



PUBLIC NOTICE is hereby given that the County Council of Cache County, Utah will hold a **WORKSHOP** at **3:30 p.m.** and a **REGULAR COUNCIL MEETING** at **5:00 p.m.** in the Cache County Historic Courthouse Council Chambers, 199 North Main Street, Logan, Utah 84321, **TUESDAY, MARCH 29, 2022.**

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

AGENDA

WORKSHOP

- 3:30 p.m.
1. **CALL TO ORDER**
 2. **REVIEW OF ORDINANCE 2022-11**
An ordinance amending Title 2 of the Cache County Code regarding revenue and finance to bring into harmony with State Code and current county practices
 3. **USU EXTENSION GREAT STEAKOUT**
 4. **ADJOURN**

COUNCIL MEETING

- 5:00 p.m.
1. **CALL TO ORDER**
 2. **OPENING** – Councilman David Erickson
 3. **REVIEW AND APPROVAL OF AGENDA**
 4. **REVIEW AND APPROVAL OF MINUTES** (March 15, 2022)
 5. **REPORT OF COUNTY EXECUTIVE**
 - a. **Appointments:** Cache County Board of Adjustments
 - b. **Financial Reports:** February 2022 Financial Statements
 - b. **Other Items:**
 6. **ITEMS OF SPECIAL INTEREST**
 - a. Development Ready Communities Certificate Presentation – Alan Rindlisbacher, EDCUtah Director of Community Strategy
 - b. Bear River Health Department Annual Report – Jordan Mathis, Director and Estee Hunt, PIO
 - c. Sexual Assault Awareness Month – Sarah Fitzgerald, CAPSA PIO
 7. **DEPARTMENT OR COMMITTEE REPORTS**
 8. **BOARD OF EQUALIZATION MATTERS**
 - a. Property Tax Exemption Requests
- 5:30 p.m.
9. **PUBLIC HEARINGS**
 - a. **Set Public Hearing for April 12, 2022 – County Impound Facility**
 - b. **Set Public Hearing for April 26, 2022 – Ordinance 2022-14**
An ordinance to vacate any public right-of-way or portion of public right-of-way along 10940 South lying north and within the boundary lines of the One Sixty Five Subdivision in Avon
 - c. **Public Hearing – Ordinance 2022-13 – Cub River Estates I Rezone**
Request to rezone 44.46 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone located at approximately 535 East Cannibal Road, Cove

d. **Public Hearing – Resolution 2022- 07**

A resolution declaring County interest in real property located on Wolf Pack Way, described as parcel number 04-058-0048 as surplus property

e. **Public Hearing – Resolution 2022- 08**

A resolution authorizing conveyance of real property located on Wolf Pack Way, described as parcel number 04-058-0048

6:00 p.m.

f. **Public Hearing – Resolution 2022- 06 - Opening the 2022 Budget**

10. **PENDING ACTION**

- a. **Ordinance 2022-11** An ordinance amending Title 2 of the Cache County Code regarding revenue and finance to bring into harmony with State Code and current county practices

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

- a. **Ordinance 2022-13** **Cub River Estates I Rezone**
An ordinance amending the County Zoning Map by rezoning 44.46 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone
- b. **Resolution 2022-06** A resolution amending the 2022 Cache County Budget
- c. **Resolution 2022-07** A resolution declaring County interest in real property located on Wolf Pack Way, described as parcel number 04-058-0048 as surplus property
- d. **Resolution 2022-08** A resolution authorizing conveyance of real property located on Wolf Pack Way, described as parcel number 04-058-0048
- e. **Resolution 2022-09** A resolution to amend the Personnel Policy and Procedures Manual Section IX Employee Benefits in regards to Firefighter special and PLT accrual rates

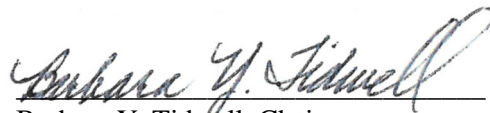
12. **OTHER BUSINESS**

- a. **Joint Workshop with County Planning Commission** *Wednesday, March 30, 2022 at 3:00 p.m.*
- b. **UAC Management Conference** *Tuesday-Thursday, April 26-28, 2022 – Ogden Eccles Conference Center*
David Z, Barbara, Gina, Karl, David E.
- b. **Smithfield Health Days Parade** *Saturday, May 14, 2022 at 10:00 a.m.*
David Z, Barbara

13. **COUNCIL MEMBER REPORTS**

14. **EXECUTIVE SESSION -** Utah Code 52-4-205(1)(c) – Discussion of pending or reasonably imminent litigation
Utah Code 52-4-205(1)(d) – Discussion of the purchase of real property

15. **ADJOURN**


Barbara Y. Tidwell, Chair

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



**CACHE COUNTY
ORDINANCE NO. 2022-11**

**AN ORDINANCE AMENDING TITLE 3 OF THE CACHE COUNTY CODE
REGARDING REVENUE AND FINANCE TO BRING IT INTO HARMONY WITH
STATE CODE AND CURRENT COUNTY PRACTICES**

WHEREAS, the Office of the Clerk/Auditor conducted an audit “[t]o clarify the roles and authorities of the finance department within Cache County Code Title 3” and issued a report of that audit on January 21, 2022; and

WHEREAS, the audit report concludes that Title 3 of the Cache County Code contains provisions that are inconsistent with relevant provisions of the Utah Code; and

WHEREAS, the County’s current accounting practices comply with state code but are at odds with some provisions in Title 3 of the Cache County Code; and

WHEREAS, it is in the County’s interest for the County Code to conform to relevant provisions of the Utah Code and for the County’s accounting practices and relevant provisions of the County Code to be in harmony;

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

SECTION 1:

Sections 3.04.050, 3.04.060, 3.04.070, 3.04.080, 3.04.085, 3.04.090, and 3.04.140 of the Cache County Code are amended, respectively, to read in full as follows:

3.04.050: BUDGET OFFICER:

The county executive, as chief executive officer of the county, shall direct the budget process as the formal budget officer and supervise and direct the centralized budgeting and administrative participation of the various county departments, boards, and agencies in the county budget process, subject to the provisions of chapters 3.04 through 3.56 of this title.

3.04.060: BUDGET PREPARATION AND SUBMISSION:

The following procedure, subject to the Utah uniform fiscal procedures act for counties, shall be followed in the preparation and submission of the annual county budget:

- A. The finance department shall prepare a budget report for the first eight (8) months of the year indicating actual revenues and expenditures, the current budget in terms of total annual budget, budget expenditures and revenues to date, and the remaining budget balance.



B. The finance department will submit a copy of that report in full to the county executive and copies of the report as they pertain to each county department head. Each department head shall:

1. Review the report;
2. Prepare a proposed department budget for the next year; and
3. Submit that proposed department budget to the county executive on or before September 20, and a copy to the finance department.

C. The finance department shall:

1. Estimate anticipated revenues for the next budget year, review actual revenues and expenditures to date for the current year, and review other available and relevant budget information and data; and
2. Prepare a proposed tentative county budget for the next year, together with recommendations regarding the budget and its implementations; and
3. Submit a proposed tentative county budget for the next year, with recommendations, and copies of the department head proposals to the county executive on or before October 1.

D. The county executive shall:

1. Review the eight (8) month report of the finance department, the proposed budget submitted by the department heads, and the proposed tentative budget and recommendations of the finance department;
2. Prepare a proposed budget and recommendations and confer with the finance department to reconcile any differences between the executive's proposed budget and the finance department's proposed budget and recommendations.

E. The finance department shall prepare the revised tentative budget and recommendations proposed by the county executive.

F. The county executive with support and assistance of the finance department shall prepare and submit a budget message explanation of the revised tentative budget to the county council.



3.04.070: ADOPTION OF BUDGET:

A. The county council shall review, consider and tentatively approve, upon motion, a tentative budget with any modifications it deems appropriate.

B. The tentative budget shall be a public record available for inspection on the county website at least ten (10) days prior to the public hearing on the adoption of the final budget.

C. The county council shall, in accordance with its rules of procedure, schedule a public hearing on the adoption of the budget.

D. Notice of the public hearing shall be published at least seven (7) days before the hearing at least once in a newspaper of general circulation within the county. The county clerk shall be responsible for publication of this notice.

E. The county council shall conduct a public hearing on the budget at the time and place and on the date specified in the notice.

F. Upon the completion of the public hearing, the county council shall make final adjustments to the tentative budget as it deems appropriate, giving due consideration to matters discussed at the hearing subject to the following limitations:

1. There shall be no decrease in an amount appropriated for reduction of any deficit which exists.
2. No budget increase shall exceed the estimate revenue for such budget.

G. On or before December 15, the county council shall, by resolution, adopt the budget which, subject to further amendment, shall thereafter be in effect until the next fiscal year.

3.04.080: CERTIFICATION:

A. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the county clerk/auditor and filed with the state auditor not later than thirty (30) days after its adoption.



B. A copy of the budget, similarly certified, shall be filed in the finance department for inspection by the public during business hours and made available on the county website.

3.04.085: ELECTED OFFICIAL/DEPARTMENT HEAD RESPONSIBILITY:

Each elected official and/or department head is designated to have accountability, authority, and responsibility for the fiscal management of their office or department. The elected official or department head shall work with the executive (formal budget officer) and the finance department in making any adjustment to the budget(s) assigned to them.

3.04.090 TRANSFERS:

A. With the consent of the county council and upon written notice to the finance department, the county executive may authorize an intradepartmental transfer over one thousand dollars (\$1,000.00) in any department, as to any unencumbered or unexpended appropriation balance or any part from one expenditure account to another within the department during the budget year, or may transfer an excess expenditure of one or more line items; provided, that the total of all excess expenditures or encumbrances does not exceed the total unused appropriation within the department at the close of the budget year. Transfers of one thousand dollars (\$1,000.00) or less may be authorized directly by the county executive.

B. At the request of the county executive or upon its own motion, the county council may, by resolution, transfer any unencumbered or unexpended appropriation balance or part thereof from one department in a fund to another department in the same fund; provided, that no appropriation for debt retirement and interest, reduction of deficit, or other appropriations required by law may be reduced below the required minimum.

3.04.140: OPERATING AND CAPITAL BUDGET:

A. Before or at the time the county council adopts budgets for the general fund, special revenue funds, debt service funds, capital improvement funds, or any other fund for which a budget is required, it shall adopt an operating capital budget for the next fiscal year for each enterprise fund and for any other special nonbudgetary fund for which operating and capital budgets are required.

B. On or before November 1 of each fiscal year, the county executive, with assistance from the finance department, shall prepare for the next fiscal year a tentative operating and capital budget for each enterprise fund and for any other special fund which requires an operating capital budget.



C. The tentative operating and capital budget shall be submitted, reviewed and handled in the same manner as provided for in this chapter regarding the budget for the general fund. Such submission, review, recommendations and procedures shall be followed by the finance department, county executive and county council as specified.

D. The tentative operating and capital budget shall be accompanied by a supplementary estimate of all capital projects or planned capital projects within the next fiscal year and within the next three (3) succeeding fiscal years.

E. The tentative operating and capital budget shall be reviewed by the county council at any regular or special meeting called for that purpose and shall be subject to any changes deemed appropriate by the county council.

F. The county council shall adopt an operating and capital budget for the next fiscal year prior to the close of the current fiscal year.

G. Upon final adoption, the operating and capital budget shall be in effect for the budget year, subject to amendment.

H. A copy of the operating and capital budget as adopted for each fund shall be:

1. Certified by the county clerk/auditor;
2. Made available to the public during business hours in the office of the county auditor;
3. Submitted to the county executive;
4. Filed with the state auditor within thirty (30) days after its adoption.



SECTION 2:

Section 3.20.050 of the Cache County Code is repealed, and the title of Chapter 20 of Title 3 of the Cache County Code and the text and titles of sections 3.20.010, 3.20.020, 3.20.030, and 3.20.040 of the Cache County Code are amended, respectively, to read in full as follows:

CHAPTER 3.20 PAYMENTS

3.20.010: AUTHORIZATION:

With regard to payments, and as set forth in this chapter, the county operates under Utah Code section 17-19a-205(2)(b) and -205(3). The county remits payments in accordance with this chapter, as authorized by Utah Code section 17-19a-301(1)(a)(ii).

3.20.020: CONTENTS:

All requests for payment must distinctly specify:

- A. The liability and purpose for which they are drawn;
- B. When they accrued;
- C. The funds from which they are to be paid;
- D. The number, date, and amount to be paid; and
- E. The name of the person to whom payable.

3.20.030: APPROVAL AND ISSUANCE:

- A. The finance department shall notify the county treasurer of the aggregate amount of all contemporaneous payments.
- B. The finance department shall notify the county treasurer and the county executive, as described in subsection C, of the amount and payee of each payment made by check or other payment mechanism.
- C. As used in this subsection, “remuneration” means a warrant, check, or other payment mechanism. For a remuneration issued by the finance department, the department shall:
 - 1. number each remuneration consecutively, commencing annually on the first day of January; and



2. state on the remuneration:
 - a. the number of the remuneration;
 - b. the date of payment;
 - c. the amount of the payment made;
 - d. the name of the person to whom payable; and
 - e. the purpose for which the remuneration was made.

D. The finance department shall dispose of a payment not presented for collection in accordance with Utah Code sections 67-4a-101 through -1504, the Revised Uniform Unclaimed Property Act.

3.20.040: COUNTY COUNCIL:

At least monthly, a list of payments approved and issued for each month shall be submitted to the county council for its information and placed in the minutes of its meetings. No action or approval of the county council is required.

SECTION 3:

Sections 3.36.020 and 3.36.040 of the Cache County Code are amended, respectively, to read in full as follows:

3.36.020: BOND PROCEDURE:

- A. The county shall reserve the right to designate or retain bond counsel of its choosing for any bond issuance.
- B. No bond issuance shall be approved until the county attorney and formal budget officer have reviewed all bond documents and procedures and have submitted their opinions and recommendations.
- C. The county executive and county attorney, or their designees, and such other officers as may be required or appropriate, shall attend each bond closing.
- D. No bond issuance shall be made except upon the specific approval of the county council in the manner as required by the appropriate laws and bond issuance requirements.



3.36.040: REPORTS AND REVIEW:

A. The finance department shall keep and maintain records regarding payments, interest, credits and the fiscal status of all bonds issued by the county.

B. The finance department shall submit progress or status reports of all outstanding bonds to the county council and county executive at least annually or upon specific requests.

SECTION 4:

Sections 3.40.010, 3.40.020, and 3.40.030 of the Cache County Code are amended, respectively, to read in full as follows:

3.40.010: DECLARATION OF PROPERTY AS SURPLUS:

A. This chapter applies only to the real and tangible personal property of the county listed by the finance department in an official inventory of county general fixed assets. For the purposes of this chapter, "disposition" or "dispose" means the transfer of ownership from the county to any other party or entity by any method.

B. No real or any tangible personal property list by the finance department in an official inventory as a county general fixed asset may be disposed of unless it has first been declared to be surplus in accordance with the provisions of this chapter.

C. Real property may be declared surplus only by the county council, which must first find that it is in the public interest that the subject real property be disposed of as surplus property.

D. Personal property may be declared surplus only by the county executive who must first find that it is in the public interest that the subject personal property be disposed of as surplus property.

E. In determining whether any property shall be declared surplus, the following must be taken into consideration:

1. Whether the county has, or anticipates that it will have, no practical, economical, efficient or appropriate use for the property currently or in the reasonably foreseeable future.
2. Whether the purpose served by the property can be better accomplished by other alternatives or property.

3. Whether the purpose served by the property or its use either no longer exists or has significantly changed because of the needs and demands of the county or as may be determined by a change of policy evidenced by an ordinance or resolution of the county council.
4. Whether the property is so damaged, depreciated or worn that it is inoperable or limited in operation without repairs and the cost of such repairs is unreasonable, excessive or impractical.
5. Whether the purposes and interests of the county would be better served by the declaration of the property as surplus and the disposition of that property.

3.40.020: PROCEDURES:

A. The finance department shall maintain an official inventory of all county general fixed assets in accordance with the provisions of Utah Code Annotated section 17-36-6(1)(i), as amended, and a list of all county property that has been declared surplus.

B. Upon the declaration of any county property as surplus property, such surplus property may be disposed of by the county executive subject to the provisions of this chapter.

C. Unless provided otherwise by this chapter, the disposition of county surplus property may be by public sale, private sale, exchange, exchange and sale, option to purchase, lease, lease with an option to purchase, trade in, public auction, private auction, sale upon public advertisement by sealed bid, or by any other lawful and reasonable means.

D. No disposition of surplus property shall be made for less than a fair market value unless the county executive determines that it is in the best public interest that disposition of that surplus property be made for less than its full market value. The disposition of county surplus property for less than full market value must also be approved by the county council. Consideration may be in forms other than cash payment and may include the exchange of property or services as may be reasonably determined by the county executive.

E. The county executive shall maintain records of the manner and date of the disposal of all county surplus property as well as the amount and nature of consideration received for such property and provide copies thereof to the county auditor.



F. County employees are not prohibited from purchasing surplus county property; providing, that the provisions of this chapter are complied with and disclosure is made of the employee's county employment.

3.40.030: DISPOSAL OF PERSONAL PROPERTY:

A. For purposes of this chapter "personal property" means tangible personal property currently on the general fixed asset list.

B. If a county department head, having county personal property under his or her control or supervision which the department head has determined is no longer needed by that department or is unusable, the department head shall notify the county executive who shall in turn notify all county department heads of the availability of such property. If any other department head requests the designated available property for their respective department or division, the county executive has the option of transferring the property to the requesting department head. The county executive shall notify the finance department of all transfers.

C. If no requests for the available personal property are received from any county department head and the county executive deems it reasonable and in the public interest to dispose of the property, the county executive shall declare the property surplus and proceed to dispose of the personal property in accordance with the provisions of this chapter as the county executive deems to be in the best interest of the county.

D. If surplus personal property is not readily marketable or marketable for a fair market value because of its condition, the county executive may dispose of that personal property by any reasonable means.

E. The county clerk shall execute and deliver to the county executive the documents necessary for the sale or transfer of any titled personal property which is sold or transferred as surplus property.

F. Upon the disposal of any personal property of the county, the county executive shall forward to the finance department the revenues received to be receipted into the county funds and a record of the disposition thereof, including the date, amounts received, the manner of disposition, the party to whom the property was sold or transferred, and any supporting documentation. The county executive shall maintain a record of final dispositions for auditing purposes.

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



1. Property which is of a unique nature and for which there is a limited market, if any.
2. Property obtained by the Cache County sheriff's office in accordance with the provisions of Utah Code Annotated section 76-10-525 (regarding disposition of weapons); Utah Code Annotated section 77-24-4 (regarding sale of unclaimed property); Utah Code Annotated section 77-24a-5 (regarding disposition of certain unclaimed property); and Utah Code Annotated section 67-4a-101 et seq., (unclaimed property act).
3. Property that has a value of less than two hundred dollars (\$200.00).

