code as it:
 - a. Allows for residential development in a low density pattern that can allow for rural subdivisions and smaller scale agricultural uses.
 - b. Does not unreasonably impede adjacent agricultural uses.
 - c. The property is appropriately served by adequate provision of public services.



- Zone Type**
- Future Annexation Areas
 - Mineral Extraction and Excavation Overlay (ME)
 - Public Infrastructure Overlay (PI)
 - A10: Agriculture 10 acres
 - C: Commercial
 - FR40: Forest Recreation 40 acres
 - I: Industrial
 - RR: Resort Recreation
 - RU2: Rural 2 Zoning District
 - RU5: Rural 5 Zoning District

Legend

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

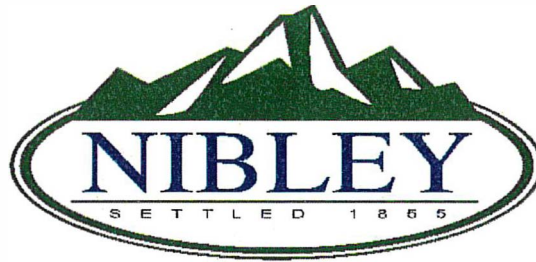


Average Parcel Size

Adjacent Parcels	With a Home: 16.1 Acres (3 Parcels)
	With a Home in Nibley City: 2.5 Acres (10 Parcels)
	Without a Home: 80 Acres (3 Parcels)
	Without a Home in Nibley: 7.5 Acres (3 Parcel)
1/4 Mile Buffer	With a Home: 14.5 Acres (8 Parcels)
	With a Home in Nibley City: 2.5 Acres (21 Parcels)
	Without a Home: 114 Acres (7 Parcels)
1/2 Mile Buffer	Without a Home in Nibley City: 5 Acres (10 Parcels)
	With a Home: 11.8 Acres (13 Parcels)
	With a Home in Nibley City: 2.7 Acres (34 Parcels)
	Without a Home: 52 (19 Parcels)
	Without a Home in a City: 7.4 Acres (15 Parcels)



Mayor
Shaun Dustin



Council Members
Tim Ramirez
Norman Larsen
Larry Jacobsen
Kathryn Beus
Tom Bernhardt

July 10, 2018

Cache County Planning Commission
Via Email

RE: Daines Property Rezone Request for Parcel #: 03-066-0017

Dear Cache County Council and Planning Commission,

This letter is regarding the request before you to rezone parcel 03-066-0017 from Agricultural (A10) to Rural 2 (RU2). As mentioned in the Cache County Planning Commission staff report, this rezone would have the greatest impact on Nibley City. Nibley City has several concerns with this proposal, which are summarized here and detailed below:

1. The parcel is currently accessed only by private roads, which already have more than the legal number of houses being accessed from them,
2. There are unanswered questions about legal access to the parcel,
3. There are significant challenges related to providing utilities to the site, and
4. There is a risk of septic tanks contaminating Nibley's Source Water Protection Zone.

Our first concern is related to access to the property. The only way to access this property is from Hollow Road, which is a Nibley City road. Also, portions of the private roads used to access the parcel are within Nibley City boundary. Nibley is concerned that these private roads are inadequate to serve development on the parcel. In addition, these private roads already serve more homes than Nibley City Code allows.

Nibley City's Subdivision Ordinance, §11-5-5 (G), states the following about road development within Subdivisions:

1. Private roads are allowed for areas of three (3) lots or less. The cross section of the road shall include: twenty feet (20') of asphalt, two feet (2') of shoulder on each side and four (4) to six feet (6') (each side) for stormwater swale. These roads shall be built to the standards of the Nibley City design standards and specifications and shall include five foot (5') sidewalks where required by City ordinance.
2. Developments of four (4) to seven (7) lots shall have a publicly dedicated roadway with a fifty foot (50') cross section as follows: twenty five feet (25') of asphalt, and the following on each side of the road: 2.5 feet of curb and gutter, four feet (4') of planting strip, five foot (5') sidewalk and one foot (1') strip to property line. These roads shall be built to the standards of the Nibley City design standards and specifications.
3. All other developments shall have roadways that conform to this section.

Nibley is concerned that, if the property owner were to be granted a rezone, that could result in potentially a half dozen more homes using a private access road. There are already at least nine lots total that have access to the private roads at 4700 S and 4900 S on Hollow Road, about half of which are currently in the unincorporated area and need to cross one of the two private bridges. Both of these roads and bridges would need major improvements before they could be dedicated as public roads. If the applicant were to annex into the City to do a subdivision, they would need to improve at least one of the private roads to public standards, including a bridge.

