

COUNCIL MEETING
MINUTES 10/22/96

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CACHE COUNTY COUNCIL MEETING MINUTES

October 22, 1996

The Cache County Council met in regular session on the 22nd day of October, 1996 in the Council Chambers located at 120 North 100 West, Logan, Utah 84321.

ATTENDANCE

Council Chairman Sarah Ann Skanchy and Vice Chairman C. Larry Anhder were present. Council members present were: Guy Ray Pulsipher, Layne M. Beck, H. Craig Petersen, Jerry L. Allen. Councilman Darrel L. Gibbons was absent.

Others present were: Cache County Executive, M. Lynn Lemon, Cache County Clerk, Stephen M. Erickson, Cache County Attorney, Scott Wyatt, Bear River Health Department Director Dr. John Bailey, Utah State Representative, Evan Olsen, Bridgerland Tourist Council Director Maridene Alexander, Festival of the American West Director, Ron Call, Cache County Administrative Assistant, Michael Nilson, Members of the local news media and other interested citizens.

CALL TO ORDER

Chairman Sarah Ann Skanchy called the meeting to order at 5:00 p.m. and welcomed all who were in attendance.

INVOCATION

The invocation was given by Councilman Jerry Allen.

AGENDA & MINUTES

The agenda for the meeting was reviewed, adjusted and approved.

The minutes of the regular Council meeting held on October 8, 1996 and sent to all members of the Council were discussed, amended, corrected and approved.

REPORT OF THE COUNTY EXECUTIVE

The County Executive M. Lynn Lemon reported on the following items:

1. Appointment:

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Appointment: Simmonds, Jerry to the County Water Policy Board

A motion to approve the appointment was made by Councilman Pulsipher. It was properly seconded and carried unanimously.

2. Cache Valley Communication Center: Lemon told the Council that a Resolution is necessary to withdraw from the CVCC. The Administration and County Attorney will draft the Resolution.

3. Special Council meeting: The Council scheduled a special Council meeting on October 29th, 1996 at 5:00 p.m. just before a scheduled budget workshop.

4. Warrants: The warrants were presented to the County Clerk for filing.

BEAR RIVER HEALTH DEPART. AWARD/ADVISORY BOARD: BAILEY, DR. JOHN

Dr. John Bailey, the Director of the Bear River Health Department reported that an award has been presented to the Health Department from the State Association of Local Advisory Boards. The award was for outstanding work they had done with youth programs and increasing water quality on the Little Bear River.

Bailey told the Council that appointments to the local Health Department need to be updated. He is recommending that the members appointments be reconfirmed by the County. George Daines term will expire in January of 1997; Ariel Thompson, term will expire in 1998, Rogder Sunada, term will expire in 1999 and Joyce Tarbet, term to expire in 2001. There are nine members on the Board, three from Box Elder County, one from Rich County and five from Cache County including the County Executive M. Lynn Lemon.

A motion to reconfirm the Advisory Board recommendations was made by Vice Chairman Anhder. It was seconded and carried unanimously.

AGRICULTURAL LAND PRESERVATION: OLSEN, EVAN

State Representative Evan Olsen, appeared before the Council to discuss a proposal to establish funding for the preservation of agricultural land in the County and State. Olsen has met with citizens and City Councils to promote his proposal. He is suggesting alternatives to accomplish his proposal as follows: 1. 1/4th increase in the local transportation tax. 2. 1/8th increase in the sales tax. Vice Chairman Anhder suggested that the State Legislature give some direction and that a transfer tax be imposed on real estate transfers. Executive Lemon said that he has heard from both sides of the issue and if a vote of the people was taken

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today the idea wouldn't pass. Olsen said that he would like a letter from the Council giving him some direction on the proposal.

TOURIST COUNCIL QUARTERLY REPORT: ALEXANDER, MARIDENE

Maridene Alexander, the Director of the Bridgerland Tourist Council presented to the Council a quarterly report including a revised 1996 budget.

(See attachment #1)

Alexander discussed the Bridgerland 1997 marketing plan reviewing some of their goals and strategies to promote tourism in the Bridgerland area.

Vice Chairman Anhder moved to accept the 1996 revised budget. It was seconded and carried unanimously.