SECTION 5:

Sections 3.44.010, 3.44.060, and 3.44.070 of the Cache County Code are amended, respectively, to read in full as follows:

3.44.010: TRAVEL:

- A. A request for travel reimbursement will only be allowed if approved according to limitations in section 3.08.060 of this title.
- B. Mileage shall be logged every time the vehicle is used as defined by IRS Treas. Reg. Section 1.61-21. The mileage logs shall be submitted at the end of every payroll cycle to department heads for approval and forwarded to the finance department for review and action.
- C. It is the policy of the county to reimburse county employees and officers for reasonable expenses incurred in travel approved for the primary purpose of conducting bona fide county business.
- D. Travel shall be by the most reasonable and least expensive means available within reasonable schedules.
- E. Travel mileage expenses shall be made at a standard rate based upon current United States internal revenue service policies and shall be established by resolution of the county council.
- F. Travel reimbursement for mileage expenses shall be made only to officers and employees using a private vehicle for the travel to be reimbursed.



G. Officers and employees shall, to the extent reasonably possible, use county vehicles to travel on county business. Mileage reimbursement will not be paid for the use of county vehicles.

H. When frequent flyer or bonus mileage benefits are awarded to county officers or employees for flights on commercial airlines, those county officers or employees shall be allowed to accumulate and use those benefits.

I. The county council and planning commission members may be reimbursed for the amount of their actual and reasonable traveling expenses in attending regular and special sessions and in the discharge of necessary duties; provided, that an itemized statement shall be made showing in detail the expenses incurred, and shall be subscribed to and sworn to by the member claiming such expenses.

**3.44.060: DUPLICATION OF REIMBURSEMENTS PROHIBITED;
DISTRIBUTION OF PROCEEDS FROM OUTSIDE SOURCES:**

A. No county officer or employee shall receive reimbursement for any travel, per diem or other expense if such officer or employee has received reimbursement from any other source for such expense or per diem.

B. In the event any county officer or employee receives any reimbursement from a source other than the county which duplicates any reimbursement from the county, the officer or employee shall immediately submit the reimbursement received from the outside source to the finance department and that reimbursement shall be placed back into the fund or line item budget from which the original reimbursement was taken.

3.44.070: REIMBURSEMENT PROCEDURES:

Claims for reimbursement shall be made in a manner and using voucher or other forms as required by the finance department or as provided by resolution of the county council.

SECTION 6:

Sections 3.48.030, 3.48.060, and 3.48.080 of the Cache County Code are amended, respectively, to read in full as follows:

3.48.030: AUDIT:

A. The receipt and disbursement of grant funds shall be administered by the finance department.



B. The independent auditor shall audit all funds in accordance with the standards and procedures set forth for audits in chapter 3.32 of this title and in the grant documents.

3.48.060: FINANCE DEPARTMENT 'S BUDGETARY PROCEDURES FOR APPROVED GRANTS:

A. The finance department will assign specific budgetary accounts for each grant revenue and separate accounts will be assigned where necessary to identify grant expenditures. The grant application containing the detailed budget plan document will be the basis for determining the budgetary accounts.

B. All grant expenditures shall be submitted to the finance department prior to payment so the finance department can verify that the expenditure is appropriate under the terms of the grant. The finance department shall maintain a separate file for each grant and the file shall contain a copy of the approved grant application along with all requests for reimbursements.

C. 1. The allowable costs will be determined by federal circular A-87 and the applicable grant requirements as outlined in the specific grant applications. Circular A-87, attachment B, paragraph C, requires specific approval of the grantor agency of the following costs:

- a. Automatic data processing;
- b. Building space and related facilities;
- c. Capital expenditures;
- d. Insurance and indemnification;
- e. Management studies;
- f. Pre-agreement costs;
- g. Professional services;
- h. Proposal costs.

2. The following costs are not allowed under circular A-87:

- a. Bad debts;
- b. Contingencies;



- c. Contributions and donations;
- d. Entertainment;
- e. Fines and penalties;
- f. Governor's expenses;
- g. Interest and other financial costs;
- h. Legislative expenses;
- i. Underrecovery of costs under grant agreements.

D. All requests for reimbursements under the terms of the grant shall be coordinated through the county executive's and county finance department. The finance department shall verify that all expenditure reimbursements have been properly posted to the appropriate budget. The finance department shall coordinate with the department administering the grant on a monthly basis to ensure that all reimbursements for expenditures incurred are submitted for on a timely basis.

3.48.080: COMPLETED GRANTS:

Upon the completion of a grant, the administering department shall coordinate with the finance department on submitting all required documentation to the granting agency as required in the approved grant application.

SECTION 7: EFFECTIVE DATE

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

PASSED BY THE COUNTY COUNCIL OF CACHE COUNTY, UTAH, THIS 15th DAY OF MARCH 2022.

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

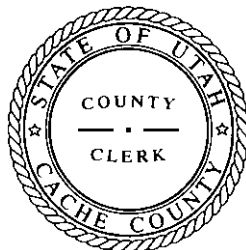


CACHE COUNTY COUNCIL

Barbara Y. Tidwell, Chair

ATTEST:

Jess W. Bradfield, County Clerk



ACTION OF COUNTY EXECUTIVE:

_____ Approved

_____ Disapproved (written statement of objection attached)

David Zook, County Executive

Date



REDLINE VERSION OF AMENDMENTS:

SECTION 1:

3.04.050: BUDGET OFFICER:

~~A.~~ The county executive, as chief executive officer of the county, shall direct the budget process as the formal budget officer and supervise and direct the centralized budgeting and administrative participation of the various county departments, ~~boards~~ [boards,] and agencies in the county budget process, subject to the provisions of chapters 3.04 through 3.56 of this title.

~~B. — The county auditor shall serve as the assistant county budget officer, subject to the provisions of chapters 3.04 through 3.56 of this title, and perform the duties of that position as those duties are specified in the Utah fiscal procedures act for counties, being set forth in Utah Code Annotated title 17, chapter 36, as amended.~~

3.04.060: BUDGET PREPARATION AND SUBMISSION:

The following procedure, subject to the Utah uniform fiscal procedures act for counties, shall be followed in the preparation and submission of the annual county budget:

A. The ~~auditor~~ [finance department] shall prepare a budget report for the first eight (8) months of the year indicating actual revenues and expenditures, the current budget in terms of total annual budget, budget expenditures and revenues to date, and the remaining budget balance.

B. The ~~auditor~~ [finance department] will submit a copy of that report in full to the county executive and copies of the report as they pertain to each county department head. Each department head shall:

1. Review the report;
2. Prepare a proposed department budget for the next year; and
3. Submit that proposed department budget to the county executive on or before September 20, and a copy to the ~~county auditor~~ [finance department].

C. The ~~auditor~~ [finance department] shall:

1. Estimate anticipated revenues for the next budget year, review actual revenues and expenditures to date for the current year, and review other available and relevant budget information and data; and
2. Prepare a proposed tentative county budget for the next year, together with recommendations regarding the budget and its implementations; and
3. Submit a proposed tentative county budget for the next year, with recommendations, and copies of the department head proposals to the county executive on or before October 1.

D. The county executive shall:

1. Review the eight (8) month report of the ~~county auditor~~ [finance department], the proposed budget submitted by the department heads, and the proposed tentative budget and recommendations of the ~~county auditor~~ [finance department];
2. Prepare a proposed budget and recommendations and confer with the ~~county auditor~~ [finance department] to reconcile any differences between the executive's proposed budget and the ~~auditor's~~ [finance department's] proposed budget and recommendations.

E. The ~~county auditor~~ [finance department] shall prepare the revised tentative budget and recommendations proposed by the county executive.

F. The county executive with support and assistance of the ~~auditor~~ [finance department] shall prepare and submit a budget message explanation of the revised tentative budget to the county council.

3.04.070: ADOPTION OF BUDGET:

A. The county council shall review, consider and tentatively approve, upon motion, a tentative budget with any modifications it deems appropriate.

B. The tentative budget ~~and all supportive schedules and data~~ shall be a public record available for inspection ~~during business hours at the offices of the county auditor for~~ [on the county website] at least ten (10) days prior to the public hearing on the adoption of the final budget.



C. The county council shall, in accordance with its rules of procedure, schedule a public hearing on the adoption of the budget.

D. Notice of the public hearing shall be published at least seven (7) days before the hearing at least once in a newspaper of general circulation within the county. The county clerk shall be responsible for publication of this notice.

E. The county council shall conduct a public hearing on the budget at the time and place and on the date specified in the notice.

F. Upon the completion of the public hearing, the county council shall make final adjustments to the tentative budget as it deems appropriate, giving due consideration to matters discussed at the hearing subject to the following limitations:

1. There shall be no decrease in an amount appropriated for reduction of any deficit which exists.
2. No budget increase shall exceed the estimate revenue for such budget.

G. On or before December 15, the county council shall, by resolution, adopt the budget which, subject to further amendment, shall thereafter be in effect until the next fiscal year.

3.04.080: CERTIFICATION:

A. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the county ~~auditor~~ [clerk/auditor] and filed with the state auditor not later than thirty (30) days after its adoption.

B. A copy of the budget, similarly certified, shall be filed in the ~~office of the county auditor~~ [finance department] for inspection by the public during business hours [and made available on the county website].

~~C. A copy of the final budget shall be submitted by the county auditor to the county executive.~~



3.04.085: ELECTED OFFICIAL/DEPARTMENT HEAD RESPONSIBILITY:

Each elected official and/or department head is designated to have accountability, authority, and responsibility for the fiscal management of their office or department. The elected official or department head shall work with the executive (formal budget officer) and ~~auditor~~ [the finance department] in making any adjustment to the budget(s) assigned to them.

3.04.090: TRANSFERS:

A. With the consent of the county council and upon written notice to the ~~county auditor~~ [finance department], the county executive may authorize an intradepartmental transfer over one thousand dollars (\$1,000.00) in any department, as to any unencumbered or unexpended appropriation balance or any part from one expenditure account to another within the department during the budget year, or may transfer an excess expenditure of one or more line items; provided, that the total of all excess expenditures or encumbrances does not exceed the total unused appropriation within the department at the close of the budget year. Transfers of one thousand dollars (\$1,000.00) or less may be authorized directly by the county executive.

B. At the request of the county executive or upon its own motion, the county council may, by resolution, transfer any unencumbered or unexpended appropriation balance or part thereof from one department in a fund to another department in the same fund; provided, that no appropriation for debt retirement and interest, reduction of deficit, or other appropriations required by law may be reduced below the required minimum.

3.04.140: OPERATING AND CAPITAL BUDGET:

A. Before or at the time the county council adopts budgets for the general fund, special revenue funds, debt service funds, capital improvement funds, or any other fund for which a budget is required, it shall adopt an operating capital budget for the next fiscal year for each enterprise fund and for any other special nonbudgetary fund for which operating and capital budgets are required.

B. On or before November 1 of each fiscal year, the county executive, with assistance from the ~~county auditor~~ [finance department], shall prepare for the next fiscal year a tentative operating and capital budget for each enterprise fund and for any other special fund which requires an operating capital budget.



C. The tentative operating and capital budget shall be submitted, reviewed and handled in the same manner as provided for in this chapter regarding the budget for the general fund. Such submission, review, recommendations and procedures shall be followed by the ~~county auditor~~ [finance department], county executive and county council as specified.

D. The tentative operating and capital budget shall be accompanied by a supplementary estimate of all capital projects or planned capital projects within the next fiscal year and within the next three (3) succeeding fiscal years.

E. The tentative operating and capital budget shall be reviewed by the county council at any regular or special meeting called for that purpose and shall be subject to any changes deemed appropriate by the county council.

F. The county council shall adopt an operating and capital budget for the next fiscal year prior to the close of the current fiscal year.

G. Upon final adoption, the operating and capital budget shall be in effect for the budget year, subject to amendment.

H. A copy of the operating and capital budget as adopted for each fund shall be:

1. Certified by the county ~~auditor~~ [clerk/auditor];
2. Made available to the public during business hours in the office of the county auditor;
3. Submitted to the county executive;
4. Filed with the state auditor within thirty (30) days after its adoption.

SECTION 2:

CHAPTER 3.20 ~~WARRANTS~~ [PAYMENTS]

3.20.010: ~~DEFINITION~~ [AUTHORIZATION]:

~~A warrant is an order in a specific amount drawn upon the county treasurer by the county auditor.~~ [With regard to payments, and as set forth in this chapter, the county operates under Utah Code section 17-19a-205(2)(b) and -205(3). The county remits payments in accordance with this chapter, as authorized by Utah Code section 17-19a-301(1)(a)(ii).]



3.20.020: CONTENTS:

~~A.~~ All ~~warrants~~ [requests for payment] must distinctly specify:

- ~~1.A.~~ The liability and purpose for which they are drawn;
- ~~2.B.~~ When they accrued;
- ~~3.C.~~ The funds from which they are to be paid;
- ~~4.D.~~ The number, date, and amount to be paid; and
- ~~5.E.~~ The name of the person to whom payable.

~~B.~~ ~~All warrants must be numbered consecutively during each calendar year.~~

3.20.030: APPROVAL AND ISSUANCE:

~~A.~~ The county auditor, upon receipt of an approved purchase order or voucher, shall prepare a list of warrants to be issued and the actual warrants within fourteen (14) days. [The finance department shall notify the county treasurer of the aggregate amount of all contemporaneous payments.]

~~B.~~ The list of warrants and warrants if requested shall be submitted to the county executive or a designee who shall review and approve or disapprove the warrants, signing those approved and returning the list to the county auditor within three (3) days. [The finance department shall notify the county treasurer and the county executive, as described in subsection C, of the amount and payee of each payment made by check or other payment mechanism.]

~~C.~~ The county auditor shall register all warrants and retain a copy of the original warrant. [As used in this subsection, "remuneration" means a warrant, check, or other payment mechanism. For a remuneration issued by the finance department, the department shall:

1. number each remuneration consecutively, commencing annually on the first day of January; and
2. state on the remuneration:
 - a. the number of the remuneration;
 - b. the date of payment;



- c. the amount of the payment made;
- d. the name of the person to whom payable; and
- e. the purpose for which the remuneration was made.

D. The finance department shall dispose of a payment not presented for collection in accordance with Utah Code sections 67-4a-101 through -1504, the Revised Uniform Unclaimed Property Act.]

3.20.040: PAYMENT:

~~A. The county auditor will present approved warrants to the county treasurer for payment.~~

~~B. Warrants shall be paid in the order of presentation to the county treasurer and as funds are available.~~

~~C. The county treasurer shall note upon the back of each warrant the date of presentation and the date of payment.~~

~~D. If the county fund from which the warrant is to be paid is insufficient, the warrant must be so registered and paid in the order of presentation as funds become available.~~

~~E. Warrants not presented within two (2) years from the date of issuance shall be cancelled.~~

3.20.050 [3.20.040]: COUNTY COUNCIL:

At least monthly, a list of ~~warrants~~ [payments] approved and issued for each month shall be submitted to the county council for its information and placed in the minutes of its meetings. No action or approval of the county council is required ~~as to warrants~~.

SECTION 3:

3.36.020: BOND PROCEDURE:

A. The county shall reserve the right to designate or retain bond counsel of its choosing for any bond issuance.

B. No bond issuance shall be approved until the county attorney and ~~county auditor~~ [formal budget officer] have reviewed all bond documents and procedures and have submitted their opinions and recommendations.



C. The county executive, ~~county auditor~~ and county attorney, or their designees, and such other officers as may be required or appropriate, shall attend each bond closing.

D. No bond issuance shall be made except upon the specific approval of the county council in the manner as required by the appropriate laws and bond issuance requirements.

3.36.040: REPORTS AND REVIEW:

A. The ~~county auditor~~ [finance department] shall keep and maintain records regarding payments, interest, credits and the fiscal status of all bonds issued by the county.

B. The ~~county auditor~~ [finance department] shall submit progress or status reports of all outstanding bonds to the county council and county executive at least annually or upon specific requests.

SECTION 4:

3.40.010: DECLARATION OF PROPERTY AS SURPLUS:

A. This chapter applies only to the real and tangible personal property of the county listed by the ~~county auditor~~ [finance department] in an official inventory of county general fixed assets. For the purposes of this chapter, "disposition" or "dispose" means the transfer of ownership from the county to any other party or entity by any method.

B. No real or any tangible personal property list by the ~~county auditor~~ [finance department] in an official inventory as a county general fixed asset may be disposed of unless it has first been declared to be surplus in accordance with the provisions of this chapter.

C. Real property may be declared surplus only by the county council, which must first find that it is in the public interest that the subject real property be disposed of as surplus property.

D. Personal property may be declared surplus only by the county executive who must first find that it is in the public interest that the subject personal property be disposed of as surplus property.

E. In determining whether any property shall be declared surplus, the following must be taken into consideration:

1. Whether the county has, or anticipates that it will have, no practical, economical, efficient or appropriate use for the property currently or in the reasonably foreseeable future.
2. Whether the purpose served by the property can be better accomplished by other alternatives or property.
3. Whether the purpose served by the property or its use either no longer exists or has significantly changed because of the needs and demands of the county or as may be determined by a change of policy evidenced by an ordinance or resolution of the county council.
4. Whether the property is so damaged, depreciated or worn that it is inoperable or limited in operation without repairs and the cost of such repairs is unreasonable, excessive or impractical.
5. Whether the purposes and interests of the county would be better served by the declaration of the property as surplus and the disposition of that property.

3.40.020: PROCEDURES:

A. The ~~county auditor~~ [finance department] shall maintain an official inventory of all county general fixed assets in accordance with the provisions of Utah Code Annotated section 17-36-6(1)(i), as amended, and a list of all county property that has been declared surplus.

B. Upon the declaration of any county property as surplus property, such surplus property may be disposed of by the county executive subject to the provisions of this chapter.

C. Unless provided otherwise by this chapter, the disposition of county surplus property may be by public sale, private sale, exchange, exchange and sale, option to purchase, lease, lease with an option to purchase, trade in, public auction, private auction, sale upon public advertisement by sealed bid, or by any other lawful and reasonable means.

D. No disposition of surplus property shall be made for less than a fair market value unless the county executive determines that it is in the best public interest that disposition of that surplus property be made for less than its full market value. The disposition of county surplus property for less than full market value must also be approved by the county council. Consideration may be in forms other than cash payment and may include the exchange of property or services as may be reasonably determined by the county executive.



E. The county executive shall maintain records of the manner and date of the disposal of all county surplus property as well as the amount and nature of consideration received for such property and provide copies thereof to the county auditor.

F. County employees are not prohibited from purchasing surplus county property; providing, that the provisions of this chapter are complied with and disclosure is made of the employee's county employment.

3.40.030: DISPOSAL OF PERSONAL PROPERTY:

A. For purposes of this chapter "personal property" means tangible personal property currently on the general fixed asset list.

B. If a county department head, having county personal property under his or her control or supervision which the department head has determined is no longer needed by that department or is unusable, the department head shall notify the county executive who shall in turn notify all county department heads of the availability of such property. If any other department head requests the designated available property for their respective department or division, the county executive has the option of transferring the property to the requesting department head. The county executive shall notify the ~~county auditor~~ [finance department] of all transfers.