Nibley's second concern is related to legal access to the property. Since there are so many lots that currently access from the private roads that are used to access this parcel, it is questionable whether or not those roads and the attached easements would allow expanded impact, or if the owners of those roads would agree to the expanded impact. Before any rezone, Nibley City would like for those questions to be answered before any approval of a change of land use.

Nibley's third concern is about the utility services for the area. Nibley City code does not allow the City to provide utility services beyond city limits. Even if the applicant were to petition for annexation into Nibley, there would be some significant physical and financial barriers to connecting to the City's utility systems. Specifically, the property is located at a higher elevation than the water lines, the property is located several hundred feet away from the utility lines, there is no clear right-of-way dedicated for the utility connection, and the utilities would have to be brought across the Blacksmith Fork River.

In addition, if sewer lines were not extended to the property and septic tanks were considered as an option, Nibley City would have grave concerns with the installation of septic tanks in this area. This parcel is located in the City's Source Water Protection Zone for one of Nibley's culinary water wells.

We thank you for considering our concerns in regard to the Daines' rezone request, and we support the staff recommendation of denying the rezone request.

Sincerely,



Shaun Dustin
Mayor



DENIAL CONCLUSIONS: APPLEWOOD HOLLOW RU5 REZONE

Based on the findings of fact noted in the staff report, the Applewood Hollow RU5 Rezone is hereby denied as follows:

1. The property lacks adequate provision of public services including emergency access, refuse collection, and public infrastructure.
2. The access is from a Nibley City road and given the location of the property, the issues with infrastructure would be better addressed as part of a Nibley City development, not a county development on a municipal road.

1 **Staff** and **Commission** discussed the history of the land.

2 **Sands** motioned to recommend denial to the County Council for the Hawkes Rezone RU5 based on the
3 findings of fact and conclusion; **Parker** seconded; **Passed 4, 0.**

4 **06:43:00**

5 **#7 Public Hearing (6:25 p.m.) – Applewood Hollow RU5 Rezone**

6 **Zetterquist** reviewed the staff report for the Applewood Hollow RU5 Rezone.

7 **Staff** and **Commission** discussed written public comment received and if the applicant contacted Nibley
8 City about mitigating concerns and access.

9 **06:54:00**

10 **Parker** motioned to open the public hearing for the Applewood Hollow RU5 Rezone; **Sands** seconded;
11 **Passed 4, 0.**

12 **George Daines** commented representing the applicant. He gave a history of the land and talked about
13 roads.

14 **Christensen** asked about the road and if it is a through road.

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24 the family built next to the two current homes.

25 **Christensen** asked Mr. Daines if he had contacted and spoke to Nibley City with the history and reason
26 for the rezone.

27 **Mr. Daines** stated he had and Nibley City has not been receptive. Mr. John Daines has no wish to be in
28 Nibley City. There is only one home that legally can use 4900 South. Water, septic, and gas are already
29 present on the land. The bridge structure is in place to widen the bridge but has not been completed.

30 **Sands** asked if a boundary line adjustment could be done and then rezone just one parcel.

1 **Mr. Daines** stated that the applicant would like the home to be built not have more than 2 acres.

2 **Sands** stated that there are concerns that after this rezone, eventually the 80 acres of farm land would
3 come back for a rezone.

4 **Mr. Daines** stated the intent is to leave the 80 acres as farmland. The applicant understands about hauling
5 trash out to Nibley Hollow Rd., and does not expect buses or anything either.

6 **Larry Jacobsen** stated he is here as a Nibley City Councilmen. He commented on roads, concerns with 3
7 to 4 lots being created by the rezone, and communication with Nibley City.

8 **Sands** asked Mr. Jacobsen about 4900 South, and the rezoning for one more home.

9 **Mr. Jacobsen** stated the staff report indicated 4 lots.

10 **Sands** pointed out that according to the staff report only 3 lots would be created, and two of those lots
11 currently have homes.

12 **Brett Skinner** commented in support of the applicant and confirmed that the road is not a through road.
13 He has never seen John Daines Jr. access his home from 4700 South.

14 **Mr. Daines** commented stated that John Jr. cannot legally access his land from Mr. Skinner's property.
15 There is no through road from the parcels ending in 0033 and 0017. 4900 South only has one home on it
16 and this rezone would only add one more home to that road.

17 **Christensen** asked if both homes were located on 0017.