PUBLIC HEARING: NIBLEY SURPLUS PROPERTY

Chairman Skanchy convened a Public Hearing at 6:00 p.m. to receive public input on declaring two parcels of property as surplus. The property is located in Nibley and Cache Junction. They are old road right-of-ways that has never been used by the county.

Audience participation was asked for and none was given.

Councilman Petersen moved to close the public hearing. It was seconded and carried unanimously.

RESOLUTION NO: 96-31: NIBLEY 250 WEST STREET AS SURPLUS

The adoption of Resolution No. 96-31 will declare the 250 West Street in Nibley as surplus property.

(See attachment #2)

A motion to adopt Resolution No. 96-31 was made by Councilman Allen. It was seconded and passed. Vice Chairman Anhder abstained.

A motion to table Resolution No. 96-32 dealing with the Cache Junction property until additional information can be obtained was made by Councilman Petersen. It was seconded and carried unanimously.

Resolution No. 96-32 dealing with the Cache Junction property will be on the next regular Council meeting agenda.

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FESTIVAL OF THE AMERICAN WEST GRANT: CALL, RON

Ron Call, the Festival of the American West Director, reviewed an application for grant money for Festival funding from the State as was done last year. They are requesting \$100,000 this year. The County has no financial obligation in the matter.

Vice Chairman Anhder moved to support the Festivals grant application. It was seconded and carried unanimously.

BUDGETARY MATTERS

The following Intra-Departmental budget transfers were submitted for approval:

1. County Executive: \$300.00
2. County Attorney: \$2,800.00

(See attachment #3)

Councilman Petersen moved to approve the above two transfers. It was seconded and carried unanimously.

AFFIRMATIVE ACTION PLAN: CACHE COUNTY

The Affirmative Action Plan was presented to the Council for approval. The plan has been reviewed by the County Attorney and been found ready for approval.

(See attachment #4)

Councilman Allen moved to adopt the Affirmative Action Plan. It was seconded and carried unanimously.

ORDINANCE NO. 96-05: AGRICULTURE PROTECTION AREAS

Scott Wyatt, the County Attorney reviewed a proposed Ordinance that would allow establishing agriculture areas in the County. The Ordinance adopts procedures to create an area and establishes a proper form and fee to do so. After some discussion it was determined to table any action on this ordinance until the November 12th Council meeting after the necessary areas of concern are properly addressed.

RESOLUTION NO. 96-33: ANT FLAT ROAD CLOSURE

Resolution No. 96-33 was tabled until the next Council meeting.

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CACHE COUNTY NORTH PARK EQUESTRIAN AREA: DISCUSSION

The Council continued discussing the North Park Equestrian area owned by the County. Some have proposed the construction of an ice arena on the property. The equestrian people have suggested that if that happens they would propose that some of the property be traded to USU for land that they could use to establish another equestrian area. Executive Lemon was asked to provide a recommendation on the matter.

COMPREHENSIVE LAND USE PLAN: DISCUSSION

The County-Wide Planner, Mark Teuscher met with the Council to further discuss the County Comprehensive Land Use Plan. He is asking that the Council set a public hearing to receive citizen input on the plan before the Council adopts it.

PUBLIC HEARING SET: COMPREHENSIVE LAND USE PLAN

Councilman Petersen moved to set the public hearing to receive public input on the Comprehensive Land Use Plan on the 3rd day of December, 1996 at 6:00 p.m.. It was seconded and carried unanimously.

TOURIST COUNCIL CONTRACT WITH CHAMBER OF COMMERCE:DISCUSSION

Maridene Alexander, the Director of the Tourist Council and Doug Thompson the President of the Cache Chamber of Commerce met with the Council to discuss budget and planning concerns. The appointment of a committee to study the future direction of the Tourist Council and also study the possibility of constructing a convention center was discussed.

BUDGET-1997: LEMON, M. LYNN

The County Executive M. Lynn Lemon presented his recommendations for the 1997 budget.

(See attachment #5)

The recommendation were discussed and will be further addressed during the 1997 budget workshops.