C. If no requests for the available personal property are received from any county department head and the county executive deems it reasonable and in the public interest to dispose of the property, the county executive shall declare the property surplus and proceed to dispose of the personal property in accordance with the provisions of this chapter as the county executive deems to be in the best interest of the county.

D. If surplus personal property is not readily marketable or marketable for a fair market value because of its condition, the county executive may dispose of that personal property by any reasonable means.

E. The county clerk shall execute and deliver to the county executive the documents necessary for the sale or transfer of any titled personal property which is sold or transferred as surplus property.

F. Upon the disposal of any personal property of the county, the county executive shall forward to the ~~county auditor~~ [finance department] the revenues received to be receipted into the county funds and a record of the disposition thereof, including the date, amounts received, the manner of disposition, the party to whom the property was sold or transferred, and any



supporting documentation. The county executive shall maintain a record of final dispositions for auditing purposes.

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

1. Property which is of a unique nature and for which there is a limited market, if any.
2. Property obtained by the Cache County sheriff's office in accordance with the provisions of Utah Code Annotated section 76-10-525 (regarding disposition of weapons); Utah Code Annotated section 77-24-4 (regarding sale of unclaimed property); Utah Code Annotated section 77-24a-5 (regarding disposition of certain unclaimed property); and Utah Code Annotated section 67-4a-101 et seq., (unclaimed property act).
3. Property that has a value of less than two hundred dollars (\$200.00).

SECTION 5:

3.44.010: TRAVEL:

A. A request for travel reimbursement will only be allowed if approved according to limitations in section 3.08.060 of this title.

B. ~~A mileage log shall be kept in all county vehicles.~~ Mileage shall be logged every time the vehicle is used [as defined by IRS Treas. Reg. Section 1.61-21.] The mileage logs shall be submitted ~~monthly~~ [at the end of every payroll cycle] to department heads for approval and forwarded to the ~~county auditor's office~~ [finance department] for review and action.

C. It is the policy of the county to reimburse county employees and officers for reasonable expenses incurred in travel approved for the primary purpose of conducting bona fide county business.

D. Travel shall be by the most reasonable and least expensive means available within reasonable schedules.

E. Travel mileage expenses shall be made at a standard rate based upon current United States internal revenue service policies and shall be established by resolution of the county council.



F. Travel reimbursement for mileage expenses shall be made only to officers and employees using a private vehicle for the travel to be reimbursed.

G. Officers and employees shall, to the extent reasonably possible, use county vehicles to travel on county business. Mileage reimbursement will not be paid for the use of county vehicles.

H. When frequent flyer or bonus mileage benefits are awarded to county officers or employees for flights on commercial airlines, those county officers or employees shall be allowed to accumulate and use those benefits.

I. The county council and planning commission members may be reimbursed for the amount of their actual and reasonable traveling expenses in attending regular and special sessions and in the discharge of necessary duties; provided, that an itemized statement shall be made showing in detail the expenses incurred, and shall be subscribed to and sworn to by the member claiming such expenses.

**3.44.060: DUPLICATION OF REIMBURSEMENTS PROHIBITED;
DISTRIBUTION OF PROCEEDS FROM OUTSIDE SOURCES:**

A. No county officer or employee shall receive reimbursement for any travel, per diem or other expense if such officer or employee has received reimbursement from any other source for such expense or per diem.

B. In the event any county officer or employee receives any reimbursement from a source other than the county which duplicates any reimbursement from the county, the officer or employee shall immediately submit the reimbursement received from the outside source to the ~~county auditor~~ [finance department] and that reimbursement shall be placed back into the fund or line item budget from which the original reimbursement was taken.

3.44.070: REIMBURSEMENT PROCEDURES:

Claims for reimbursement shall be made in a manner and using voucher or other forms as required by the ~~county auditor~~ [finance department] or as provided by resolution of the county council.

SECTION 6:

3.48.030: ~~AUDITOR~~ [AUDIT]:

A. The receipt and disbursement of grant funds shall be administered by the ~~county auditor~~ [finance department].



B. The ~~county~~ [independent] auditor shall audit all funds in accordance with the standards and procedures set forth for audits in chapter 3.32 of this title and in the grant documents.

3.48.060: ~~AUDITOR'S~~ [FINANCE DEPARTMENT 'S] BUDGETARY PROCEDURES FOR APPROVED GRANTS:

A. The ~~auditor~~ [finance department] will assign specific budgetary accounts for each grant revenue and separate accounts will be assigned where necessary to identify grant expenditures. The grant application containing the detailed budget plan document will be the basis for determining the budgetary accounts.

B. All grant expenditures shall be submitted to the ~~county auditor~~ [finance department] prior to payment so the ~~auditor's office~~ [finance department] can verify that the expenditure is appropriate under the terms of the grant. The ~~auditor's office~~ [finance department] shall maintain a separate file for each grant and the file shall contain a copy of the approved grant application along with all requests for reimbursements.

C. 1. The allowable costs will be determined by federal circular A-87 and the applicable grant requirements as outlined in the specific grant applications. Circular A-87, attachment B, paragraph C, requires specific approval of the grantor agency of the following costs:

- a. Automatic data processing;
- b. Building space and related facilities;
- c. Capital expenditures;
- d. Insurance and indemnification;
- e. Management studies;
- f. Pre-agreement costs;
- g. Professional services;
- h. Proposal costs.

2. The following costs are not allowed under circular A-87:

- a. Bad debts;



- b. Contingencies;
- c. Contributions and donations;
- d. Entertainment;
- e. Fines and penalties;
- f. Governor's expenses;
- g. Interest and other financial costs;
- h. Legislative expenses;
- i. Underrecovery of costs under grant agreements.

D. All requests for reimbursements under the terms of the grant shall be coordinated through the county executive's and county ~~auditor's offices~~ [finance department]. The ~~auditor's office~~ [finance department] shall verify that all expenditure reimbursements have been properly posted to the appropriate budget. The ~~auditor's office~~ [finance department] shall coordinate with the department administering the grant on a monthly basis to ensure that all reimbursements for expenditures incurred are submitted for on a timely basis.

3.48.080: COMPLETED GRANTS:

Upon the completion of a grant, the administering department shall coordinate with the ~~auditor's office~~ [finance department] on submitting all required documentation to the granting agency as required in the approved grant application.

Ordinance No. 2022-13
Cache County, Utah
Cub River Estates I Rezone

An ordinance request to amend the County Zoning Map by rezoning 44.46 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone

Whereas, the “County Land Use Development and Management Act,” Utah Code Ann. §17-27a-101 et seq., as amended (the “Act”), provides that each county may enact a land use ordinance and a zoning map establishing regulations for land use and development; and

Whereas, pursuant to the Act, the County’s Planning Commission (the “Planning Commission”) shall prepare and recommend to the county’s legislative body, following a public hearing, a proposed land use ordinance and a zoning map, or amendments thereto, that represent the Planning Commission’s recommendations for zoning the area within the county; and

Whereas, the Planning Commission caused notice of a public hearing for the rezone to be posted at least ten (10) days before the date of the public hearing; and

Whereas, on December 2, 2021, the Planning Commission held a public hearing, accepted all comments, and continued the item for up to 90 days to allow the applicant to provide additional information regarding sensitive areas and access to staff for review. On March 3, 2022, after reviewing the additional information provided by the applicant, the Planning Commission recommended the denial of the proposed amendments to the County Council for final action; and

Whereas, the Act also provides certain procedures for the county legislative body to adopt or reject amendments to the land use ordinance and zoning map for the county; and

Whereas, following proper notice, the County Council held a public hearing on March 29, 2022, to consider any comments regarding the proposed rezone. The County Council accepted all comments; and

Now, therefore, the County Legislative Body of Cache County ordains as follows regarding the Cub River Estates I Rezone request:

1. Statutory Authority

The statutory authority for acting on this ordinance is Utah Code Annotated Sections 17-27a Part 1 and Part 3, and 17-53 part 2(1953, as amended to date).

2. Exhibits

A. Exhibit A: Rezone summary and information.

Action taken on _____, 2022.

	In Favor	Against	Abstained	Absent
Borup				
Erickson				
Gunnell				
Tidwell				
Ward				
Worthen				
Zilles				
Total				

Cache County Council:

Attest:

Barbara Tidwell, Chair
Cache County Council

Jess Bradfield
Cache County Clerk

Publication Date: _____, 2022

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Ord 2022-13
Cub River Estates I Rezone
Amending the Cache County Zoning Map by rezoning
44.46 acres of property from the Agricultural (A10) Zone
to the Rural 5 (RU5) Zone.

County Council action

Hold a public hearing to be held on March 29, 2022.

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

Planning Commission action

Denial (6-yea; 0-nay).

Public hearing held on December 2, 2021; recommendation for denial made on March 3, 2022.

Conclusion: Based on the findings of fact noted [in the staff report], the Cub River Estates I Rezone is hereby recommended for denial to the County Council as follows:

1. Access to future development on the subject property is through an area of steep and moderate slopes. The County Code does not permit any building, structure, construction, excavation, or landfilling on any area determined to be a steep slope. Though the applicant provided a concept plan that shows a road access is feasible, the needed excavation and land filling required to construct the access is located within a sensitive steep slope area in contradiction to Section 17.18.050(A)(2) of the County Land Use Code and the applicant has not demonstrated the requirements for Hardship Relief (17.18.030(D)) that the sensitive area regulations imposed by the Code deny all reasonable use of the subject property.

Staff Report review by Development Services Director

Chris Harrild

Staff Report by County Planner

Angie Zetterquist

General Description

This ordinance amends the County Zoning Map by rezoning 44.46 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone.

Additional review materials included as part of Exhibit A

Staff Report to Planning Commission

Staff Report: Cub River Estates I Rezone

3 March 2022

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

Agent: Vern Fielding

Parcel ID#: 09-025-0016

Staff Recommendation: Denial

Type of Action: Legislative

Land Use Authority: Cache County Council

Location

Reviewed by Angie Zetterquist

Project Address:
~535 East Cannibal Road
Cove

Acres: 44.46

Surrounding Uses:

North – Lewiston City/Agricultural

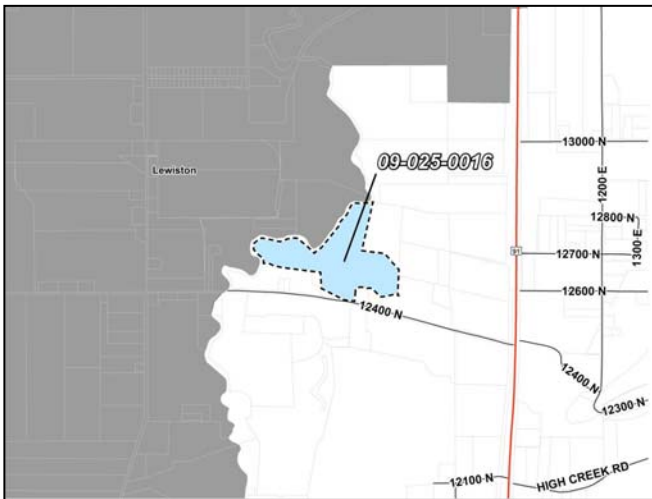
South – Agricultural/Residential

East – Agricultural

West – Lewiston City/Agricultural/Residential

Current Zoning:
Agricultural (A10)

Proposed Zoning:
Rural 5 (RU5)



Findings of Fact

A. Request description

1. A request to rezone 44.46 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone.
2. This rezone may allow the parcel to be legally divided into a maximum of 8 separate lots as part of a subdivision process.
3. The public hearing was held on December 2, 2021, but the item was continued to allow time for the applicant to provide analysis and confirmation from an engineer to the Development Services Department, Public Works Department, and Fire District to review and determine if the proposed access from Cannibal Road meets the requirements of Title 17 - Zoning Regulations, the County Road Manual, and the Fire Code. Further discussion of the analysis

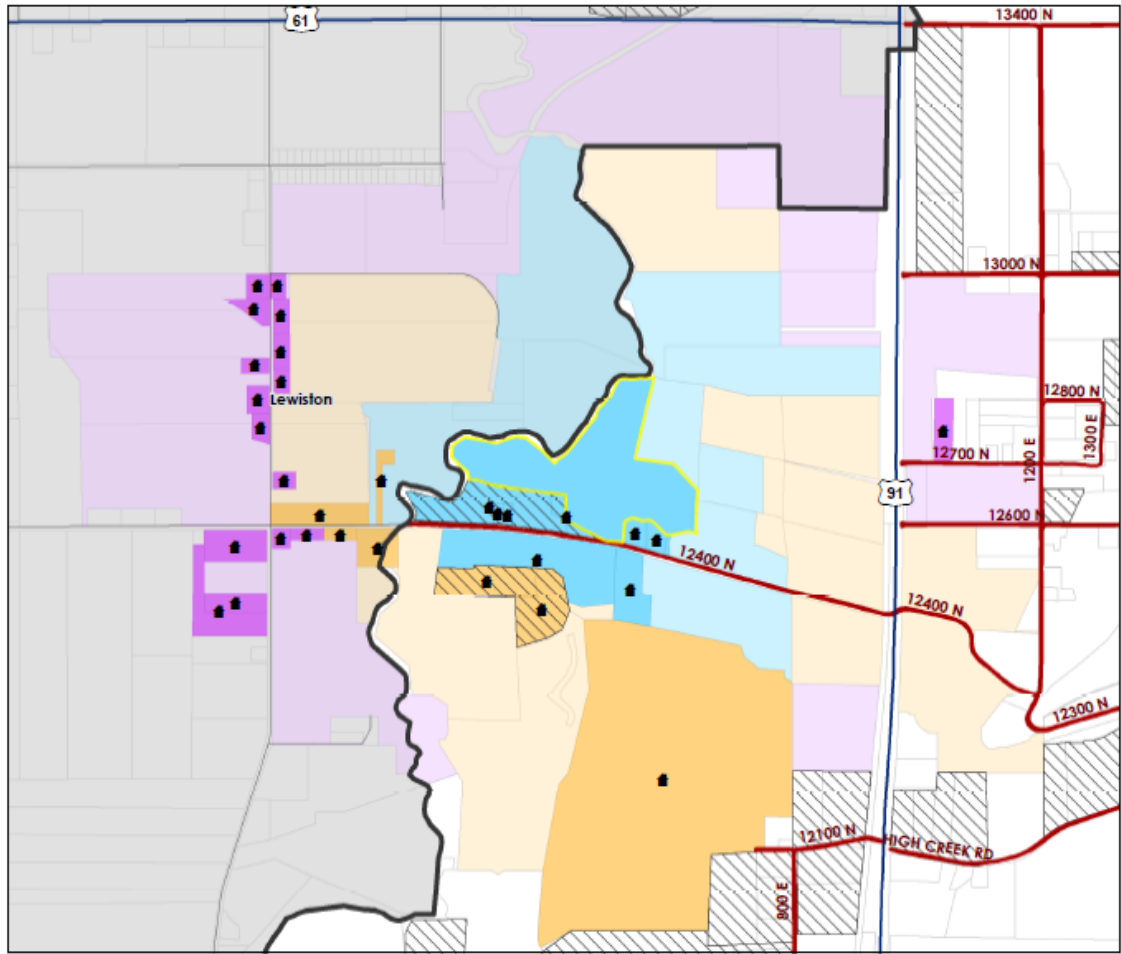
Exhibit A

provided by the applicant's engineer is located in Sections C: Access and D: Sensitive Areas of this staff report.

4. Staff has identified general information as pertains to the subject property to assist the Planning Commission and County Council in arriving at a decision. This information is reflected in the attached map (Attachment A) and in the following text:

- a. Land Use Context:

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



Average Parcel Size	
Adjacent Parcels	With a Home: 37.6 Acres (5 Parcels)
	Without a Home: 44 Acres (5 Parcels)
1/4 Mile Buffer	With a Home: 21.8 Acres (10 Parcels)
	Without a Home: 20.1 Acres (16 Parcels)
1/2 Mile Buffer	With a Home: 7.8 Acres (39 Parcels)
	With a Home in Lewiston City: 4 Acres (1 Parcel)
	Without a Home: 18.3 Acres (34 Parcels) Without a Home in Lewiston City: 28.6 Acres (7 Parcels)

Exhibit A

- iii. Schedule of Zoning Uses: Under the current County Land Use Ordinance, the RU5 Zone is more restrictive in the uses allowed when compared to the Agricultural (A10) Zone. There are no uses that are allowed as a permitted or conditional use within the RU5 Zone that are not allowed as a permitted or conditional use within the A10 Zone. The following uses are conditional uses in the A10 Zone but are not allowed in the RU5 Zone:
 - Agricultural Manufacturing
 - Recreational Facility
 - Cemetery
 - Private Airport
 - Concentrated Animal Feed Operation
 - Livestock Auction Facility
 - Topsoil Extraction
- iv. Adjacent uses: The properties adjacent to the subject rezone are primarily used for agriculture and single family dwellings with the boundaries of Lewiston City to the north and west of the proposed rezone.
- v. Annexation Areas: The subject property is not located within the Lewiston City future annexation area. As part of the application submittal, the applicant did provide a letter from the Mayor of Lewiston stating it was not part of the future annexation area nor would the City provide utilities for any future development. (Attachment B)
- 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 borders of Lewiston City are located immediately adjacent to the subject property along the north and west property lines.

The nearest RU5 zone is east of the subject property approximately 2.5 miles away as the crow flies. This RU5 zone, the Michael Allen Rezone, included a total of 31.5 acres and was approved in 2012 (Ordinance 2012-04). A four-lot subdivision (i.e., Michael Allen Subdivision) was approved in 2013. The number of lots in the Michael Allen Subdivision was limited to a maximum of 4 lots after non-developable sensitive areas were removed from the gross acreage.

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

- 5. 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.
- 6. The current County Land Use Ordinance does not specify appropriate locations for the Rural 5 (RU5) Zone but does contain possible guidelines for its implementation. County Land Use Ordinance §17.08.030 [B] [1] identifies the purpose of the RU5 Zone and includes the following:
 - a. “To allow for residential development in a low density pattern that can allow for rural subdivisions and smaller scale agricultural uses. This type of development should be located and designed to not unreasonably impede adjacent agricultural uses, nor to unreasonably conflict with the development standards of adjacent municipalities.
 - b. To implement the policies of the Cache Countywide Comprehensive Plan, including those regarding improved roadways, density based residential standards, clustering, moderate income housing and municipal standards.

Exhibit A

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.”

7. 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

8. The Road Manual specifies the following:

9. §16.04.040 [A] Roads – All roads must be designed and constructed in accordance with Title 12 of the County Code.

10. §12.02.010 Roadway Standards – Requirements for roadway improvement are provided in the current Manual of Roadway Design and Construction Standards (Road Manual).