18 **Mr. Daines** stated that John Sr.'s home is on 0017 and John Jr.'s home is on 0033. Combining the lots
19 allows for the creation of a third lot to allow a home be built for a special needs family member. The
20 applicant realizes road and bridge improvement could be required as part of the subdivision process for
21 that home.

22 **Staff** and **Commission** discussed the road.

23 **Mr. Jacobsen** asked about access in the staff report.

24 **Runhaar** responded its county policy adopted via code.

25 **07:30:00**

26 **Watterson** motioned to close the public hearing; **Parker** seconded; **Passed 4, 0.**

27 **Commission** and **Staff** discussed the comments given during the public hearing, access, and the rezone
28 being on the edge of a municipality,

29 **Parker** motioned to recommend approval for the Applewood Hollow RU5 Rezone with the findings of fact
30 and conclusions discussed; **Watterson** seconded the motion; **Passed 4, 0.**

31 **07:39:00**

**CACHE COUNTY
RESOLUTION 2019 – 23**

A RESOLUTION APPROVING AND AUTHORIZING THE CACHE COUNTY EXECUTIVE TO EXECUTE THE RENEWAL OF AN AMENDED INTERLOCAL AGREEMENT TO JOINTLY OWN, MANAGE AND OPERATE THE CACHE COUNTY EMERGENCY MEDICAL SERVICES (CCEMS)

The County Council of Cache County, Utah, in a regular meeting, lawful notice of which has been given, finds that it is in the best interests of the citizens of Cache County to renew an Interlocal Agreement to jointly own, manage and operate the Cache County Emergency Medical Services (CCEMS).

NOW THEREFORE BE IT RESOLVED that the Cache County Executive is hereby authorized to execute the renewal of an amended Interlocal Agreement as “Exhibit A” attached hereto to jointly own, manage and operate the Cache County Emergency Medical Services (CCEMS).

This resolution shall take effect immediately upon adoption.

DATED this 9th day of July, 2019.

CACHE COUNTY COUNCIL

By: _____
Karl B. Ward, Chairman

ATTEST:

By: _____
Jill N. Zollinger, Cache County Clerk / Auditor

EXHIBIT A

Plan of Operation

INTERLOCAL AGREEMENT CACHE COUNTY EMERGENCY MEDICAL SERVICES AUTHORITY (CCEMS)

THIS AGREEMENT is made by and between THE COUNTY OF CACHE, a county corporation of the State of Utah, hereinafter referred to as "County" and THE CITY OF LOGAN, a municipal corporation of the State of Utah, hereinafter referred to as the "City." The County and City will jointly be referred to as "parties."

RECITALS

THIS AGREEMENT is made by and between the parties based upon the following representations and recitals:

A- Purpose for Agreement

The parties intend jointly to own, manage, and operate an emergency medical service for the benefit of the people of Cache County. This service will be managed by a separate legal and administrative entity created by this agreement to protect, preserve, and enhance the health, safety, and welfare of all persons within Cache County with the intent that the emergency medical service agency be owned, managed, and operated jointly in an efficient, effective, and flexible manner in order to provide, as a primary purpose and function, high quality emergency medical treatment to those citizens of Cache County who need the same.

In recognition of the need to provide emergency medical services to the citizens of Cache County, it is acknowledged by the parties the necessity for this agreement in order to facilitate cooperation between the parties in obtaining licensure status as is set forth in this agreement and in accordance with the requirements of U.C.A. §26-8a-101 et seq. and in the creation of a separate legal and administrative entity for the ownership, maintenance, and operation of a unified emergency medical service program.

B- Authority

This agreement is made and entered into by the parties pursuant to the authority granted by the Utah Interlocal Cooperation Act as set for in Chapter 13, Title 1 1, Utah Code Annotated, 1953, as amended, and 10-1-202 and 17-50-302, Utah Code Annotated, 1953, as amended.

TERMS OF AGREEMENT

Now, therefore in consideration of the mutual terms and covenants contained herein, the parties agree as follows:

1. Creation of Cache County Emergency Medical Service Authority

There is hereby created a separate and legal administrative entity pursuant to the Utah Interlocal Cooperation Act to be known as the Cache County Emergency Medical Services Authority (CCEMS).

2. Term of Agreement

This agreement is in effect beginning July 1, 2019 and will continue until changed or rescinded by either party by giving at least one (1) year written notice prior to the end of the then current budget year.