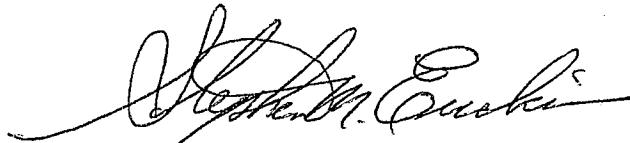
PARADE:USU HOMECOMING-OCTOBER 26, 1996

The 1996 USU Homecoming parade will be on Sat. the 26th of October, 1996 beginning at 10:00 a.m.

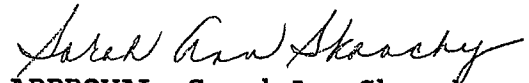
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ADJOURNMENT

No further business was presented and Chairman Skanchy adjourned the meeting at 7:45 p.m..



**ATTEST: Stephen M. Erickson
Cache County Clerk**



**APPROVAL: Sarah Ann Skanchy
Council Chairman**



(801) 752-2161
(800) 882-4433 FAX (801) 753-3426
160 North Main Logan, UT 84321-4541

October 17, 1996

Dear County Council Representative:

The Bridgerland Travel Region held two very important meetings with the Tourist Council Board and the Cache Valley Lodging Association to identify tourism opportunities and identify the problems, or hurdles, this travel region has. A copy of some of the ideas generated at these meetings is attached. I thought you would find this information helpful as we look into the 1997 marketing year.

A copy of the newly revised Mission Statement and Goals and Objectives for the Bridgerland Travel Region is attached. The Bridgerland Travel Region has enjoyed its contract with the Chamber of Commerce, and we look forward to renewing with both Cache and Rich Counties.

I look forward to Tuesday evening's presentation.

Respectfully yours,

Maridene Alexander

Maridene Alexander
Director

MA/jm

Enclosures

REVISED 1996 BUDGET**BRIDGERLAND TRAVEL REGION**

<u>Description</u>	<u>1996 BUDGET</u>	<u>Revised 96 Budget</u>	<u>Difference</u>
INCOME			
<u>Contract Committed Income</u>			
Cache Transient Room Tax	120,000	120,000	
Rich Transient Room Tax	<u>20,000</u>	<u>20,000</u>	
Transient Room Tax	140,000	140,000	
<u>Not Contracted Income</u>			
State Matching Funds	23,500	27,500	4,000
Items Sold	4,000	4,000	
Interest Income	50	50	
Governor's Conference		2,098	2,098
Restaurant Tax Income	20,000	38,000	18,000
Superhost	500		-500
Carry Over From Previous Year	25,000	45,008	20,008
Logan Canyon ISTE A Grant	12,000	11,172	-828
Miscellaneous Income	<u>500</u>	<u>500</u>	
TOTAL INCOME	225,550	268,328	42,778
EXPENSES: OPERATIONS			
Administration	42,008	42,008	
Audit & Accounting	1,800	1,800	
Automobile	3,500	3,500	
Awards & Recognition	125	125	
Board Expense	450	450	
Bonds	75	75	
Conventions & Workshops	800	800	
Dues, Fees, & Subscriptions	900	1,377	477
Bear Lake Visitors Center		625	625
Equipment Maintenance	250	250	
Equipment Purch. & Replacement	3,500	3,500	
Items for Resale	2,200	2,200	
Miscellaneous	50	50	
Rent	4,500	4,500	
Staff Expense	300	300	
Supplies	2,000	2,500	500
Telephone	5,000	5,000	
Travel-Staff	2,000	2,000	
TOTAL OPERATIONS	69,458	71,060	1,602
EXPENSES: PROMOTIONS			
Advertising	63,274	79,555	16,281
Brochures, Maps & Guides	34,810	34,810	
Convention Promotion	12,000	12,000	
Info Booth Personnel-Cache	3,000	3,600	600
Info Booth Personnel-Rich	5,500	5,500	
Group Tour Research	8,000	8,000	
Local Matching Program	7,500	29,800	22,300
Payroll Taxes	808	808	
Perry Rest Stop	1,500	1,500	
Postage/Freight	8,500	8,500	
Slide Library	400	400	
Superhost	800	800	
Travel Show Booth Prep	300	300	
Travel Shows	4,000	4,000	
Governors Conference	4,400	6,195	1,795
Volunteer	500	700	200
Video Duplication	<u>800</u>	<u>800</u>	
TOTAL PROMOTIONS	156,092	197,268	41,176
TOTAL EXPENSES	225,550	268,328	42,778