11. A basic review of the access to the subject property identifies the following:

12. Primary access to the subject properties is from 12400 North/Cannibal Road, a County road.

a. 12400 North/Cannibal Road:

i. Is an existing county facility that provides access to agricultural and residential lots and has access to US Highway 91.

ii. Is classified as a Major Local road.

iii. The road consists of a 20-foot-wide paved surface, but is substandard as to right-of-way and paved and gravel shoulders.

iv. The subject property has approximately 187 feet of frontage along the County road. The frontage is at grade with the road, but the terrain contains moderate and steep slopes approximately 220 feet into the property before it plateaus onto the flat agricultural field (Attachment C). Current agricultural access to the property is located on an adjacent parcel to the east of the subject property (parcel #09-030-0009). The applicant is proposing that access to the property for future development would be directly from the County road where the property has frontage. Prior to the December 2, 2021, meeting the applicant stated that the property owner had consulted with an engineer who indicated that access which meets the current County Road Manual requirements is possible; however, no plans had been drafted to confirm access at that time. Consequently, the rezone request was continued to allow the applicant time to provide analysis and confirmation from an engineer to the Development Services Office, Public Works Department, and the Fire District for review.

D. Sensitive Areas:

13. **§17.18.050: Standards and Development Plan:**

These standards are provided to ensure that any development proposed wholly, or in part, within a sensitive area recognizes the physical and environmental constraints of the development site. These standards shall supplement, and are in addition to, other development standards provided by this code, state, and/or federal code or rule. At the time of application, provide a development plan for the property that addresses and includes the following:

A. *Nondevelopable: As applicable, provide a description of all impacts and mitigation regarding development activities that will or are likely to impact any nondevelopable areas on the property.*

2. *Steep Slopes: No building, structure, construction, excavation, or landfilling shall occur on any area determined to be a steep slope.*

a. In response to the Planning Commission’s request for additional information, the applicant’s engineer submitted a letter stating that an analysis had been completed (Attachment D) and that he had determined access across the steep slopes was feasible. However, at that time, no supporting documentation was provided. Later, the engineer

Exhibit A

provided a concept plan (Attachment E) that illustrated a 288-foot access road could be cut through the steep slope area with a slope of plus/minus 7%.

After reviewing the concept plan, the County Engineer concluded an access road is feasible that meets the County Road Manual requirements for grade as the proposed road slope is less than the maximum 10% allowed. The Fire Marshal also reviewed the concept plan and determined the proposed slope will meet the requirements of the Fire Code.

However, in reviewing the concept plan against the requirements of the County Land Use Code, specifically §17.18.050 Standards and Development Plan, item A, number 2 (copied above), the proposed access road, though feasible, would require construction, excavation, and land filling in a sensitive steep slope area, which is not permitted per the Code.

Section 17.18.030(D) Hardship Relief, does allow some flexibility: *“If the applicant demonstrates that the regulations imposed by this chapter would deny all reasonable use of the subject property, the county council, following the receipt of a recommendation from the planning commission, may modify the exercise of these requirements to provide the applicant reasonable use of the property and may provide a modified determination of development potential...”*

Given the needed excavation and land filling required to place the proposed access road through the sensitive steep slope area and that no demonstration has been made that the requirements of the Code *“deny all reasonable use of the subject property”*, the provided concept plan does not provide justification to change staff’s recommendation to deny the rezone request.

E. Service Provisions:

14. §16.04.080 [C] Fire Control – The County Fire District had no comments on the rezone. Future access must be reevaluated and may require improvements based on the location of any proposed structure on lots created through a subdivision process.
15. §16.04.080 [F] Solid Waste Disposal – Logan City Environmental provides refuse collection for the subject property, but did not have any comments on the rezone request.

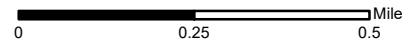
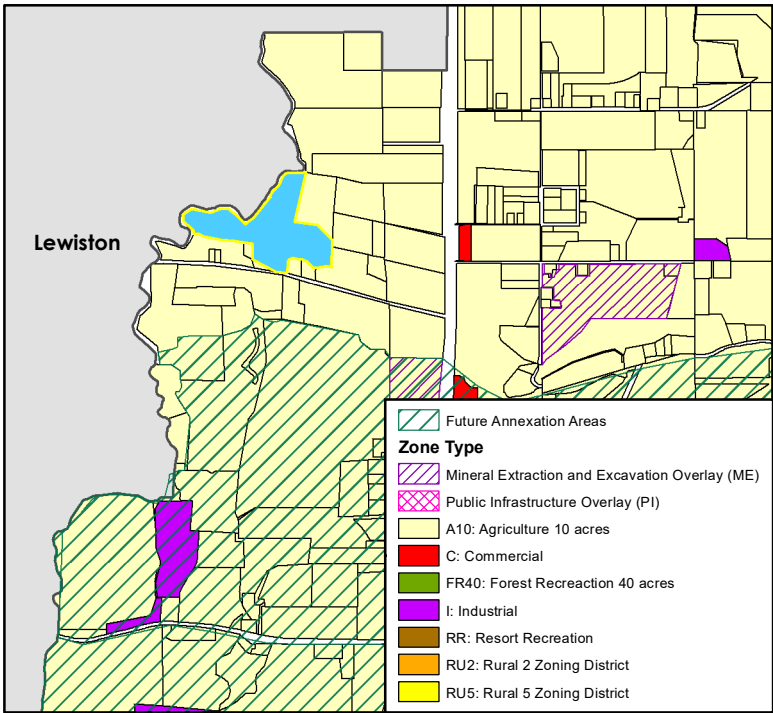
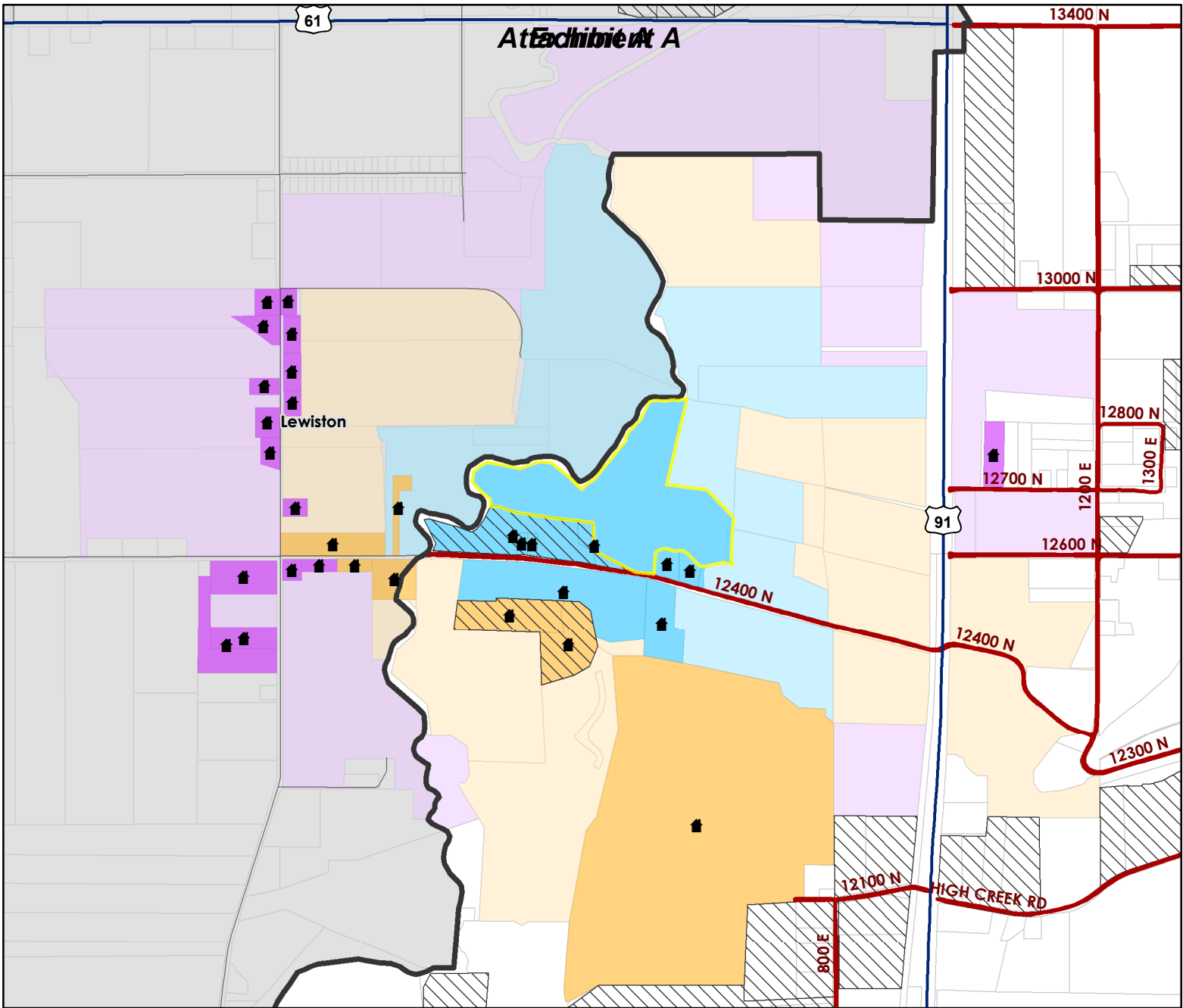
F. Public Notice and Comment—§17.02.040 Notice of Meetings

16. Public notice was posted online to the Utah Public Notice Website on 19 November 2021.
17. Notices were posted in three public places on 19 November 2021.
18. Notices were mailed to all property owners within 300 feet and Lewiston City on 19 November 2021.
19. At this time, no written public comment regarding this proposal has been received by the Development Services Office.

Recommendation and Conclusion

Based on the findings of fact noted herein, the Cub River Estates I Rezone is hereby recommended for denial to the County Council as follows:

1. Access to future development on the subject property is through an area of steep and moderate slopes. The County Code does not permit any building, structure, construction, excavation, or landfilling on any area determined to be a steep slope. Though the applicant provided a concept plan that shows a road access is feasible, the needed excavation and land filling required to construct the access is located within a sensitive steep slope area in contradiction to Section 17.18.050(A)(2) of the County Land Use Code and the applicant has not demonstrated the requirements for Hardship Relief (17.18.030(D)) that the sensitive area regulations imposed by the Code deny all reasonable use of the subject property.



Legend

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

Average Parcel Size	
Adjacent Parcels	With a Home: 6.2 Acres (6 Parcels)
	Without a Home: 14.7 Acres (5 Parcels)
	Without a Home in Smithfield City: Acres (Parcels)
1/4 Mile Buffer	With a Home: 6.6 Acres (11 Parcels)
	With a Home in Smithfield City: 1 Acre (1 Parcel)
	Without a Home: 10.5 Acres (20 Parcels) Without a Home in Smithfield City: 8.8 Acres (13 Parcels)
1/2 Mile Buffer	With a Home: 7.1 Acres (16 Parcels)
	With a Home in Smithfield City: 0.4 Acres (173 Parcels)
	Without a Home: 13.3 Acres (38 Parcels) Without a Home in Smithfield City: 3.8 Acres (58 Parcels)



11/15/2021

Attachment B

October 14, 2021

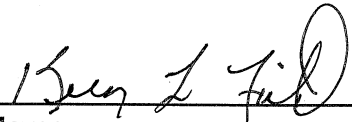
Lewiston City Corporation
PO Box 36
Lewiston, UT 84320

RE: TAX ID#09-025-0016

To Whom It May Concern:

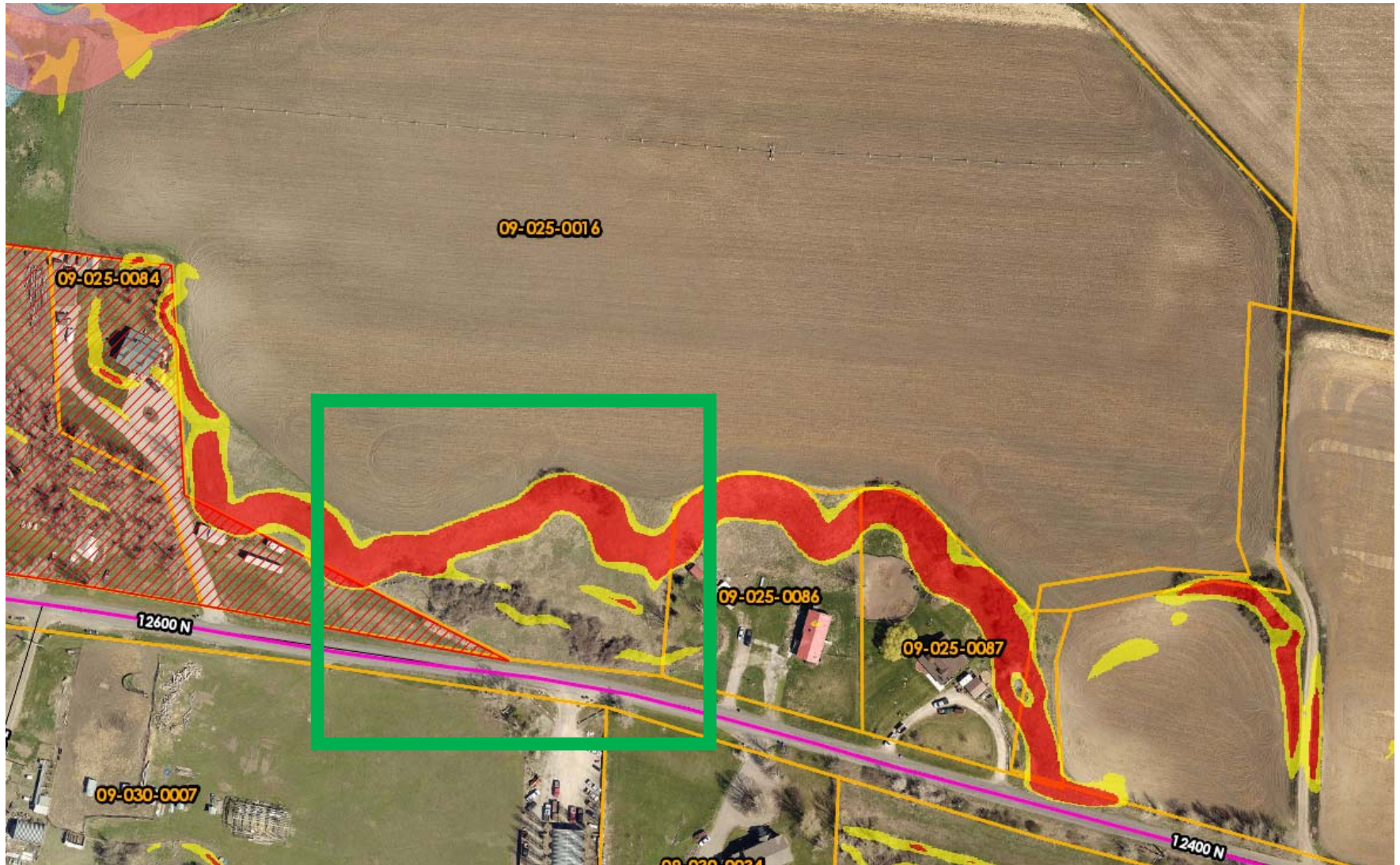
We have reviewed tax id#09-025-0016 for annexation potential. As of October ^{19, 2021} ~~14, 2022~~ ^{KF}, this parcel is not included in our long-term annexation plans, nor does Lewiston City anticipate providing any utilities to this property.

Thanks for your consideration.



Mayor

Exhibit A
Attachment C



Red = steep slopes (>30%)

Exhibit A
Attachment C



View North East

Exhibit A
Attachment C



View North West

Exhibit A
Attachment C



View West



Jan 20, 2022

To Whom It May Concern:

Todd Davis hired me, to provide a preliminary analysis of a future access road to a proposed development located at approximately 500 E Cannibal Rd, Lewiston Utah known as Tax Parcel No. 09-025-0016.

I have completed a topographic survey of the above-mentioned parcel to determine if a future road meets the road grade standards per Cache County Roads as specified in Table B-4 "Maximum Grades for Cache County Roads". The subject property has some relief to it but the proposed access road from Cannibal Road will fall below the 10% road grade as specified for "Rolling Terrain".

I find the subject property to be a great site for a proposed development and will conform to the Cache County "Manual of Roadway Design and Construction Standards".

Contact me if you have any questions.

Sincerely,

Benjamin Johnston, P.E., P.L.S.