3. Emergency Medical Service Licenses

The parties acknowledge the necessity to maintain the appropriate state licensing in order to provide the emergency medical services required by this agreement. Therefore, it is hereby agreed that the Cache County Emergency Medical Services Authority (CCEMS) shall hold and maintain the following ambulance licenses from the State of Utah:

- (a) Paramedic Rescue
- (b) Paramedic Inter-facility
- (c) Advanced EMT Ambulance
- (d) Advanced EMT Inter-facility Transfer

CCEMS shall have the authority to manage the licenses as set forth below

4. Service Areas

The parties hereby create two distinct service areas: Logan City/Zone 7 Operations and Cache County Operations.

- (a) Logan City/Zone 7 Operations. This service area shall consist of the jurisdictional boundaries of the Cities of Logan, River Heights and Providence and the communities of Young Ward, College Ward and all of Logan Canyon to the Rich County Line. Zone 7 operations shall also include the jurisdictional boundaries of North Logan and Green Canyon.
- (b) Cache County Operations. This service area shall consist of the jurisdictional boundaries of Cache County excluding Logan City/Zone 7 Operations as described above in paragraph (a).

5. Service Area Directors and Employee Status

- (a) The City of Logan Fire Chief shall be the director of the Logan City/Zone 7 service area and shall have the authority to manage day-to-day operations, tactical procedures, personnel matters (including employee hiring, termination, and compensation) and shall have all other rights and responsibilities not specifically granted to CCEMS.
- (b) The County Emergency Medical Services Coordinator shall be the director of the Cache County service area and shall have the authority to manage day-to-day operations, tactical procedures, personnel matters (including employee hiring, termination, and compensation) and shall have all other rights and responsibilities not specifically granted to CCEMS.

6. Powers Granted CCEMS.

The mission of CCEMS is to oversee the formation and management of a countywide comprehensive emergency medical services program providing emergency medical services to all citizens of Cache County, as a joint program of the Office of the Cache County EMS Coordinator and the ambulance program of the Logan City Fire Department. CCEMS shall accomplish this mission by providing the EMS Coordinator's Office and the Logan Fire Department ambulance program four key services: strategic

policy direction; pre-city and county council budgetary approval; ambulance billing and collection; and revenue for ambulance operations. Therefore, it is hereby granted to CCEMS the following powers:

(a) General Powers

CCEMS shall have the power to acquire, establish, construct, expand, own, lease, control, equip, improve, maintain, and operate, and regulate its operations with a primary purpose of providing high quality emergency medical services to the citizens of Cache County.

(b) Billing

CCEMS shall be responsible for all ambulance billing for both service areas.

(c) No Taxing Powers

Notwithstanding any statutory provisions to the contrary, CCEMS shall have no power to appropriate or cause any funds neither to be raised by taxation nor to levy any taxes.

(d) No Bonding Powers

Notwithstanding any statutory provisions to the contrary, CCEMS shall have no power to issue bonds or allow liens to be placed against real property without the prior consent of the parties.

(e) Additional Powers

CCEMS shall have additional powers and responsibilities to keep and maintain appropriate and necessary records; to make and enter into contracts; to employ employees, agents, and consultants; to accept gifts in accordance with law; and to make the necessary and appropriate by-laws, rules policies, and regulations regarding CCEMS and its functions subject to applicable federal and state laws, rules, regulations, and this agreement.

(f) Powers Not Enumerated

Powers not specifically granted to CCEMS shall remain with the City and County and their Service Area Directors.

7. CCEMS Governing Board

(a) Designation of Board

CCEMS shall be governed by a governing board designated as the "Cache County Emergency Medical Services Governing Board" (hereinafter referred to as the "Board").

(b) Composition

- 1) The Board shall consist of seven (7) voting members and six (6) non-voting advisory members.
- 2) The voting members of the Board shall include the following:

- a) Two members of the City of Logan Municipal Council;
 - b) Two members of the Cache County Council;
 - c) One member appointed by the City of Logan Municipal Council;
 - d) The Cache County Executive;
 - e) One member appointed by the other six Board members with a minimum of four votes approving the appointment.
- 3) The non-voting advisory members of the Board shall include the following:
- a) The Cache County EMS Coordinator;
 - b) The City of Logan Fire Chief;
 - c) The Medical Control Doctor;
 - d) A State of Utah EMS Representative;
 - e) A 911 Dispatch Representative;
 - f) The Medical Quick Response Council Chairperson.