**PROPOSED 1997 BUDGET
BRIDGERLAND TRAVEL REGION**

Description	1996 BUDGET	PROPOSED 1997 BUDGET
INCOME		
<u>Contract Committed Income</u>		
Cache Transient Room Tax	120,000	132,000
Rich Transient Room Tax	<u>20,000</u>	<u>15,000</u>
Transient Room Tax	140,000	147,000
<u>Not Contracted Income</u>		
State Matching Funds	23,500	32,000
Items Sold	4,000	3,500
Interest Income	50	100
Restaurant Tax Income	20,000	20,000
Superhost	500	200
Carry Over From Previous Year	25,000	20,000
Logan Canyon ISTE A Grant	12,000	9,000
Miscellaneous Income	<u>500</u>	<u>30,000</u>
TOTAL INCOME	225,550	261,800

EXPENSES - OPERATIONS

Administration	42,008	43,688
Audit & Accounting	1,800	2,100
Automobile	3,500	3,600
Awards & Recognition	125	125
Board Expense	450	450
Bonds	75	75
Conventions & Workshops	800	1,000
Dues, Fees, & Subscriptions	900	1,600
Bear Lake Visitors Center		350
Equipment Maintenance	250	250
Equipment Purch. & Replacement	3,500	2,500
Items for Resale	2,200	1,800
Miscellaneous	50	50
Rent	4,500	4,500
Staff Expense	300	300
Supplies	2,000	2,000
Telephone	5,000	6,000
Travel-Staff	2,000	2,500
TOTAL OPERATIONS	69,458	72,888

EXPENSES - PROMOTIONS

Advertising	63,274	38,037
Brochures, Maps & Guides	34,810	36,000
Convention & Visitors Bureau	12,000	36,000
Festival of American West UTC Grant		20,000
Info Booth Personnel-Cache	3,000	3,500
Info Booth Personnel-Rich	5,500	5,500
Internet Site		3,500
Group Tour Research	8,000	
Local Matching Program	7,500	27,500
Payroll Taxes	808	1,000
Perry Rest Stop	1,500	1,675
Postage/Freight	8,500	9,000
Slide Library	400	1,000
Superhost	800	250
Travel Show Booth Prep	300	900
Travel Shows	4,000	4,000
Governors Conference	4,400	
Volunteer	500	550
Video Duplication	<u>800</u>	<u>500</u>
TOTAL PROMOTIONS	156,092	188,912
TOTAL EXPENSES	225,550	261,800



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MISSION STATEMENT

The mission of the Bridgerland Travel Region is to improve the economy and vitality of life in Cache and Rich Counties through tourism.

GOALS AND OBJECTIVES

1. Increase visitor numbers, trip duration and visitor sales by promoting Bridgerland as an all-season tourism destination and a meeting and convention destination.
2. Be an active advocate of the tourism industry and represent the best interests of Bridgerland on issues of public interest and policy.
3. Build the credibility of the tourism industry as an important force in the region's economy and vitality of life by educating the government, business, labor and professional communities.
4. Pursue relationships with organizations and tourism providers that foster mutual goals, provide cooperative marketing and funding mechanisms, and offer partnership opportunities to increase tourism to the Bridgerland area.
5. Provide quality, timely, up-to-date information to those seeking tourism information on the Bridgerland area by telephone, internet, mail or in person at one of our visitor's centers. Collect tourism data to assist with market analysis and research.
6. Encourage and assist new and appropriate tourism developments or events to the Bridgerland Travel Region area. Help existing community event planners expand their market outside the Bridgerland area.