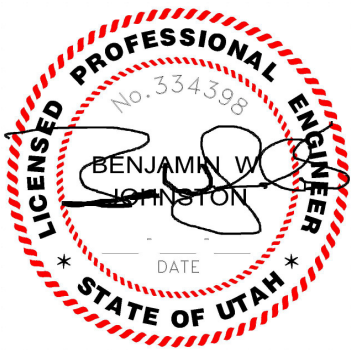


Exhibit A

Attachment E

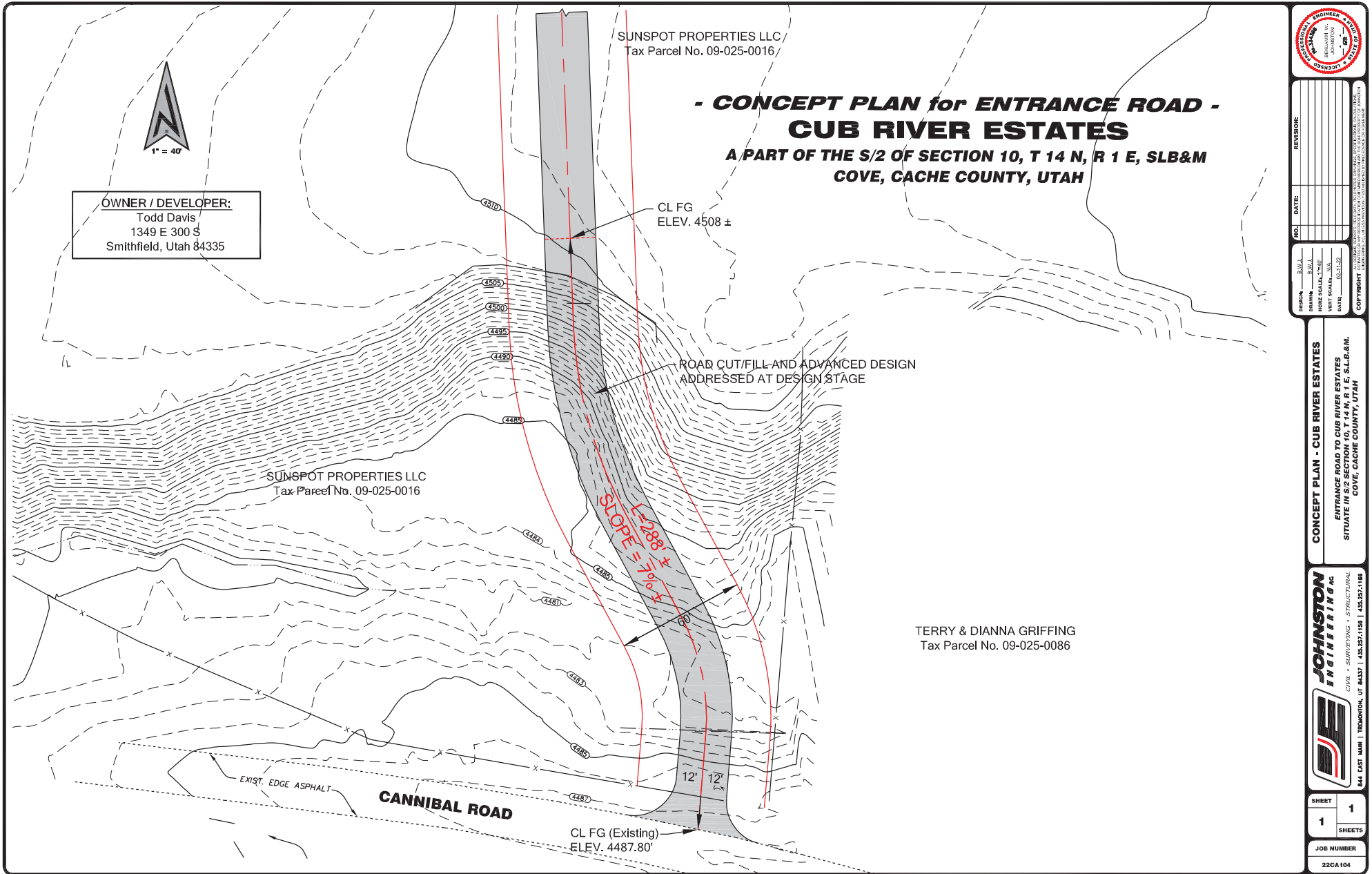


Exhibit B: Ordinance 2022-13

Zoning Map of Cache County – Affected Portion
Cub River Estates I Rezone



The following legal description reflects the noted properties above to be rezoned from Agricultural (A10) to Rural 5 (RU5):

09-025-0016

BEG ON EAST BANK OF CUB RIVER N0°07'19"W 840.07 FT ALG SEC LN & N89°52'41"E 1911.75 FT FROM SW COR SEC 10 T 14N R 1E & TH ALG SD BANK OF RIVER IN 21 COURSES: N51°30'49"E 84.8 FT N58°45'33"E 88.23 FT S79°16'18"E 184.23 FT S77°33'55"E 148.5 FT N70°06'01"E 141.17 FT N75°25'58"E 76.68 FT S86°03'15"E 101.87 FT S51°10'17"E 217.9 FT S45°57'43"E 183.8 FT N44°14'23"E 43.76 FT N51°56'01"E 50.64 FT N56°48'21"E 67.21 FT N38°52'59"E 496.55 FT N3°13'49"E 38.62 FT N34°23'12"E 49.81 FT N42°52'38"E 162.88 FT N24°14'42"E 156.48 FT N49°08'36"E 60.94 FT N74°41'02"E 50.72 FT S86°41'23"E 180.89 FT N70°46'27"E 115.41 FT TH S79°56'19"E 14.99 FT S13°02'52"W 883.39 FT S82°36'47"E 406.36 FT S43°18'30"E 376.32 FT S3°09'32"W 415.54 FT S19°27'28"E 47.67 FT N81°03'38"W 96.44 FT S78°34'59"W 180.38 FT S89°33'44"W 50.32 FT N45°29'25"W 177.3 FT TO PT ON 100 FT RADIUS CURVE TO LEFT TH ALG SD CURVE 101.25 FT TH ALG ARC OF CURVE TO RIGHT 70.35 FT TH ALG ARC OF CURVE TO LEFT 130.09 FT (SEE DEED FOR CURVE DETAIL) TH S57°10'36"W 35.01 FT S1°31'51"W 33.31 FT S5.0719W 179.0 FT TO N R/W LN OF COUNTY ROAD TH N83.2854W 188.27 FT ALG SD ROAD TO N BNDRY LN OF BURNETT ESTATES SUBD TH ALG SD SUBD IN 8 COURSES: N63°05'47"W 452.54 FT N3°17'34"W 285.15 FT N82°54'40"W 301.34 FT N82°41'45"W 237.9 FT N82°14'39"W 169.63 FT N76°45'58"W 135.06 FT N65°44'53"W 95.88 FT S88°59'39"W 90.48 FT TO BANK OF SD CUB RIVER TH ALG SD RIVER IN 4 COURSES: N3°06'03"W 71.06 FT N50°22'32"W 135.98 FT N41°20'18"W 105.27 FT N2°03'28"E 105.06 FT TO THE POB CONT 44.46 AC M/B

**CACHE COUNTY
RESOLUTION 2022-07**

**RESOLUTION DECLARING COUNTY INTEREST IN REAL PROPERTY LOCATED ON WOLF
PACK WAY, DESCRIBED AS PARCEL NUMBER 04-058-0048 AS SURPLUS PROPERTY**

WHEREAS, Cache County intends to sell the County interest in real property described in Exhibit “A”; and

WHEREAS, Utah Code Ann. Section 17-50-312 provides that the county legislative body shall provide by ordinance, resolution, rule or regulation for the manner in which property shall be acquired, managed, and disposed of; and

WHEREAS, prior to the sale of said Property, Cache County Ordinance Section 3.40.010 requires the Cache County Council to declare said property as “Surplus Property”; and

WHEREAS Cache County Ordinances Sections 3.40.020 and 3.40.040 establish the procedures and protocols that must be followed prior to declaring the property as “Surplus Property” before it can be conveyed to a purchaser; and

WHEREAS the Cache County Council must hold a public hearing pursuant to Cache County Ordinance Section 3.40.040(B) before, by motion and vote, the Cache County Council can declare the Property as “Surplus Property” so that it can be conveyed to a purchaser; now

THEREFORE, the Cache County Council finds as follows:

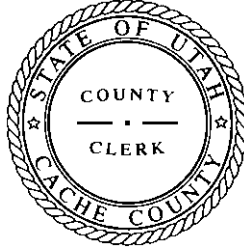
1. That it is in the public interest that the subject real property be disposed of as surplus property. In determining whether the property shall be declared surplus, the County Council has taken into consideration:
 - a. Whether the county has, or anticipates that it will have, no practical, economical, efficient or appropriate use for the property currently or in the reasonably foreseeable future.
 - b. Whether the purpose served by the property can be better accomplished by other alternatives or property.
 - c. Whether the purpose served by the property or its use either no longer exists or has significantly changed because of the needs and demands of the county or as may be determined by a change of policy evidenced by an ordinance or resolution of the county council.
 - d. Whether the property is so damaged, depreciated or worn that it is inoperable or limited in operation without repairs and the cost of such repairs is unreasonable, excessive or impractical.
 - e. Whether the purposes and interests of the county would be better served by the declaration of the property as surplus and the disposition of that property.

THEREFORE, the Cache County Council, after holding a public hearing, resolves that the property, better described in "Exhibit A" shall be declared surplus, and that such surplus property may be disposed of by the County Executive subject to the provisions of Cache County Code Chapter 3.40. This resolution takes effect immediately upon adoption.

Dated this 29th day of March, 2022.

ATTESTED TO:

Jess W. Bradfield
Cache County Clerk/Auditor



CACHE COUNTY COUNCIL

Barbara Y. Tidwell
Council Chair

EXHIBIT A

LOT 8 CACHE RECREATION COMPLEX SUBDIVISION UNIT 1 CONT 3.11 AC, AS SHOWN ON THE OFFICIAL PLAT THEREOF FILED IN THE OFFICE OF THE CACHE COUNTY RECORDERS OFFICE. 04-058-0048



**CACHE COUNTY
RESOLUTION 2022-08**

**RESOLUTION AUTHORIZING CONVEYANCE OF REAL PROPERTY LOCATED ON
WOLF PACK WAY, DESCRIBED AS PARCEL NUMBER 04-058-0048**

WHEREAS, Cache County owns a 3.11 acre parcel of real property identified by tax ID number 04-058-0048 and Cache County does not have a future interest in this real property; and

WHEREAS, Cache County has previously declared by Resolution, the property as “Surplus Property” pursuant to Cache County Ordinances 3.40.010, 3.40.020, and 3.40.040, and

WHEREAS, an interested party has submitted an acceptable bid to purchase the property; and

WHEREAS, the County Executive intends to execute a warranty deed conveying all rights, title, and interest in the real property described in this resolution and attached as Exhibit A to the purchaser; and

WHEREAS, Utah Code Ann. Section 17-50-312 provides that the county legislative body shall provide by ordinance, resolution, rule or regulation for the manner in which property shall be acquired, managed, and disposed of and requires the County to provide reasonable notice of the proposed disposition at least 14 days before the opportunity for public comment and allow an opportunity for public comment on the proposed disposition; and

WHEREAS the Cache County Council must hold a public hearing before the Surplus Property can be disposed of by conveyance to the purchaser, AKA Holdings, LLC, and/or assigns; now

THEREFORE, the Cache County Council finds as follows:

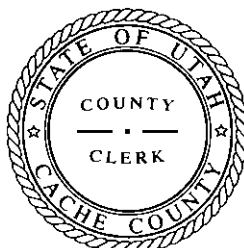
1. That the parcel identified by tax ID number 04-058-0048 was declared “Surplus Property” by the County Council on March 29, 2022 at a public hearing by Resolution 2022-07, and
2. That pursuant to Cache County Ordinance 3.40.020, the property is being sold for not less than fair market value to AKA Holdings, LLC, and/or assigns, for \$632,500.00.

THEREFORE, the Cache County Council, after holding a public hearing, resolves that the Property, better described in “Exhibit A” has been declared surplus, and that such surplus property may be disposed of by the County Executive by executing an appropriate deed to AKA Holdings, LLC, and/or assigns. This resolution takes effect immediately upon adoption.

Dated this 29th day of March, 2022.

ATTESTED TO:

Jess W. Bradfield
Cache County Clerk/Auditor



CACHE COUNTY COUNCIL

Barbara Y. Tidwell
Council Chair

EXHIBIT A

LOT 8 CACHE RECREATION COMPLEX SUBDIVISION UNIT 1 CONT 3.11 AC, AS SHOWN ON THE OFFICIAL PLAT THEREOF FILED IN THE OFFICE OF THE CACHE COUNTY RECORDERS OFFICE. 04-058-0048



RESOLUTION NO. 2022-06

A RESOLUTION INCREASING THE BUDGET APPROPRIATIONS FOR CERTAIN COUNTY DEPARTMENTS.

The Cache County Council, in a duly convened meeting, pursuant to Sections 17-36-12 through 17-36-26, Utah Code Annotated, 1953 as amended, finds that certain adjustments to the Cache County budget for 2022 are reasonable and necessary; that 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 2022 budget for Cache County:

See attached

Section 2.

Other than as specifically set forth above, all other matters set forth in the 2022 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 April 12, 2022.

ATTESTED TO:

CACHE COUNTY COUNCIL

Jess Bradfield, Cache County Clerk-Auditor

Barbara Tidwell, Council Chair



Budget Amendment Account Detail

Hearing Date: 03.29.2022; Vote Date: 04.12.2022

Account	Title	Amount	Source or Department	Fund
1. Add another contract public defender to help with district court cases. Trials are increasing this year as courts open up, and extra help is needed for the case loads.				
100-4126-310	PROFESSIONAL AND TECHNICAL	50,000	Public Defender	General
100-38-90000	APPROPRIATED FUND BALANCE	-50,000	Use of Fund Balance	General
2. Delay wifi project on CIP due to product availability. Requesting funds be moved to renew support and maintenance contracts on existing equipment.				
100-4136-215	SOFTWARE SUBSCRIP & LICENSES	35,000	IT	General
100-4136-251	NON-CAPITALIZED EQUIPMENT	-35,000	IT	General
3. Temporary help for assistance with tax records and additional funding for audit contracts to perform internal audits. Funding is being offset from elections, because grant funding for elections is anticipated.				
100-4141-125	SEASONAL EMPLOYEES	4,500	Auditor	General
100-4141-130	EMPLOYEE BENEFITS	500	Auditor	General
100-4141-310	PROFESSIONAL & TECHNICAL	15,000	Auditor	General
100-4170-740	CAPITALIZED EQUIPMENT	-20,000	Elections	General
4. Promote part time staff member in Recorder's Office to Chief Deputy Recorder, and provide additional seasonal employee hours.				
100-4144-120	PART TIME EMPLOYEES	27,000	Recorder	General
100-4144-125	SEASONAL EMPLOYEES	20,800	Recorder	General
100-4144-130	EMPLOYEE BENEFITS	7,200	Recorder	General
100-4144-110	FULL TIME EMPLOYEES	-47,800	Recorder	General
100-4800-190	COMPENSATION RESERVE	-7,200	Compensation Reserve	General
5. Autocad licenses for additional employees. Employee count needing licenses increased from 3 to 6.				
100-4144-311	SOFTWARE PACKAGES	7,000	Recorder	General
100-38-90000	APPROPRIATED FUND BALANCE	-7,000	Use of Fund Balance	General
6. Allocation of ARPA funding, under the provision of Effective Service Delivery, under Public Sector Capacity, as part of Responding to the Public Health Emergency and Negative Economic Impacts of COVID-19. This project is to scan index books and plats on site in the County Recorder's office and make these records available online through the County's website. This project has been reviewed and is recommended by the Budget Committee.				
100-4144-310	PROFESSIONAL & TECHNICAL	100,000	Recorder	General
100-38-93100	APPROP FUND BAL - COVID RELIEF	-100,000	Use of Fund Balance	General



Budget Amendment Account Detail

Hearing Date: 03.29.2022; Vote Date: 04.12.2022

Account	Title	Amount	Source or Department	Fund
<p>7. Payroll for part time cleaning staff. The contract with the external party was cancelled. These funds add 1 additional part time employee and equalize wages for part time cleaning staff at \$16.92 per hour.</p>				
100-4160-620	MISC SERVICES	-31,000	Buildings and Grounds	General
100-4160-120	PART TIME EMPLOYEES	28,400	Buildings and Grounds	General
100-4160-130	EMPLOYEE BENEFITS	2,600	Buildings and Grounds	General
<p>8. Project funding for the Animal Shelter appropriating all unspent funds from 2021. The project began in 2021 and will be completed this year.</p>				
100-4215-720	BUILDING	2,881,100	Sheriff: Administration	General
100-38-90000	APPROPRIATED FUND BALANCE	-27,500	Use of Fund Balance	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-2,853,600	Use of Fund Balance	General
<p>9. Additional cost for inmate meals. The budget estimated an increase of 3.0%, but the actual cost increase for the meal contract was 6.2%.</p>				
100-4230-381	MEALS	12,300	Sheriff: Corrections	General
100-38-90000	APPROPRIATED FUND BALANCE	-12,300	Use of Fund Balance	General
<p>10. Additional cost for inmate medical contract. The budget estimated an increase of 3.00%, but the actual cost increase for the contract was 4.33%. Armor Correctional also requested the addition of one FT LPN or RN nurse to the contracted medical staff to help with increased workloads due to Covid and an increased average daily population (ADP) of inmates. Requesting the \$69,900 for the FT LPN nurse because the cost is lower, but the help is needed.</p>				
100-4230-310	PROFESSIONAL & TECHNICAL	15,900	Sheriff: Corrections	General
100-4230-310	PROFESSIONAL & TECHNICAL	69,900	Sheriff: Corrections	General
100-38-90000	APPROPRIATED FUND BALANCE	-85,800	Use of Fund Balance	General
<p>11. Budgeted for a Rosenbauer structure engine and ordered in 2021, but can't deliver until 2024, offererd another structure engine that could be delivered in 2022. Requesting to use unused 2021 funds for stucture engine purchase in 2022.</p>				
100-4265-740	CAPITALIZED EQUIPMENT	325,000	Fire	General
100-38-90000	APPROPRIATED FUND BALANCE	-325,000	Use of Fund Balance	General
<p>12. Reclass a seasonal employee at the Fairgrounds to a part time employee.</p>				
100-4511-120	PART TIME EMPLOYEES	19,400	Fairgrounds	General
100-4511-125	SEASONAL EMPLOYEES	-19,400	Fairgrounds	General



Budget Amendment Account Detail

Hearing Date: 03.29.2022; Vote Date: 04.12.2022

Account	Title	Amount	Source or Department	Fund
13. Upgrade sound system at the Fairgrounds. Funding is provided by the Transient Room Tax revenues from the Visitor's Bureau.				
100-4511-260	BUILDING & GROUNDS	25,000	Fairgrounds	General
100-38-10230	TRANSFER IN - VISITOR'S BUREAU	-25,000	Transfers from Other Funds	General
230-38-90000	APPROPRIATED FUND BALANCE	-25,000	Use of Fund Balance	Visitor's Bureau
230-4810-100	TRANSFER OUT - GENERAL FUND	25,000	Transfers to Other Funds	Visitor's Bureau
14. New full-time position and two part-time positions to provide custodial services to fairgrounds complex and be an evening contact during events.				
100-4511-110	FULL TIME EMPLOYEES	38,400	Fairgrounds	General
100-4511-125	SEASONAL EMPLOYEES	35,200	Fairgrounds	General
100-4511-130	EMPLOYEE BENEFITS	32,300	Fairgrounds	General
100-38-90000	APPROPRIATED FUND BALANCE	-105,900	Use of Fund Balance	General
15. Additional funding for increased costs of hotels for Fair judges and entertainers. This amount has been estimated, because the actual number of rooms has not yet been determined.				
100-4620-230	TRAVEL	5,100	Fair and Rodeo	General
100-38-90000	APPROPRIATED FUND BALANCE	-5,100	Use of Fund Balance	General
16. The cost of the Fair Entry software program have increased, so additional funding is needed.				
100-4620-311	SOFTWARE	1,200	Fair and Rodeo	General
100-38-90000	APPROPRIATED FUND BALANCE	-1,200	Use of Fund Balance	General
17. Additional funding for increased costs of hotels for Rodeo entertainment. This amount has been estimated, because the actual number of rooms has not yet been determined.				
100-4621-230	TRAVEL	12,000	Fair and Rodeo	General
100-38-90000	APPROPRIATED FUND BALANCE	-12,000	Use of Fund Balance	General
18. Appropriation for assistance and advice to lobby for County interests.				
100-4131-310	PROFESSIONAL & TECHNICAL	36,000	Executive	General
100-38-90000	APPROPRIATED FUND BALANCE	-36,000	Use of Fund Balance	General
19. Annual assessment for the state Surviving Spouse Fund for Public Safety and Firefighter employees.				
100-4960-600	MISCELLANEOUS EXPENSE	16,000	Miscellaneous and General	General
100-38-90000	APPROPRIATED FUND BALANCE	-16,000	Use of Fund Balance	General