(c) Tenure

- 1) Each appointed voting member shall be appointed for a term of four years on a staggered term basis. Of the initial appointed members, the member appointed by the Board shall serve an initial term of two years and the member appointed by the Logan Municipal Council shall serve an initial term of three years. Thereafter all terms shall be for four years. Appointed members may be reappointed for consecutive terms.
- 2) In the event of a vacancy caused by the removal, resignation, death, or other unavailability of any appointed member, the appropriate body shall promptly appoint a new Board member to serve the remainder of the term of the vacant position.

(d) Powers

- 1) The Board shall formulate and approve policies, objectives, and guidelines that will enable CCEMS to achieve its stated purpose as set forth in section 6 of this agreement.
- 2) The Board shall approve the provider of ambulance billing services and authorize all contracts entered into on behalf of CCEMS.
- 3) The Board shall authorize and administer the payments of funding as set forth herein to the service areas.

- 4) The Board shall annually submit to the parties a recommended budget for CCEMS and the service areas under the procedures set forth in this agreement.
- 5) The Board shall have such other powers as are appropriate and necessary for the performance of this agreement.
- 6) The Board shall not have any authority over personnel matters, including hiring and termination, of employees.

(e) By-laws

The Board shall adopt by-laws for the CCEMS consistent with the provisions of this agreement.

(f) Rules of Procedure

The Board may establish rules of procedure for its business and operations.

(g) Committees

The Board may create committees, make appointments to such committees, and establish the responsibilities and duties of such committees; however, the Board may not delegate its rights and responsibilities as outlined herein to any committee.

(h) Officers

The Board shall elect a chairman and such other officers, as it deems appropriate.

(i) Meetings

- 1) The Board shall meet at least quarterly, providing that reasonable notice is given to all board members of the time and place of each meeting.
- 2) The Board shall comply with the provisions of Utah Code Annotated, Title 52 Chapter 4, 1953 as amended, for open and public meetings. All meetings of the Board shall be open to the public unless closed pursuant to Sections 52-4-4 and 52-4-5, Utah Code Annotated, 1953 as amended.
- 3) Public notice shall be given of all meetings as required by Section 52-4-6, Utah Code Annotated, 1953 as amended, and minutes kept of all meetings in accordance with Section 52-4-7, Utah Code Annotated, 1953 as amended.
- 4) Quorum and Voting
 - (a) A quorum shall be required for the transaction of all business of the Board.
 - (b) A quorum shall consist of a majority of all voting Board member.
 - (c) All decisions shall require the affirmative vote of a majority, but in no event less than four

(4) of the voting Board members present.

(d) Each board member shall have one vote.

8. Standards for Emergency Medical Services.

The minimum standards, service levels and concepts for operations and logistics for emergency medical services for the service areas shall be as set forth in Exhibit A. Exhibit A may, from time to time, be amended by mutual written agreement of the parties.

9. Funding

The parties agree that CCEMS is an essential operation, which serves the entire Cache County community and the funding of CCEMS should come from the entire Cache County Community. Therefore, it is hereby agreed by the parties that the County, through the appropriate property tax assessment, shall fund CCEMS. Funding may also be derived from Fees for Service, donations and such other sources as the parties approve. The Board and the parties shall approve the budget annually.

10. Fiscal Matters

(a) Standards

The fiscal and financial affairs of CCEMS shall be conducted in compliance with the provisions of generally accepted accounting principles, standards, and regulations for governmental entities as well as applicable federal and state rules, regulations, and standards. The Parties acknowledge that CCEMS shall be a component unit and shall be reported in the County's annual financial statements.

(b) Audit

The Board shall provide for an annual audit of the financial records of CCEMS. The Board may authorize an independent certified public accounting firm, qualified and experienced in governmental audits to perform an independent audit under a written engagement letter specifying the audit services to be performed.

(c) Policies

The Board shall adopt appropriate policies, regulations, and standards for accounting, payments, budgets, and other financial affairs for CCEMS.

(d) Records and Fiscal Services

The Board may contract for records and fiscal services with any entity the Board deems appropriate. Said contract shall provide for maintenance of the records and handling of the fiscal affairs of CCEMS. If any government entity is contracted with to provide such services, they shall be reimbursed for any actual costs incurred for the services, and any materials, books, or records purchased specifically for CCEMS.

(e) Fiscal Year

The fiscal year for CCEMS shall be for the period January 1 to December 31.