STRATEGY ONE: CONVENTION, CONFERENCE & MEETING PLANNERS

OPPORTUNITIES

1. Bridgerland is a great place to hold a convention or business meeting.
2. Bridgerland has many large convention groups that return year-after-year.
3. October through April is an excellent time to schedule business meetings, conferences and conventions in Bridgerland.
4. Overnight lodging rates in Salt Lake are well over \$100 plus per night. Many group tours and conventions planners are looking for alternative locations that offer value prices.
5. Salt Lake is booking very large conventions, making space at a premium for small conventions and meetings. Meeting planners are looking for alternative places to hold their conferences.
6. The short, scenic drive through Wellsville Canyon makes travel to Bridgerland very accessible and safe.
7. Bridgerland can offer meeting planners what they are looking for: quality lodging, easy location, high-tech facilities, scenic area and a wide range of recreation and dining experiences.
8. The 2002 Olympics in Salt Lake will draw attention to the entire state of Utah.
9. Cache Valley has a wide variety of meeting facilities to offer meeting planners: Utah State University, Sherwood Hills, Bullen Center, meeting rooms in motels and the new facility opening next spring in the Coppermill Restaurant.
10. Conference groups typically spend 3-5 nights in an area. As we attract more conference groups to Bridgerland, we will extend the average number of nights a visitor spends in Bridgerland.

HURDLES

1. Many meeting planners are unaware of the facilities in Bridgerland.
2. Meeting planners have had poor experiences at some properties in Cache County and Garden City. Training is needed.
3. USU's shift to the semester system may force existing conventions and conferences to move to other dates and locations.
4. Motel occupancy is high during the summers, but drops off from October to May.
5. Insufficient parking for conventions in downtown Logan.
6. Logan is 90 miles from SLC Airport.

MARKETING STRATEGY: BEAR LAKE PROMOTION

OPPORTUNITIES

1. Business is great during the summer, the lake is full.
2. Boat rentals are available right on the beach and around the lake in Garden City, allowing visitors to experience soft adventure.
3. The Bear Lake "Bear Trail" pedestrian and cycling trail is popular with visitors. Many motels offer bike rentals on-site.
4. Downtown Garden City has seen growth in new business.
5. Some businesses did stay open into September.
6. A variety of nearby side tours: Minnetonka Cave, Woodruff Wilson home, Bear Lake National Wildlife Refuge (with new Trumpeter Swans), the Rails and Trails Museum is open in Montpelier, Paris Tabernacle and Museum.
7. Variety of golf experiences in the Bear Lake Valley: Bear Lake Golf Course, Bear Lake West and Montpelier.
8. National Oregon Trail Center will open in 1997 in Montpelier.
9. Bear lake has excellent boat launching facilities and access.
10. Raspberry Days is a popular and well-known summer event.
11. The bicycle trail and the Bear Lake overlook will provide opportunities to stop tourists longer at Bear Lake.
12. Grant money is available to put together a professional training seminar and workbook on conference and event planning.
13. Bear Lake is a year-round destination, with snowmobiling and skiing available in the winter.
14. The Mountain Man Rendezvous in the fall fills up local campgrounds.

HURDLES

1. Visitors traveling to Bear Lake during shoulder seasons are not having a quality visitor experience because businesses and activities are not open.
2. Local event planners need assistance to help organize events and festivals.
3. Motels and campgrounds are sold out on many weekends.
4. Bear Lake Raspberry Days rooms are sold out weeks in advance.
5. Weather.
6. Meeting planners have had poor experiences at some properties.
7. Bear Lake has no public beach area near Garden City for tourists to stop.
8. Businesses at Bear Lake close after Labor Day or reduce hours making it difficult to expand the season.

BUS TOUR GROUPS

OPPORTUNITIES

1. The Festival of the American West will set up a permanent facility near the Jensen Farm, and will be open all summer first, and then expand to be open all year. This provides a great place for tour buses to stop.
2. The Bear Lake Overlook Visitors Center, scheduled to open in 1998, will offer group visitors a better opportunity to learn about tourist attractions in the Bridgerland area.
3. The Bear Lake Overlook will provide clean restroom facilities.

PROBLEMS

1. Over 3,500 tour buses are traveling through Bridgerland from Yellowstone to Salt Lake. These groups are not spending the night or spending significant money in Bridgerland.
2. Construction in Logan Canyon may cause tourists and tour bus companies to reroute itineraries.
3. Parking for buses.
4. Central restroom facilities.
5. Bus drivers and groups have complained about attitudes and services in some business establishments.
6. Lack of centralized maintenance and dumping facilities.