Budget Amendment Account Detail

Hearing Date: 03.29.2022; Vote Date: 04.12.2022

Account	Title	Amount	Source or Department	Fund
20. Estimated additional cost for 2 vehicles in the Assessor's Office. These 2 vehicles are part of the normal annual rotation.				
150-4146-740	CAPITALIZED EQUIPMENT	2,600	Assessor	Tax Administration
150-38-90000	APPROPRIATED FUND BALANCE	-2,600	Use of Fund Balance	Tax Administration
21. Enforcement Officer for Land use and Building Code enforcement transitioning from part-time to full-time				
200-4180-110	FULL TIME EMPLOYEES	40,900	Zoning Administration	Municipal Services
200-4180-130	EMPLOYEE BENEFITS	23,000	Zoning Administration	Municipal Services
200-4180-120	PART TIME EMPLOYEES	-18,300	Zoning Administration	Municipal Services
200-38-92000	APPROP FUND BALANCE - MSF	-45,600	Use of Fund Balance	Municipal Services
22. New paid intern position to assist with County-wide planning, regional trails issues, and zoning.				
200-4180-125	TEMPORARY EMPLOYEES	12,900	Zoning Administration	Municipal Services
200-4180-130	EMPLOYEE BENEFITS	1,200	Zoning Administration	Municipal Services
200-38-92000	APPROP FUND BALANCE - MSF	-14,100	Use of Fund Balance	Municipal Services
23. Signs and stands to improve public notice.				
200-4180-251	NON CAPITALIZED EQUIPMENT	2,000	Zoning Administration	Municipal Services
200-38-92000	APPROP FUND BALANCE - MSF	-2,000	Use of Fund Balance	Municipal Services
24. Create a new Public Works Administration department and use old accounting structure for new Engineering department.				
200-4410-110	FULL TIME EMPLOYEES	186,700	Public Works Admin	Municipal Services
200-4410-130	EMPLOYEE BENEFITS	115,000	Public Works Admin	Municipal Services
200-4410-210	SUBSCRIPTIONS & MEMBERSHIPS	2,700	Public Works Admin	Municipal Services
200-4410-230	TRAVEL & TRAINING	5,000	Public Works Admin	Municipal Services
200-4410-240	OFFICE EXPENSE	4,300	Public Works Admin	Municipal Services
200-4410-250	EQUIPMENT SUPPLIES & MAINT	4,300	Public Works Admin	Municipal Services
200-4410-251	NON CAPITALIZED EQUIPMENT	5,000	Public Works Admin	Municipal Services
200-4410-260	BUILDINGS AND GROUNDS	5,000	Public Works Admin	Municipal Services
200-4410-270	UTILITIES	51,200	Public Works Admin	Municipal Services
200-4410-280	COMMUNICATIONS	2,100	Public Works Admin	Municipal Services
200-4410-311	SOFTWARE	700	Public Works Admin	Municipal Services
200-4410-620	MISCELLANEOUS SERVICES	23,500	Public Works Admin	Municipal Services
200-4415-251	NON-CAPITALIZED EQUIPMENT	-5,000	Roads	Municipal Services
200-4415-251	NON-CAPITALIZED EQUIPMENT	-5,000	Roads	Municipal Services
200-4415-270	UTILITIES	-51,200	Roads	Municipal Services
200-4475-110	FULL TIME EMPLOYEES	-186,700	Engineering	Municipal Services
200-4475-130	EMPLOYEE BENEFITS	-115,000	Engineering	Municipal Services
200-4475-210	SUBSCRIPTIONS & MEMBERSHIPS	-2,700	Engineering	Municipal Services
200-4475-230	TRAVEL & TRAINING	-5,000	Engineering	Municipal Services
200-4475-240	OFFICE EXPENSE	-4,300	Engineering	Municipal Services



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Account	Title	Amount	Source or Department	Fund
200-4475-250	EQUIPMENT SUPPLIES & MAINT	-4,300	Engineering	Municipal Services
200-4475-280	COMMUNICATIONS	-2,100	Engineering	Municipal Services
200-4475-311	SOFTWARE	-700	Engineering	Municipal Services
200-4475-620	MISC SERVICES	-23,500	Engineering	Municipal Services

25. The original budget has \$50,000 for a mid-size excavator. This amount should have been increased to reflect the full cost of the equipment, also showing a budgeted revenue for the trade-in value of \$70,000. Since the time of the original request, the cost of the excavator has increased by \$54,000. This request recognizes the trade-in value and requests funding for the increased cost.

200-4415-740	CAPITALIZED EQUIPMENT	124,000	Roads	Municipal Services
200-36-51100	SALE OF CAPITAL ASSETS - ROAD	-70,000	Sale of Assets	Municipal Services
200-38-92000	APPROP FUND BALANCE - MSF	-54,000	Use of Fund Balance	Municipal Services

26. State funding for Section Corner projects.

200-4475-326	PROF & TECH - SECTION CORNERS	9,000	Engineering	Municipal Services
200-33-44990	STATE AWARDS - OTHER	-9,000	Intergovernmental	Municipal Services

27. The current part-time Assistant Trails Planner is transitioning to a full-time position.

200-4780-110	FULL TIME EMPLOYEES	25,800	Trails Management	Municipal Services
200-4780-130	EMPLOYEE BENEFITS	18,500	Trails Management	Municipal Services
200-4780-120	PART TIME EMPLOYEES	-9,800	Trails Management	Municipal Services
200-38-92000	APPROP FUND BALANCE - MSF	-34,500	Use of Fund Balance	Municipal Services

28. Provide funding to allow the Cache Valley Visitor's Bureau Advisory Board to assist in other community projects of a smaller nature in a timely way, because budget amendments are only held once a quarter.

230-38-90000	APPROPRIATED FUND BALANCE	-25,000	Use of Fund Balance	Visitor's Bureau
230-4780-920	CONTRIBUTIONS TO OTHER UNITS	25,000	Cache Valley Visitor's Bureau	Visitor's Bureau

29. New full-time Office Specialist position for the Meals on Wheels office. Starting pay is requested to be \$17 per hour. Since this is a full-time position, benefit cost is also estimated. Funding provides for a new hire beginning on April 1.

240-4971-110	FULL TIME EMPLOYEES	26,600	Senior Center	Council on Aging
240-4971-130	EMPLOYEE BENEFITS	21,500	Senior Center	Council on Aging
240-38-90000	APPROPRIATED FUND BALANCE	-48,100	Use of Fund Balance	Council on Aging



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Account	Title	Amount	Source or Department	Fund
30. CDBG grant awarded for 2 MOW trucks for the Senoir Center.				
240-4971-740	CAPITALIZED EQUIPMENT	121,000	Senior Center	Council on Aging
240-33-18000	FEDERAL GRANT - CDBG	-121,000	Intergovernmental	Council on Aging
31. Orders for made for equipment in 2021, but due to provider delays, the equipment was not received until 2022. The equipment includes two stainless steel worktables with sinks and one without a sink.				
240-4970-251	NON CAPITALIZED EQUIPMENT	5,200	Nutrition	Council on Aging
240-38-90000	APPROPRIATED FUND BALANCE	-5,200	Use of Fund Balance	Council on Aging
32. Remaining State grant to paint and reseal taxiway. Project was started in 2021 and will be completed this year.				
277-33-44402	STATE GRANT	-102,800	Intergovernmental	Airport
277-4460-739	GRANT PROJECTS	102,800	Airport	Airport
33. Grant from FAA - Airport Rescue				
277-33-15300	FED GRANT - FAA CARES ACT	-59,000	Intergovernmental	Airport
277-4460-739	GRANT PROJECTS	59,000	Airport	Airport
34. Project funding for rehab of runway 17/35. Project began in 2021 and will be completed this year.				
277-33-15200	FED GRANT - FAA RWY17/35 REHAB	-503,400	Intergovernmental	Airport
277-33-44130	STATE GRANT - RWY17/35 REHAB	-26,000	Intergovernmental	Airport
277-38-90000	APPROPRIATED FUND BALANCE	-26,000	Use of Fund Balance	Airport
277-4460-739	GRANT PROJECTS	555,400	Airport	Airport



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Account	Title	Amount	Source or Department	Fund
35. Update expenditure allocation to the Tax Administration Fund.				
100-4112-999	TAX ADMIN - COUNCIL 10%	-2,600	Council	General
100-4132-999	TAX ADMIN - FINANCE 10%	-4,000	Finance	General
100-4134-999	TAX ADMIN - HUMAN RESOURCE 15%	-3,400	Human Resources	General
100-4135-999	TAX ADMIN - GIS 60%	-4,400	GIS	General
100-4136-999	TAX ADMIN - IT 30%	-10,800	IT	General
100-4141-999	TAX ADMIN - AUDITOR 86%	-30,800	Auditor	General
100-4145-999	TAX ADMIN - ATTORNEY 9%	-1,100	Attorney	General
100-4160-999	TAX ADMIN - BLDG & GROUNDS 31%	-1,300	Buildings and Grounds	General
100-38-90000	APPROPRIATED FUND BALANCE	58,400	Use of Fund Balance	General
150-4099-912	TAX ADMIN - COUNCIL 10%	2,600	Tax Administration Allocation	Tax Administration
150-4099-932	TAX ADMIN - FINANCE 10%	4,000	Tax Administration Allocation	Tax Administration
150-4099-934	TAX ADMIN - HUMAN RESOURCE 15%	3,400	Tax Administration Allocation	Tax Administration
150-4099-935	TAX ADMIN - GIS 60%	4,400	Tax Administration Allocation	Tax Administration
150-4099-936	TAX ADMIN - IT 30%	10,800	Tax Administration Allocation	Tax Administration
150-4099-941	TAX ADMIN - AUDITOR 86%	30,800	Tax Administration Allocation	Tax Administration
150-4099-945	TAX ADMIN - ATTORNEY 9%	1,100	Tax Administration Allocation	Tax Administration
150-4099-960	TAX ADMIN - BLDG & GROUNDS 31%	1,300	Tax Administration Allocation	Tax Administration
150-38-90000	APPROPRIATED FUND BALANCE	-58,400	Use of Fund Balance	Tax Administration



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Account	Title	Amount	Source or Department	Fund
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Reallocate funding for Annual Payroll Increases

36. Reallocate funds for annual payroll increases in the General Fund. This allocation includes the Market, Merit, and Public Safety increases as determined by the HR and the Executive offices.

100-4112-110	FULL TIME EMPLOYEES	23,600	Council	General
100-4112-130	EMPLOYEE BENEFITS	2,300	Council	General
100-4132-110	FULL TIME EMPLOYEES	26,700	Finance	General
100-4132-130	PAYROLL TAXES AND BENEFITS	13,000	Finance	General
100-4134-110	FULL TIME EMPLOYEES	16,500	Human Resources	General
100-4134-130	EMPLOYEE BENEFITS	6,600	Human Resources	General
100-4135-110	FULL TIME EMPLOYEES	4,400	GIS	General
100-4135-130	EMPLOYEE BENEFITS	2,900	GIS	General
100-4136-110	FULL TIME EMPLOYEES	11,600	IT	General
100-4136-130	EMPLOYEE BENEFITS	24,500	IT	General
100-4141-110	FULL TIME EMPLOYEES	12,000	Auditor	General
100-4141-130	EMPLOYEE BENEFITS	3,800	Auditor	General
100-4160-110	FULL TIME EMPLOYEES	2,200	Buildings and Grounds	General
100-4160-130	EMPLOYEE BENEFITS	2,000	Buildings and Grounds	General
100-4170-110	FULL TIME EMPLOYEES	14,500	Elections	General
100-4170-130	EMPLOYEE BENEFITS	600	Elections	General
100-4193-110	FULL TIME EMPLOYEES	5,600	Economic Development	General
100-4193-130	EMPLOYEE BENEFITS	2,400	Economic Development	General
100-4215-110	FULL TIME EMPLOYEES	97,100	Sheriff: Administration	General
100-4215-130	EMPLOYEE BENEFITS	19,800	Sheriff: Administration	General
100-4210-110	FULL TIME EMPLOYEES	298,300	Sheriff: Criminal	General
100-4210-130	EMPLOYEE BENEFITS	63,400	Sheriff: Criminal	General
100-4211-110	FULL TIME EMPLOYEES	198,000	Sheriff: Support Services	General
100-4211-130	EMPLOYEE BENEFITS	117,100	Sheriff: Support Services	General
100-4230-110	FULL TIME EMPLOYEES	533,100	Sheriff: Corrections	General
100-4230-130	EMPLOYEE BENEFITS	354,900	Sheriff: Corrections	General
100-4255-110	FULL TIME EMPLOYEES	1,100	Emergency Management	General
100-4255-130	EMPLOYEE BENEFITS	2,900	Emergency Management	General
100-4260-110	FULL TIME EMPLOYEES	46,200	Ambulance	General
100-4260-120	PART TIME EMPLOYEES	13,000	Ambulance	General
100-4265-110	FULL TIME EMPLOYEES	14,400	Fire	General
100-4511-110	FULL TIME EMPLOYEES	35,500	Fairgrounds	General
100-4511-120	PART TIME EMPLOYEES	13,300	Fairgrounds	General
100-4581-120	PART TIME EMPLOYEES	23,100	Library Services	General
100-4581-130	EMPLOYEE BENEFITS	1,900	Library Services	General
100-4800-190	COMPENSATION RESERVE	-2,008,300	Compensation Reserve	General

37. Reallocate funds for annual payroll increases in the Tax Administration Fund. This allocation includes the Market and Merit increases as determined by the HR and the Executive offices.



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Account	Title	Amount	Source or Department	Fund
150-4136-110	FULL TIME EMPLOYEES	5,400	IT	Tax Administration
150-4136-130	EMPLOYEE BENEFITS	5,200	IT	Tax Administration
150-4143-110	FULL TIME EMPLOYEES	14,300	Treasurer	Tax Administration
150-4143-130	EMPLOYEE BENEFITS	7,100	Treasurer	Tax Administration
150-4146-110	FULL TIME EMPLOYEES	59,600	Assessor	Tax Administration
150-4146-130	EMPLOYEE BENEFITS	22,300	Assessor	Tax Administration
150-4800-190	COMPENSATION RESERVE	-49,100	Compensation Reserve	Tax Administration
150-38-90000	APPROPRIATED FUND BALANCE	-64,800	Use of Fund Balance	Tax Administration

38. Reallocate funds for annual payroll increases in the Municipal Services Fund. This allocation includes the Market and Merit increases as determined by the HR and the Executive offices.

200-4175-110	FULL TIME EMPLOYEES	700	Development Services Admir	Municipal Services
200-4180-110	FULL TIME EMPLOYEES	8,600	Zoning Administration	Municipal Services
200-4180-130	EMPLOYEE BENEFITS	6,600	Zoning Administration	Municipal Services
200-4241-110	FULL TIME EMPLOYEES	14,000	Building Inspection	Municipal Services
200-4241-130	EMPLOYEE BENEFITS	7,200	Building Inspection	Municipal Services
200-4415-110	FULL TIME EMPLOYEES	158,000	Roads	Municipal Services
200-4415-130	EMPLOYEE BENEFITS	64,300	Roads	Municipal Services
200-4450-110	FULL TIME EMPLOYEES	23,300	Vegetation Management	Municipal Services
200-4475-110	FULL TIME EMPLOYEES	7,700	Engineering	Municipal Services
200-4780-110	FULL TIME EMPLOYEES	17,200	Trails Management	Municipal Services
200-4780-130	EMPLOYEE BENEFITS	6,600	Trails Management	Municipal Services
200-4800-190	COMPENSATION RESERVE	-279,000	Compensation Reserve	Municipal Services
200-38-92000	APPROP FUND BALANCE - MSF	-35,200	Use of Fund Balance	Municipal Services

39. Reallocate funds for annual payroll increases in the Visitor's Bureau Fund. This allocation includes the Market and Merit increases as determined by the HR and the Executive offices.

230-4780-110	FULL TIME EMPLOYEES	11,300	Cache Valley Visitor's Bureau	Visitor's Bureau
230-4780-120	PART TIME EMPLOYEES	5,100	Cache Valley Visitor's Bureau	Visitor's Bureau
230-4780-130	EMPLOYEE BENEFITS	6,100	Cache Valley Visitor's Bureau	Visitor's Bureau
230-4800-190	COMPENSATION RESERVE	-17,400	Compensation Reserve	Visitor's Bureau
230-38-90000	APPROPRIATED FUND BALANCE	-5,100	Use of Fund Balance	Visitor's Bureau



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Account	Title	Amount	Source or Department	Fund
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40. Reallocate funds for annual payroll increases in the Council on Aging Fund. This allocation includes the Market and Merit increases as determined by the HR and the Executive offices.

240-4970-110	FULL TIME EMPLOYEES	30,000	Nutrition	Council on Aging
240-4970-130	EMPLOYEE BENEFITS	9,800	Nutrition	Council on Aging
240-4971-110	FULL TIME EMPLOYEES	20,000	Senior Center	Council on Aging
240-4971-120	PART TIME EMPLOYEES	4,900	Senior Center	Council on Aging
240-4971-130	EMPLOYEE BENEFITS	3,000	Senior Center	Council on Aging
240-4974-110	FULL TIME EMPLOYEES	17,200	Access	Council on Aging
240-4974-130	EMPLOYEE BENEFITS	1,300	Access	Council on Aging
240-4800-190	COMPENSATION RESERVE	-43,600	Compensation Reserve	Council on Aging
240-38-90000	APPROPRIATED FUND BALANCE	-42,600	Use of Fund Balance	Council on Aging

41. Reallocate funds for annual payroll increases in the Airport Fund. This allocation includes the Market and Merit increases as determined by the HR and the Executive offices.

277-4460-110	FULL TIME EMPLOYEES	2,200	Airport	Airport
277-4460-130	EMPLOYEE BENEFITS	1,100	Airport	Airport
277-4800-190	COMPENSATION RESERVE	-3,300	Compensation Reserve	Airport

Reappropriation of Unspent Purchase Orders from 2021

42. PO #29022 Motorola Solutions - Portable Radios - Attorney, Ordered in 2021, but received and paid for radios in Feb 2022.

100-4145-250	EQUIPMENT SUPPLIES & MAINT	3,000	Attorney	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-3,000	Use of Fund Balance	General

43. PO #28998 Dell Marketing - Laptops for Legal Assistant - Attorney, Ordered in 2021, but received and paid for laptops in 2022.

100-4145-251	NON-CAPITALIZED EQUIPMENT	8,300	Attorney	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-8,300	Use of Fund Balance	General

44. PO #28607 Stryker Medical - Stair Pro Model 6252 - Fire. Stair Pro has been on back order, still waiting to receive product for Ambulance. Original PO requested from 100-4220-250 budget, but new department for Ambulance was created & funds need to be transferred to 100-4260-250.

100-4260-250	EQUIPMENT SUPPLIES & MAINT	3,500	Ambulance	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-3,500	Use of Fund Balance	General

45. PO #28955 Skaggs Co - Firefighter Body Armor Chest Plates \$2,149 & Helmets \$2,348 - Fire. Ordered in 2021, but still waiting to receive items.