(f) Budget

- 1) To address the ever-changing scope and cost of providing emergency rescue services, the Board with the assistance of the Service Area Directors, shall undertake a comprehensive review of the capital and personnel needs of the system. This review shall be performed every three (3) years beginning with fiscal year 2019 and shall serve as the basis upon which a base funding amount reflecting the contribution by each entity to the system may be determined.
- 2) Using the base funding amount established by the Board, the Service Area Directors shall submit to the Board a proposed budget for their respective service area at a time set by the Board. The Board then shall prepare and recommend a tentative budget at least three months prior to the beginning of the fiscal year for CCEMS for which that budget is proposed.
- 3) Upon the approval of the Board, the tentative budget shall be submitted to all parties of this agreement.
- 4) A copy of the final budget as approved by the parties of this agreement shall be given to the Board for implementation.
- 5) The Board may not recommend a tentative budget that is lower than the previous fiscal year's budget plus 3 percent, except for those years in which a new base amount is determined, unless said reduction is requested by both parties to this agreement.
- 6) It is understood that in the event of a reduction in revenues which prevents CCEMS from providing the full 3% annual increase, any shortfall may be passed along to each entity proportionally.

11. CCEMS Staff

Staffing for the CCEMS Authority shall be as determined by the Board.

12. Records and Confidentiality

The Board shall adopt a policy regarding the maintenance, dissemination, and retention of records and information in accordance with Utah Code Annotated Title 63 Chapter 2, 1953 as amended, Government Records Access and Management Act and any applicable federal regulations. The parties agree to abide by the provisions of that policy, as allowed under the applicable law, including any time subsequent to the termination of their membership in CCEMS.

13. Termination

- (a) Termination may occur at anytime, upon the parties entering into a written, mutually agreed upon, Termination Agreement, or;

(b) Termination may occur upon written notice to the non-terminating party at least one (1) year prior to the end of the current budget year, or;

(c) Termination shall be effective immediately upon the termination of the licensure status of CCEMS to provide ambulance service.

14. Disposition of Assets Upon Termination

(a) In the event of termination of this agreement the County and the City shall each retain any real and personal property owned by the respective parties prior to the termination of this agreement, and property owned by CCEMS shall be sold at public auction with the proceeds being divided equally among the County and City.

(b) If applicable, the County and City agree to negotiate mutual aid agreements for ambulance service back up in the event of termination.

15. Limited Obligations

The obligations entered into by each of the parties to this agreement are limited obligations. The debts, liabilities, and obligations of CCEMS shall not constitute debts, liabilities, or obligations of either party except by specific agreements otherwise.

16. Liabilities and Indemnification

(a) CCEMS shall defend, indemnify, save harmless, and exempt the parties to this agreement, and the officers, agents, and employees of said parties from and against any and all claims, litigation, demands, or costs with respect to any injury or damages incident to any willful or negligent acts or omissions by the CCEMS or its officers, agents, or employees including all costs of defense including, but not limited to, court costs and attorney's fees.

(b) The Board shall provide for risk and liability coverage in such amounts, as it deems necessary and appropriate to ensure against claims arising from the operations of CCEMS. Coverage shall be obtained prior to the commencement of operations and shall be maintained at all times during the term of this agreement.

17. Legal Representation

CCEMS, as a separate public entity, may receive legal services by and through the legal departments or representatives of the parties to this agreement, but in the event of litigation may, because of potential conflicts of interest, hire independent legal representation. The legal departments or representatives of the parties are not to be automatically deemed the legal representatives of CCEMS.

18. Cooperation

The parties to this agreement understand the importance of CCEMS and commit themselves to work toward the effective and efficient operation of CCEMS to provide for the health, safety and welfare of the citizens of Cache County

19. Annual Report and Plan

CCEMS shall, at its expense, submit an annual written report of its activities, budget, assets and liabilities, and expenditures and receipts to the parties of this agreement with proposed plans for the following fiscal year.

20. Resolutions and Authorization

This agreement shall not become effective unless and until a resolution has been duly adopted by the legislative body of each party approving this agreement. A copy of the resolution of each party shall be attached to and incorporated into this agreement.

21. Amendments

This agreement may not be amended except by subsequent written agreement of the parties hereto and the adoption by each party's legislative body by a duly enacted resolution.

22. Effective Date

The effective date of this agreement shall be _____, 2019.

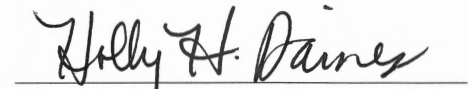
IN WITNESS WHEREOF, the parties to this agreement have each executed the same in duplicate, each of which will be deemed an original, on the date designated with the execution.