100-4260-251	NON-CAPITALIZED EQUIPMENT	4,500	Ambulance	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-4,500	Use of Fund Balance	General



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Account	Title	Amount	Source or Department	Fund
46. PO #28957 Zoll Medical - AED Plus W Cover/Pads/Battery - Fire. Ordered in 2021, but received and paid for AED in 2022.				
100-4260-251	NON-CAPITALIZED EQUIPMENT	9,400	Ambulance	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-9,400	Use of Fund Balance	General
47. PO #28718 Mark Bergeson Construction - Hyrum Station Remodel - Ambulance. Remodel project still underway, awaiting final invoice.				
100-4260-720	BUILDINGS	7,700	Ambulance	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-7,700	Use of Fund Balance	General
48. PO #28990 Home Depot - 10x12 Storage Shed - Fire. Shed ordered in 2021, but still waiting for shed to be shipped.				
100-4260-720	BUILDINGS	2,600	Ambulance	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-2,600	Use of Fund Balance	General
49. PO #28958 Stryker Medical - Lucas Chest Compression - Ambulance. Ordered in 2021, but received and paid for Lucas Chest Compression in 2022.				
100-4260-740	CAPITALIZED EQUIPMENT	32,100	Ambulance	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-32,100	Use of Fund Balance	General
50. PO #28960 Zoll Medical - Zoll Cardiac Monitors - Ambulance. Ordered in 2021, but received and paid for Cardiac Monitors in 2022.				
100-4260-740	CAPITALIZED EQUIPMENT	54,000	Ambulance	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-54,000	Use of Fund Balance	General
51. PO #28989 Stryker Medical - Power Cot with Accessories - Ambulance. Ordered in 2021, but received and paid for Power Cot in 2022.				
100-4260-740	CAPITALIZED EQUIPMENT	51,000	Ambulance	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-51,000	Use of Fund Balance	General
52. PO #28910 For Fairgrounds tree master plan consultation.				
100-4511-260	BUILDING & GROUNDS	2,600	Fairgrounds	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-2,600	Use of Fund Balance	General
53. PO #29024 For floor coatings in outdoor arena restrooms and pitstop restrooms that will be done in 2022.				
100-4511-260	BUILDING & GROUNDS	6,000	Fairgrounds	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-6,000	Use of Fund Balance	General
54. PO #28267 Rolling encumbered matching funds of RAPZ projects.				
100-4511-720	BUILDINGS	5,000	Fairgrounds	General



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Account	Title	Amount	Source or Department	Fund
100-38-90500	APP FUND BAL - PO CARRY OVER	-5,000	Use of Fund Balance	General
55. PO #28648 Rolling remaining funds for Fairgrounds arena addition.				
100-4511-720	BUILDINGS	11,800	Fairgrounds	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-11,800	Use of Fund Balance	General
56. PO #28845 For arena overhead fans as part of the arena addition.				
100-4511-720	BUILDINGS	39,000	Fairgrounds	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-39,000	Use of Fund Balance	General
57. PO #28847 For Pond Fill project.				
100-4511-720	BUILDINGS	107,700	Fairgrounds	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-107,700	Use of Fund Balance	General
58. PO #28848 For remaining funds for arena resurface and rehab.				
100-4511-260	BUILDING & GROUNDS	6,400	Fairgrounds	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-6,400	Use of Fund Balance	General
59. PO #28069 Rollover remaining funds for arena sound system upgrades.				
100-4511-260	BUILDING & GROUNDS	5,900	Fairgrounds	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-5,900	Use of Fund Balance	General
60. PO #28647 Rolling funds for event cent AV project.				
100-4511-720	BUILDINGS	11,600	Fairgrounds	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-11,600	Use of Fund Balance	General
61. PO #28884 Rollover funds for roping arena sound system.				
100-4511-720	BUILDINGS	8,800	Fairgrounds	General
100-38-90500	APP FUND BAL - PO CARRY OVER	-8,800	Use of Fund Balance	General
62. PO #28185 Remaining funds for Urban/Rural Assesment, cost of service plan - Zoning.				
200-4180-310	PROF & TECHNICAL - ZONING	72,300	Zoning Administration	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-72,300	Use of Fund Balance	Municipal Services
63. PO #28620 Remaining funds for Old Castle Infrastructure. Two precast concrete boxes.				
200-4415-422	PIPE, DRAINAGE & BOXES	54,800	Roads	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-54,800	Use of Fund Balance	Municipal Services



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Account	Title	Amount	Source or Department	Fund
64. PO #28788 For purchase of truck that was not recieved until 2022.				
200-4415-740	CAPITALIZED EQUIPMENT	37,400	Roads	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-37,400	Use of Fund Balance	Municipal Services
65. PO #28934 Remaining funds for Birch Canyon Improvements.				
200-4475-310	PROFESSIONAL & TECHNICAL	29,900	Engineering	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-29,900	Use of Fund Balance	Municipal Services
66. PO #29029 Remaining funds for field surveys/drainage districts.				
200-4475-324	PROF & TECH - FIELD SURVEYS	17,700	Engineering	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-17,700	Use of Fund Balance	Municipal Services
67. PO #29019 Remaining funds for Cache County NFIP support services.				
200-4475-482	SPECIAL PROJECTS	13,300	Engineering	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-13,300	Use of Fund Balance	Municipal Services
68. PO #28771 Remaining funds for UDOT First and Last Mile Study.				
200-4780-310	PROFESSIONAL AND TECHNICAL	17,100	Trails Management	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-17,100	Use of Fund Balance	Municipal Services
69. PO #28850 Remaining funds for Birch Canyon Survey and Recreation Assesment.				
200-4780-480	TRAIL DEVELOPMENT	40,000	Trails Management	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-40,000	Use of Fund Balance	Municipal Services
70. PO #28851 Funds for Hyde Park Canyon Loop Trail.				
200-4780-480	TRAIL DEVELOPMENT	7,100	Trails Management	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-7,100	Use of Fund Balance	Municipal Services



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Account	Title	Amount	Source or Department	Fund
71. PO #28852 Funds for 1400 N Middle Canal Crossing.				
200-4780-480	TRAIL DEVELOPMENT	53,500	Trails Management	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-53,500	Use of Fund Balance	Municipal Services
72. PO #28853 Funds for North Logan Bonneville Shoreline Trail.				
200-4780-480	TRAIL DEVELOPMENT	6,100	Trails Management	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-6,100	Use of Fund Balance	Municipal Services
73. PO #27709 Remaining funds for Cache bikeway planning study.				
200-4780-730	IMPROVEMENTS	1,500	Trails Management	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-1,500	Use of Fund Balance	Municipal Services
74. PO #28070 Funds for Cache bikeway street painting.				
200-4780-730	IMPROVEMENTS	10,000	Trails Management	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-10,000	Use of Fund Balance	Municipal Services
75. PO #28072 Funds for middle canal trail and crossings.				
200-4780-730	IMPROVEMENTS	20,000	Trails Management	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-20,000	Use of Fund Balance	Municipal Services
76. PO #28650 Remaining funds for remaining fence work for 800 west trail.				
200-4780-730	IMPROVEMENTS	12,700	Trails Management	Municipal Services
200-38-90500	APP FUND BAL - ROADS - PO	-12,700	Use of Fund Balance	Municipal Services
77. PO #28856 Funds for boosted CVVB domestic and international mark - Rest Tax.				
230-4780-230	TRAVEL/MILEAGE	8,200	Cache Valley Visitor's Bureau	Visitor's Bureau
230-4780-330	EDUCATION, CONFERENCE & WORKSH	1,100	Cache Valley Visitor's Bureau	Visitor's Bureau
230-38-90500	APP FUND BAL - PO CARRY OVER	-9,300	Use of Fund Balance	Visitor's Bureau
78. PO #29014 Funds for Four Season Theatre CO Season event.				
230-4780-650	EVENT DEVELOPMENT	1,500	Cache Valley Visitor's Bureau	Visitor's Bureau
230-38-90500	APP FUND BAL - PO CARRY OVER	-1,500	Use of Fund Balance	Visitor's Bureau



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Account	Title	Amount	Source or Department	Fund
79. PO #29015 Funds for Nordic Utah Beer Festival 2022.				
230-4780-650	EVENT DEVELOPMENT	9,600	Cache Valley Visitor's Bureau	Visitor's Bureau
230-38-90500	APP FUND BAL - PO CARRY OVER	-9,600	Use of Fund Balance	Visitor's Bureau
80. PO #29016 Funds for Nora Eccles Harrison Museum of Art 40th Anniversary Exhibit opening.				
230-4780-650	EVENT DEVELOPMENT	1,000	Cache Valley Visitor's Bureau	Visitor's Bureau
230-38-90500	APP FUND BAL - PO CARRY OVER	-1,000	Use of Fund Balance	Visitor's Bureau
81. PO #29017 Funds for Cache Arts touring season- local match.				
230-4780-660	LOCAL MATCHING PROGRAM	1,500	Cache Valley Visitor's Bureau	Visitor's Bureau
230-38-90500	APP FUND BAL - PO CARRY OVER	-1,500	Use of Fund Balance	Visitor's Bureau
82. PO #28165 Funds for new welcome exhibit and interpretation printing and design for Daughters of the Utah Pioneers.				
230-4780-920	CONTRIBUTIONS TO OTHER UNITS	1,500	Cache Valley Visitor's Bureau	Visitor's Bureau
230-38-90500	APP FUND BAL - PO CARRY OVER	-1,500	Use of Fund Balance	Visitor's Bureau
83. PO #28785 Remaining matching funds for Cache Valley Center for the Arts for microphone pack replacements.				
230-4780-920	CONTRIBUTIONS TO OTHER UNITS	20,600	Cache Valley Visitor's Bureau	Visitor's Bureau
230-38-90500	APP FUND BAL - PO CARRY OVER	-20,600	Use of Fund Balance	Visitor's Bureau
84. PO #28877 Arrow Fence has not been able to complete the project on the new road building due to supply issues.				
400-4415-720	BUILDINGS	10,000	Road Facilities	Capital Projects
400-38-90500	APP FUND BAL - PO CARRY OVER	-10,000	Use of Fund Balance	Capital Projects
85. PO #28938 Electrical for security in the new road building has not been finished.				
400-4415-720	BUILDINGS	11,900	Road Facilities	Capital Projects
400-38-90500	APP FUND BAL - PO CARRY OVER	-11,900	Use of Fund Balance	Capital Projects
86. PO #29076 Security camera install for new road buildings.				
400-4415-720	BUILDINGS	22,000	Road Facilities	Capital Projects
400-38-90500	APP FUND BAL - PO CARRY OVER	-22,000	Use of Fund Balance	Capital Projects



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
General			
REVENUES			
Taxes			
Property Taxes	17,130,000	-	17,130,000
Sales Taxes	8,734,000	-	8,734,000
	<u>25,864,000</u>	-	<u>25,864,000</u>
Other Revenues			
Intergovernmental	14,075,600	-	14,075,600
Charges for Services	8,214,100	-	8,214,100
Licenses and Permits	40,000	-	40,000
Fines and Forfeitures	111,000	-	111,000
Interest and Investment Income	248,000	-	248,000
Rental Income	155,400	-	155,400
Public Contributions	52,500	-	52,500
Miscellaneous Revenue	31,700	-	31,700
	<u>22,928,300</u>	-	<u>22,928,300</u>
Other Financing Sources			
Lease Proceeds	824,500	-	824,500
Sale of Assets	210,000	-	210,000
Transfers from Other Funds	11,000	25,000	36,000
Use of Fund Balance	1,550,000	3,959,900	5,509,900
	<u>2,595,500</u>	<u>3,984,900</u>	<u>6,580,400</u>
Total Revenues	51,387,800	3,984,900	55,372,700
EXPENDITURES			
General Government			
Council	129,900	23,300	153,200
Executive	446,800	36,000	482,800
Finance	732,400	35,700	768,100
Human Resources	411,400	19,700	431,100
GIS	116,800	2,900	119,700
IT	1,092,000	25,300	1,117,300
Clerk	234,300	-	234,300
Auditor	33,800	5,000	38,800
Elections	755,100	-4,900	750,200



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
Recorder	342,500	114,200	456,700
Attorney	2,123,300	10,200	2,133,500
Public Defender	819,200	50,000	869,200
Victim Advocate	872,700	-	872,700
Buildings and Grounds	351,800	2,900	354,700
Economic Development	288,900	8,000	296,900
USU Extension Services	244,600	-	244,600
Agriculture Promotion	6,000	-	6,000
Miscellaneous and General	646,900	16,000	662,900
Contributions to Other Units	530,000	-	530,000
	10,178,400	344,300	10,522,700
Public Safety			
Sheriff: Administration	1,616,700	2,998,000	4,614,700
Sheriff: Criminal	5,160,700	361,700	5,522,400
Sheriff: Support Services	3,107,400	315,100	3,422,500
Sheriff: Corrections	8,837,300	986,100	9,823,400
Emergency Management	411,500	4,000	415,500
Animal Control	225,300	-	225,300
Ambulance	1,699,500	224,000	1,923,500
Fire	1,253,000	339,400	1,592,400
	22,311,400	5,228,300	27,539,700
Health and Welfare			
Mental Health Services	327,700	-	327,700
Welfare Services	82,800	-	82,800
	410,500	-	410,500
Culture and Recreation			
Fairgrounds	1,093,800	384,500	1,478,300
TV Translator Station	18,800	-	18,800
Library Services	118,000	25,000	143,000
Fair and Rodeo	447,300	18,300	465,600
	1,677,900	427,800	2,105,700



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
Other Financing Uses			
Compensation Reserve	2,196,400	-2,015,500	180,900
Transfers to Other Funds	2,095,600	-	2,095,600
Addition to Fund Balance	12,517,600	-	12,517,600
	16,809,600	-2,015,500	14,794,100
Total Expenditures	51,387,800	3,984,900	55,372,700
Municipal Services			
REVENUES			
Taxes			
Sales Taxes	8,137,000	-	8,137,000
	8,137,000	-	8,137,000
Other Revenues			
Intergovernmental	2,723,700	9,000	2,732,700
Charges for Services	1,193,200	-	1,193,200
Licenses and Permits	1,062,300	-	1,062,300
Interest and Investment Income	10,000	-	10,000
Public Contributions	6,000	-	6,000
Miscellaneous Revenue	5,000	-	5,000
	5,000,200	9,000	5,009,200
Other Financing Sources			
Sale of Assets	259,000	70,000	329,000
Transfers from Other Funds	891,500	-	891,500
Use of Fund Balance	988,500	578,800	1,567,300
	2,139,000	648,800	2,787,800
Total Revenues	15,276,200	657,800	15,934,000



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
EXPENDITURES			
General Government			
Development Services Administration	433,300	700	434,000
Zoning Administration	406,500	149,200	555,700
Building Inspection	1,000,300	21,200	1,021,500
Sanitation and Waste Collection	-	-	-
Miscellaneous Expense	1,500	-	1,500
	<u>1,841,600</u>	<u>171,100</u>	<u>2,012,700</u>
Public Safety			
Sheriff: Animal Control	12,000	-	12,000
Fire-EMS	359,000	-	359,000
	<u>371,000</u>	<u>-</u>	<u>371,000</u>
Public Works			
Public Works Admin	-	405,500	405,500
Roads	5,512,200	377,300	5,889,500
Vegetation Management	760,100	23,300	783,400
Engineering	1,558,200	-266,700	1,291,500
Contributions to Other Governments	4,000,000	-	4,000,000
	<u>11,830,500</u>	<u>539,400</u>	<u>12,369,900</u>
Culture and Recreation			
Trails Management	103,600	226,300	329,900
Eccles Ice Center Support	16,000	-	16,000
	<u>119,600</u>	<u>226,300</u>	<u>345,900</u>
Other Financing Uses			
Compensation Reserve	279,000	-279,000	-
Transfers to Other Funds	834,500	-	834,500
Addition to Fund Balance	-	-	-
	<u>1,113,500</u>	<u>-279,000</u>	<u>834,500</u>
Total Expenditures	15,276,200	657,800	15,934,000



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
Council on Aging			
REVENUES			
Other Revenues			
Intergovernmental	444,900	121,000	565,900
Charges for Services	88,600	-	88,600
Public Contributions	13,000	-	13,000
Miscellaneous Revenue	4,000	-	4,000
	<u>550,500</u>	<u>121,000</u>	<u>671,500</u>
Other Financing Sources			
Sale of Assets	-	-	-
Transfers from Other Funds	334,000	-	334,000
Use of Fund Balance	100,200	95,900	196,100
	<u>434,200</u>	<u>95,900</u>	<u>530,100</u>
Total Revenues	984,700	216,900	1,201,600
EXPENDITURES			
Health and Welfare			
Nutrition	484,600	45,000	529,600
Senior Center	314,200	197,000	511,200
Access	142,300	18,500	160,800
	<u>941,100</u>	<u>260,500</u>	<u>1,201,600</u>
Other Financing Uses			
Transfers to Other Funds	-	-	-
Compensation Reserve	43,600	-43,600	-
Addition to Fund Balance	-	-	-
	<u>43,600</u>	<u>-43,600</u>	<u>-</u>
Total Expenditures	984,700	216,900	1,201,600



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
Health			
REVENUES			
Taxes			
Property Taxes	1,029,000	-	1,029,000
	1,029,000	-	1,029,000
Other Revenues			
Charges for Services	320,000	-	320,000
	320,000	-	320,000
Other Financing Sources			
Transfers from Other Funds	-	-	-
Use of Fund Balance	60,300	-	60,300
	60,300	-	60,300
Total Revenues	1,409,300	-	1,409,300
EXPENDITURES			
General Government			
Contributions to Other Units	50,000	-	50,000
	50,000	-	50,000
Health and Welfare			
Bear River Health Department	1,104,300	-	1,104,300
Air Pollution Control	255,000	-	255,000
	1,359,300	-	1,359,300
Other Financing Uses			
Transfers to Other Funds	-	-	-
Addition to Fund Balance	-	-	-
	-	-	-
Total Expenditures	1,409,300	-	1,409,300



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
Mental Health			
REVENUES			
Other Revenues			
Intergovernmental	3,146,400	-	3,146,400
	<u>3,146,400</u>	-	<u>3,146,400</u>
Other Financing Sources			
Transfers from Other Funds	-	-	-
Use of Fund Balance	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	3,146,400	-	3,146,400
EXPENDITURES			
Health and Welfare			
Mental Health Services	3,146,400	-	3,146,400
	<u>3,146,400</u>	-	<u>3,146,400</u>
Other Financing Uses			
Transfers to Other Funds	-	-	-
Addition to Fund Balance	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	3,146,400	-	3,146,400



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
Children's Justice Center			
REVENUES			
Other Revenues			
Intergovernmental	428,800	-	428,800
Public Contributions	-	-	-
Miscellaneous Revenue	-	-	-
	428,800	-	428,800
Other Financing Sources			
Transfers from Other Funds	30,100	-	30,100
Use of Fund Balance	-	-	-
	30,100	-	30,100
Total Revenues	458,900	-	458,900
EXPENDITURES			
Public Safety			
Children's Services	442,100	-	442,100
	442,100	-	442,100
Other Financing Uses			
Transfers to Other Funds	-	-	-
Compensation Reserve	16,800	-	16,800
Addition to Fund Balance	-	-	-
	16,800	-	16,800
Total Expenditures	458,900	-	458,900



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
Visitor's Bureau			
REVENUES			
Taxes			
Sales Taxes	1,191,000	-	1,191,000
	1,191,000	-	1,191,000
Other Revenues			
Intergovernmental	39,100	-	39,100
Charges for Services	31,000	-	31,000
Public Contributions	4,200	-	4,200
Miscellaneous Revenue	500	-	500
	74,800	-	74,800
Other Financing Sources			
Transfers from Other Funds	-	-	-
Use of Fund Balance	-	100,100	100,100
	-	100,100	100,100
Total Revenues	1,265,800	100,100	1,365,900
EXPENDITURES			
Culture and Recreation			
Cache Valley Visitor's Bureau	813,800	92,500	906,300
	813,800	92,500	906,300
Other Financing Uses			
Transfers to Other Funds	262,000	25,000	287,000
Compensation Reserve	17,400	-17,400	-
Addition to Fund Balance	172,600	-	172,600
	452,000	7,600	459,600
Total Expenditures	1,265,800	100,100	1,365,900



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
Tax Administration			
REVENUES			
Taxes			
Property Taxes	3,600,500	-	3,600,500
	3,600,500	-	3,600,500
Other Revenues			
Charges for Services	1,200,000	-	1,200,000
Miscellaneous Revenue	100	-	100
	1,200,100	-	1,200,100
Other Financing Sources			
Transfers from Other Funds	-	-	-
Use of Fund Balance	164,400	125,800	290,200
	164,400	125,800	290,200
Total Revenues	4,965,000	125,800	5,090,800
EXPENDITURES			
General Government			
Tax Administration Allocations	1,849,100	58,400	1,907,500
IT	448,600	10,600	459,200
Assessor	2,099,600	84,500	2,184,100
Treasurer	326,400	21,400	347,800
Miscellaneous Expense	59,500	-	59,500
Contributions to Other Units	125,500	-	125,500
	4,908,700	174,900	5,083,600
Other Financing Uses			
Transfers to Other Funds	-	-	-
Compensation Reserve	49,100	-49,100	-
Addition to Fund Balance	7,200	-	7,200
	56,300	-49,100	7,200
Total Expenditures	4,965,000	125,800	5,090,800



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
Capital Projects			
REVENUES			
Other Revenues			
Miscellaneous Revenue	-	-	-
	-	-	-
Other Financing Sources			
Bond Proceeds	-	-	-
Transfers from Other Funds	-	-	-
Use of Fund Balance	-	43,900	43,900
	-	43,900	43,900
Total Revenues	-	43,900	43,900
EXPENDITURES			
Streets and Public Improvements			
Road Facilities	-	43,900	43,900
	-	43,900	43,900
Streets and Public Improvements			
Fairgrounds Facilities	-	-	-
	-	-	-
Other Financing Uses			
Transfers to Other Funds	-	-	-
Addition to Fund Balance	-	-	-
	-	-	-
Total Expenditures	-	43,900	43,900



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
Debt Service			
REVENUES			
Other Revenues			
Miscellaneous Revenue	-	-	-
	-	-	-
Other Financing Sources			
Transfers from Other Funds	2,849,000	-	2,849,000
Use of Fund Balance	-	-	-
	2,849,000	-	2,849,000
Total Revenues	2,849,000	-	2,849,000
EXPENDITURES			
Debt Payments			
Bonds	2,073,000	-	2,073,000
Sheriff Vehicle Lease	726,200	-	726,200
Fire Vehicle Lease	18,300	-	18,300
Road Equipment Lease	31,500	-	31,500
IT Equipment Lease	-	-	-
	2,849,000	-	2,849,000
Other Financing Uses			
Transfers to Other Funds	-	-	-
Addition to Fund Balance	-	-	-
	-	-	-
Total Expenditures	2,849,000	-	2,849,000



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
CDRA			
REVENUES			
Taxes			
Property Taxes	70,000	-	70,000
	<u>70,000</u>	-	<u>70,000</u>
Other Revenues			
Intergovernmental	266,000	-	266,000
	<u>266,000</u>	-	<u>266,000</u>
Other Financing Sources			
Transfers from Other Funds	-	-	-
Use of Fund Balance	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	336,000	-	336,000
EXPENDITURES			
General Government			
Cache County Redevelopment Agency	325,000	-	325,000
	<u>325,000</u>	-	<u>325,000</u>
Other Financing Uses			
Transfers to Other Funds	-	-	-
Addition to Fund Balance	11,000	-	11,000
	<u>11,000</u>	-	<u>11,000</u>
Total Expenditures	336,000	-	336,000



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
Restaurant Tax			
REVENUES			
Taxes			
Sales Taxes	2,106,000	-	2,106,000
	2,106,000	-	2,106,000
Other Financing Sources			
Transfers from Other Funds	-	-	-
Use of Fund Balance	-	-	-
	-	-	-
Total Revenues	2,106,000	-	2,106,000
EXPENDITURES			
Culture and Recreation			
Tourism Promotion	303,600	-	303,600
Facility Awards	1,574,600	-	1,574,600
	1,878,200	-	1,878,200
Other Financing Uses			
Transfers to Other Funds	-	-	-
Addition to Fund Balance	227,800	-	227,800
	227,800	-	227,800
Total Expenditures	2,106,000	-	2,106,000



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
RAPZ Tax			
REVENUES			
Taxes			
Sales Taxes	2,801,000	-	2,801,000
	2,801,000	-	2,801,000
Other Financing Sources			
Transfers from Other Funds	-	-	-
Use of Fund Balance	-	-	-
	-	-	-
Total Revenues	2,801,000	-	2,801,000
EXPENDITURES			
Culture and Recreation			
Program Awards	490,500	-	490,500
Facility Awards	1,532,400	-	1,532,400
	2,022,900	-	2,022,900
Other Financing Uses			
Transfers to Other Funds	49,000	-	49,000
Addition to Fund Balance	729,100	-	729,100
	778,100	-	778,100
Total Expenditures	2,801,000	-	2,801,000



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
CCCOG			
REVENUES			
Taxes			
Sales Taxes	7,007,000	-	7,007,000
	7,007,000	-	7,007,000
Other Financing Sources			
Transfers from Other Funds	-	-	-
Use of Fund Balance	12,267,500	-	12,267,500
	12,267,500	-	12,267,500
Total Revenues	19,274,500	-	19,274,500
EXPENDITURES			
Streets and Public Improvements			
Road Projects	12,100,000	-	12,100,000
	12,100,000	-	12,100,000
Other Financing Uses			
Transfers to Other Funds	717,500	-	717,500
Addition to Fund Balance	6,457,000	-	6,457,000
	7,174,500	-	7,174,500
Total Expenditures	19,274,500	-	19,274,500



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
Airport			
REVENUES			
Other Revenues			
Intergovernmental	633,300	691,200	1,324,500
Interest and Investment Income	1,500	-	1,500
Miscellaneous Revenue	157,000	-	157,000
	791,800	691,200	1,483,000
Other Financing Sources			
Transfers from Other Funds	-	-	-
Use of Fund Balance	42,200	26,000	68,200
	42,200	26,000	68,200
Total Revenues	834,000	717,200	1,551,200
EXPENDITURES			
General Government			
Airport	823,900	720,500	1,544,400
	823,900	720,500	1,544,400
Other Financing Uses			
Transfers to Other Funds	-	-	-
Compensation Reserve	10,100	-3,300	6,800
Addition to Fund Balance	-	-	-
	10,100	-3,300	6,800
Total Expenditures	834,000	717,200	1,551,200



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
Roads Special Service District			
REVENUES			
Other Revenues			
Intergovernmental	120,000	-	120,000
Interest and Investment Income	1,000	-	1,000
	<u>121,000</u>	<u>-</u>	<u>121,000</u>
Other Financing Sources			
Transfers from Other Funds	-	-	-
Use of Fund Balance	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	121,000	-	121,000
EXPENDITURES			
Other Financing Uses			
Transfers to Other Funds	121,000	-	121,000
Addition to Fund Balance	-	-	-
	<u>121,000</u>	<u>-</u>	<u>121,000</u>
Total Expenditures	121,000	-	121,000



Budget Amendment by Department

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Budget	Amendment	New Budget
CC Community Foundation			
REVENUES			
Other Revenues			
Interest and Investment Income	100	-	100
Public Contributions	36,000	-	36,000
	<u>36,100</u>	-	<u>36,100</u>
Other Financing Sources			
Transfers from Other Funds	-	-	-
Use of Fund Balance	-	-	-
	<u>-</u>	-	<u>-</u>
<hr/>			
Total Revenues	36,100	-	36,100
EXPENDITURES			
General Government			
Miscellaneous Expense	100	-	100
	<u>100</u>	-	<u>100</u>
Other Financing Uses			
Transfers to Other Funds	36,000	-	36,000
Addition to Fund Balance	-	-	-
	<u>36,000</u>	-	<u>36,000</u>
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Total Expenditures	36,100	-	36,100



Budget Amendment by Fund

Hearing Date: 03.29.2022; Vote Date 04.12.2022

Fund	Current Budget	Ammendments					New Budget
		Revenues	Expenditures	Transfers In	Transfers Out	Fund Balance	
General*	51,387,800	-	3,984,900	25,000	-	-3,959,900	55,372,700
Municipal Services	15,276,200	79,000	657,800	-	-	-578,800	15,934,000
Council on Aging	984,700	121,000	216,900	-	-	-95,900	1,201,600
Health	1,409,300	-	-	-	-	-	1,409,300
Mental Health	3,146,400	-	-	-	-	-	3,146,400
Children's Justice Center	458,900	-	-	-	-	-	458,900
Visitor's Bureau	1,265,800	-	75,100	-	25,000	-100,100	1,365,900
Tax Administration	4,965,000	-	125,800	-	-	-125,800	5,090,800
Capital Projects	-	-	43,900	-	-	-43,900	43,900
Debt Service	2,849,000	-	-	-	-	-	2,849,000
CDRA	336,000	-	-	-	-	-	336,000
Restaurant Tax	2,106,000	-	-	-	-	-	2,106,000
RAPZ Tax	2,801,000	-	-	-	-	-	2,801,000
CCCOG	19,274,500	-	-	-	-	-	19,274,500
Airport	834,000	691,200	717,200	-	-	-26,000	1,551,200
Roads Special Service District	121,000	-	-	-	-	-	121,000
CC Community Foundation	36,100	-	-	-	-	-	36,100
Total County Budget	107,251,700	891,200	5,821,600	25,000	25,000	-4,930,400	113,098,300

NOTES:

*The major items comprising the use of fund balance in the General fund are a fire engine purchase moved from 2021 to 2022 for \$325,000; purchase orders carried over from 2021 for \$380,900; and the remaining funds for the Animal Shelter project for \$2,881,100.

SECTION IX - EMPLOYEE BENEFITS

A. Holidays

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3. Special Leave is paid in lieu of holiday pay to employees who may be required to work on holidays according to their regular work schedule. These employees include Public Safety employees, Animal Control Officers, Booking Clerks, and Public Works employees. Special leave will accrue at a rate of 4 hours per pay period. [Firefighters working 106 hours per pay period will accrue special pay at 5.30 hours per pay period.](#)
 - a. Special Leave must be used in the year earned. No balance may be carried forward at the end of the calendar year.
 - b. An employee's balance of Special Leave may be negative; however, the employee must have a Personal Leave balance equal to the negative amount and may not carry a balance lower than a negative 48 hours. Negative balances remaining at the end of the year will be required to be balanced by using Personal Leave Time.
 - c. Special Leave may not be used to exceed the regular hours in a work period.

B. Leaves of Absence

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4. Personal Leave Time

The County provides Personal Leave Time for all merit employees.

- a. The County's Personal Leave policy empowers the employee with the option to use their time off for such things as a personal vacation, a personal illness or injury or that of a family member, or for times of bereavement. Personal Leave can also be used for medical or dental appointments or for a special occasion that requires you to be in attendance.
- b. ~~A new merit employee accrues through the year, 18 days of Personal Leave.~~ Personal leave accrues on a per pay period basis [starting at a rate of .069 hours accrued per hour worked](#). A new employee may use his or her accrued leave during their orientation period with the approval of their department head.
- c. A part-time merit employee shall accrue personal leave, on a pro-rated basis per the average number of hours worked per day, according to the schedule.
- d. Personal leave may be accrued and accumulated up to a maximum of 520 hours. Any accrued personal leave over this limit must be used during the year in which

it is earned. Accrued personal leave over the maximum of 520 hours that is not used by the benefit eligible date will be forfeited.

- e. An employee who leaves the County's employment shall be paid out at the employee's current rate of pay, for all personal leave time accrued to the date of separation, subject to the conditions on accumulation. Personal leave time will not be paid out for other reasons or circumstances.
- f. In order to accommodate best business practices for the county, an employee may only take up to 30 consecutive days of personal leave time in any continuous twelve (12) month period, unless the personal leave time is used for personal health or family health issues. Any exception to policy must be approved by the County Executive.
- g. Former employees who are rehired with reinstatement rights following military service or who are reinstated from a reduction in force status shall assume the same eligibility for personal leave time that they held prior to their separation.
- h. Personal leave time shall be scheduled, with the department head's approval, at least two weeks in advance when possible.
- i. ~~An employee will accrue an additional day of~~ The personal leave time accrual rate personal leave time will increase every other year of employment up to a maximum of ~~30 days .116 hours per hour worked per year~~. This, in part, recognizes and rewards years of service with the County.
- j. New accrual rates begin at the start of the pay period that includes the employee's benefit eligible date.
- k. Regularly scheduled days off (i.e. Saturdays, Sundays, and legal holidays) occurring during a period in which personal leave has been granted shall not be charged against accrued personal leave.
- l. Employees must submit personal leave time hours used on their time sheet. Personal leave time accruals and balances are tracked and recorded by the Finance Department.
 - i. Holiday and Special leave time are not considered Personal Leave Time.
 - ii. Personal leave time may not be used to receive compensation above an employee's regular work schedule. For example:
 - Public Employees may not use personal leave time to exceed 40 hours in a workweek.

- Law Enforcement Public Safety employees may not use personal leave time to exceed 80 hours in a 14-day work period.
 - Firefighters may not use personal leave time to exceed 212 hours in a 28-day work period.
 - Part-time merit employees must adjust these limits according to the number of hours normally worked in their schedule.
- iii. An employee may bank up to one-third of their annual personal leave time allocation each year that begins with the benefit eligible hire date. This will be added to their personal leave time balance for future use.
- iv. If an employee comes to work ill or injured, the department head or immediate supervisor may require the employee to return to their home to heal and that employee's personal leave will be used to cover the hours when the employee is absent.
- v. An employee who uses personal leave time due to an illness must notify the department head no later than one (1) hour after normal starting time on each day of absence unless circumstances surrounding the absence make such notification impossible. The department head should also be kept advised on the employee's progress and expected date of return to duty.
- m. Some merit employees and appointed department heads who were employed with the county prior to January 1, 2002, may have accrued hours in their Old Sick Leave account. Sick Leave was an accrued benefit provided to employees prior to the implementation of the Personal Leave Time benefit. The County Council approved for future use, the possession of any time an employee had accrued in their Sick Leave account. As such, if a merit employee or appointed department head is sick, injured or experiencing a health-related issue that keeps them away from their workstation for more than three (3) consecutive work days, and the employee or department head has time in their Old Sick Leave account prior to January 1, 2002, those employees will be required to do the following:
- i. The first three (3) working days of leave will be drawn from one's Personal Leave Time (PLT);
 - ii. The next period of time away will be drawn from one's Old Sick Leave account until all hours are expended;

- iii. If the employee has no hours in an Old Sick Leave account, time away from the office will continue to be drawn from one's Personal Leave Time until all hours are expended;
 - iv. If the employee has expended all PLT and all Old Sick Leave time, they may be placed on Leave Without Pay status if they have complied with the Family Medical Leave Act (FMLA).
 - v. When an employee leaves the county's employment, they will not be compensated for any unused Old Sick Leave hours that may remain in their account.
- n. If an employee is off work for more than three (3) working days due to an illness, injury, or a health-related issue, the county may require an employee to present medical documentation from their doctor stating they are physically healthy and fit to continue or resume work. If a certification is a requirement associated with an employee's job duties, they may be required to provide proof of recertification before returning to their job duties. Such notice shall be provided to the department head and Human Resources within five (5) working days from the date the employee notifies the department head of illness or injury.
- o. If the employee is unable to resume work due to an illness, injury, or a health-related issue:
- i. An employee may be placed on Family and Medical Leave (FML) status;
 - ii. Personal Leave Time (PLT) shall not accrue if an employee is on FML status or Leave Without Pay status. Employees who are on FML or Leave Without Pay status and return to work part way through a month will accrue personal leave on a pro-rated basis for that month if the employee normally works more than eighty (80) hours during the month.
- p. Refer to the following table for Personal Leave Time (PLT) accrual rates.

	Personal Leave Days Accrued per Annum	PLT Accrual rate per hour worked	PLT Hours Accrued per 80 hour Pay Period	PLT Hours Accrued per 106 hour Pay Period (Firefighters)
From Hire Date thru 1st Year you earn	18	0.069	5.54	7.34
On Your 1st Anniversary date, you still earn	18	0.069	5.54	7.34
Beginning Your 2nd Anniversary date, you earn	19	0.073	5.85	7.75
On Your 3rd Anniversary date, you still earn	19	0.073	5.85	7.75
Beginning Your 4th Anniversary date, you earn	20	0.077	6.16	8.16
On Your 5th Anniversary date, you still earn	20	0.077	6.16	8.16
Beginning Your 6th Anniversary date, you earn	21	0.081	6.47	8.57
On Your 7th Anniversary date, you still earn	21	0.081	6.47	8.57
Beginning Your 8th Anniversary date, you earn	22	0.085	6.77	8.97
On Your 9th Anniversary date, you still earn	22	0.085	6.77	8.97
Beginning Your 10th Anniversary date, you earn	23	0.089	7.08	9.38
On Your 11th Anniversary date, you still earn	23	0.089	7.08	9.38
Beginning Your 12th Anniversary date, you earn	24	0.092	7.39	9.79
On Your 13th Anniversary date, you still earn	24	0.092	7.39	9.79
Beginning Your 14th Anniversary date, you earn	25	0.096	7.7	10.2
On Your 15th Anniversary date, you still earn	25	0.096	7.7	10.2
Beginning Your 16th Anniversary date, you earn	26	0.10	8	10.6
On Your 17th Anniversary date, you still earn	26	0.10	8	10.6
Beginning Your 18th Anniversary date, you earn	27	0.104	8.31	11.01
On Your 19th Anniversary date, you still earn	27	0.104	8.31	11.01

Beginning Your 20th Anniversary date, you earn	28	0.108	8.62	11.42
On Your 21st Anniversary date, you still earn	28	0.108	8.62	11.42
Beginning Your 22nd Anniversary date, you earn	29	0.112	8.93	11.83
On Your 23rd Anniversary date, you still earn	29	0.112	8.93	11.83
Beginning Your 24th Anniversary date, you earn	30	0.116	9.24	12.24
On Future Anniversary dates, you still earn	30	0.116	9.24	12.24