COUNTY OF CACHE

CITY OF LOGAN



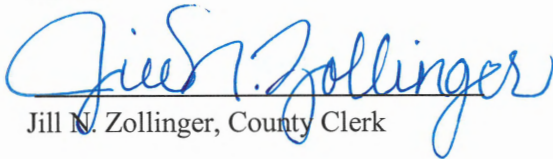
Craig Butters, County Executive



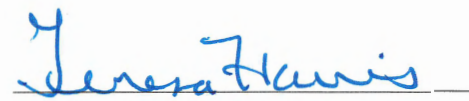
Holly H. Daines, Mayor

Attest:

Attest:



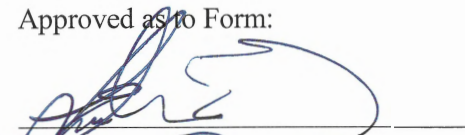
Jill N. Zollinger, County Clerk




Theresa, Harris, City Recorder

Approved as to Form:

Approved as to Form:



Cache County Attorney



Logan City Attorney



EXHIBIT A
Of
The Interlocal Agreement Between Logan City and Cache County
Creating
the
Cache County Emergency Medical Services Authority (CCEMS)

Performance Standards

It shall be the policy of the CCEMS Authority encourage Logan City to work towards the provision of a first responder medical unit to areas within Logan City in five minutes or less 90 percent of the time. The CCEMS Authority shall also encourage each of the other jurisdictions within Cache County to work toward the provision of a first responder medical unit to areas within their jurisdiction in 10 minutes or less 90 percent of the time.

It shall be the goal of the CCEMS Authority to provide an Emergency Medical Services Program that provides an intermediate or paramedic level ambulance within 8 minutes or less 90 percent of the time to the following cities: Logan, Providence, River Heights, North Logan, Hyde Park, Smithfield, Nibley, Milleville, Hyrum and Wellsville. It shall be the goal of the Authority to provide an ambulance to the remaining communities of Cache County within 20 minutes or less 90 percent of the time.

Call Triaging

As a matter of policy, Cache County and Logan City adopts the concept of an Emergency Medical Dispatch (EMD) system that triages EMS calls, utilizing ProQA software through dispatch. Depending on the incident need units are dispatched at an Advanced Life Support level per State Protocol with either a (Paramedic or Advanced) as required by license. The system would, furthermore, recommend dispatch of resources appropriate to the nature of the call.

However, in all reports of an emergency medical incident, the nearest first responder medical company shall be dispatched unless the response distance differential between the ambulance and the first responder is not significant (as determined by the Service Area Director). Furthermore, all first responder agencies retain flexibility to determine the level of their first responder response once so notified.

Medical Control & Medical Director

In accordance with state law and/or state EMS regulations, the CCEMS authority shall provide adequate funding to insure appropriate medical control by means of "off-line" physician oversight for both ambulance transport and medical quick response units. In accordance with paragraph 5 of the interlocal agreement, selection of the oversight physician shall be the responsibility of the Logan City Fire Chief and the Cache County EMS Coordinator given the

technical nature of the process. The selection process shall conform with acceptable governmental bidding and accounting practices.

Medical Director:

To promote countywide uniformity and consistency, the same oversight physician shall be utilized by both Logan City and Cache County by means of a single contract issued by the CCEMS authority after the selection of the oversight physician is made. The contract shall stipulate the duties and responsibilities of the oversight physician. At a minimum, the stipulation shall include the physician's responsibility to promulgate and maintain medical control protocols (including "standing orders" and other related EMS response protocols). Such other protocols include, but are not limited to, those pertaining to 9-1-1 dispatch triaging ("priority dispatch") utilized by CCEMS ambulances.

Medical Control:

To further maintain equality between hospitals. The hospital destination protocols utilized by city/county ambulances will be contracted with Bear River Health Department. The medical control contract shall include provision for appeal of the oversight physician's hospital destination protocols, if challenged by an emergency patient receiving facility within Cache County. Also will provide assistance in Health related disasters and situations.

Interfacility Transfers

All interfacility transfers within the county will be conducted by the primary service provider depending on the Zone location and level of treatment needed, either paramedic or advanced level.

All interfacility transfers outside the county will be on a fair and equitable rotation, utilizing the units available in the system.

County-wide EMS Structure

EMS structure and responses are based on call type and

Both sets of responders shall be tied together in an integrated and "seamless" EMS system. This is achieved by means of specific automatic and mutual aid language contained within this Exhibit or contained within mutual/automatic aid agreements between the county and the individual cities and towns.

Logan City's responders shall consist of:

- Three paramedic engine/truck companies E70 or T70, E71, & E72 (2 personnel each)
- Three paramedic or AEMT ambulance(s) R70, R71, & R72 (2 personnel each)
- A paramedic rescue squad(s) (Paramedics utilized from units above) *to primarily provide paramedic service to Cache County, as required until County have Paramedics in service.
- Automatic aid back up from Cache County's ambulances.
- A paramedic and AEMT/EMT ambulance in North Logan (station 120)

Cache County's responders shall consist of:

- Ambulance 160 AEMT's (2 personnel) Smithfield
- Ambulance 162 and 163 from Smithfield (staffed as needed with part-time/volunteer)
- Ambulance 161 AEMT's (2 personnel) from Hyrum.

This structure has the flexibility for future growth as the county or city population expands, if authorized by the Authority. Advanced life support units may be upgraded in the future to paramedic level as population and call volume increases. Furthermore, funding for additional city or county first responder or paramedic rescue units or ambulances may be provided when circumstances justify expansion that is approved by the Authority.

Cache-Logan EMS Operations

With the structure described above in place, all city and county units would be available to provide for integrated and seamless first responder, rescue (ie., vehicle extrication, etc.), and ambulance transport services countywide. The mechanism to insure such availability would be the automatic aid agreements either contained within the Agreement (for Logan and Cache County) or developed separately between the EMS Coordinator's office and the individual EMS first responder companies or city fire departments.

Logan City/Zone 7 Operations: The nearest paramedic first responder engine company and Rescue would first handle medical emergencies. The closest available rescue (paramedic) and/or engine company would then handle second emergencies and third ambulance to handle the third call. Ambulance 120 will handle all North Logan first medical calls and back up to County A160 or Logan city units, as necessary. Cache County (Ambulances 161 and 162) will handle calls in north and south zones and provide assistance to Logan Zone as necessary. ~~fourth~~

Cache County Operations: In areas of Cache County outside of Logan City/Zone 7, medical emergencies would first be handled by the nearest EMS first responder company and either Ambulance 160 out of Smithfield (for the north county) or Ambulance 161 from Hyrum (for the south county). Additional calls in the North end will be handled by staffing Ambulance 162 and Ambulance 163 (when available). For calls triage as paramedic type calls, a paramedic

squad from Logan will be dispatched. Future growth of placing Paramedics in stations in the county will be accomplished by 2020.

The ambulance stationed in Smithfield and Hyrum are readily available in the event additional ambulances are needed in Logan City service area.

Multi-Casualty Incident Protocol

In order to insure effectiveness of county-wide EMS operations during a major multi-casualty incident, the two service area directors shall develop and implement county-wide, comprehensive Multi-Casualty Incident (MCI) protocol. At a minimum, the protocol shall:

- Be approved by the medical director.
- Be approved by the county EMS council.
- Provide at the scene of an MCI, at a minimum, for the establishment of:
 - Triage, treatment and transport areas (with supervisors for each)
 - Checklist for each area supervisor
 - A patient transportation worksheet for the transport area supervisor
 - Any other key element deemed appropriate by the service area directors.

Cache-Logan EMS Logistics

All logistical needs for the county ambulances shall be ordered and distributed by Logan City, and paid by County through CCEMS.

Specifically, the following logistical support shall be provided to Cache County by Logan City as part of the Agreement:

- On-going provision (refilling) of all operational supplies including, but not limited to, oxygen, medicines, bandages, splints, backboards, fuel, etc. With the exception of fuel, these same supplies shall also be provided to the first responder companies by the on-scene ambulance by mechanism of an on-scene replacement of expended medical supplies with refills.

- Provision of all maintenance and/or repair for the ambulances, also should be paid by CCEMS.
- Training assistance as necessary to Cache County units and personnel.
- Specific to the State EMS Authority requirements of the Ground Ambulance and Paramedic License application process, the full-time state-certified medical training officer (which is the Logan City Fire Department EMS Chief) shall be designated as the "Certified EMS Training Officer" for the CCEMS Authority.
- The primary responsibilities of the CCEMS Certified EMS Training Officer, at a minimum, shall be to:
 - Act as primary training liaison between the CCEMS authority and the State EMS agency;
 - Provide training support, coordination, and correlation for the service area EMS training coordinators (ie., Logan City Fire Department EMS Coordinator for Logan City and Zone 7 and the Cache County EMS Coordinator for all of the remainder of Cache County).