OTHER OPPORTUNITIES & IDEAS

1. Old Town Atmosphere downtown Logan.
2. Pedestrian street on Federal Avenue.
3. Attract big-name entertainers.
4. Cheese festival.
5. Chocolate festival.
6. Theme for Cache Valley? (Festival city, culture town, etc.)
7. Golf Packages.
8. Winter Festival.
9. Fall Color packages.
10. Southwest Airlines packages.
11. Photography tours.
12. October Festival - football/hot springs/
fall colors
13. Heritage Tours.
14. Airshows
15. Women's Conventions
16. Victorian theme downtown.

SNOWMOBILING

1. Incredible snow conditions.
2. Variety of terrain.
3. Excellent trails.
4. Fantastic scenery.
5. Snowmobilers from outside Utah encountered great people on the trails.

OTHER HURDLES

1. Bridgerland's #1 market, Utah's Wasatch Front, does not think of Bridgerland as an overnight destination.
2. Parking downtown Logan.
3. Distance of SLC Airport.
4. Transportation from SLC Airport to Cache County.

SNOWMOBILING

1. Lack of adequate grooming early in the season.
2. Lack of camping accommodations.
3. Lack of parking.
4. Lack of restroom facilities.
5. Businesses closed in the Bear Lake area.

CACHE COUNTY

RESOLUTION NO. 96- 31

A RESOLUTION DECLARING THE PROPERTY LOCATED AT 300 WEST STREET (WHICH IS ALSO KNOW AS 250 WEST STREET) FROM 3200 SOUTH STREET, SOUTH TO THE QUARTER CIRCLE SUBDIVISION IN NIBLEY AS SURPLUS REAL PROPERTY.

The County Council of Cache County, Utah, in a regular meeting, lawful notice of which has been given, finds that the real property located at 300 WEST STREET (WHICH IS ALSO KNOW AS 250 WEST STREET) FROM 3200 SOUTH STREET, SOUTH TO THE QUARTER CIRCLE SUBDIVISION IN NIBLEY should be declared surplus in accordance with the provisions of the County Fiscal Procedures Ordinance.

Now therefore, BE IT RESOLVED that:

SECTION 2: DECLARATION:

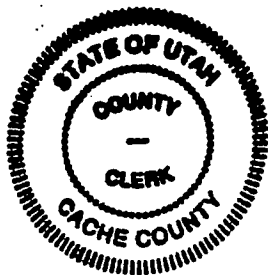
The real property located at 300 WEST STREET (WHICH IS ALSO KNOW AS 250 WEST STREET) FROM 3200 SOUTH STREET, SOUTH TO THE QUARTER CIRCLE SUBDIVISION IN NIBLEY shall be declared surplus.

SECTION 2: EFFECTIVE DATE:

This resolution shall become effective immediately upon adoption.

This resolution was adopted by the Cache County Council on the 22nd day of October, 1996.

CACHE COUNTY COUNCIL



By: Sarah Ann Skanchy
Sarah Ann Skanchy
Chairman

ATTESTED TO:

Stephen M. Erickson

Stephen M. Erickson
Cache County Clerk

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REQUEST FOR INTRA-DEPARTMENTAL BUDGET TRANSFER

Department: Executive
 Date: October 21, 1996

Amount to be transferred --- (rounded to the nearest dollar) \$ 300.00

	10-4131-740	\$100.00	
Transfer from ---	10-4131-310	\$100.00	
	Line Item No. 10-4131-620	\$100.00	
Fund Designation: _____			
	Original Budget:	\$ 2,000.00	\$ _____
	Current Budget:	\$ 2,000.00	\$ _____
	Expenditures to date	\$ 1,362.32	\$ _____
	Balance before transfer	\$ 637.68	\$ _____
	Balance after transfer	\$ 337.69	\$ _____

Transfer to ---

	Line Item No. <u>10 - 4131 - 280</u>		
Fund Designation: _____			
	Original Budget:	\$ 1,300.00	\$ _____
	Current Budget:	\$ 1,300.00	\$ _____
	Expenditures to date	\$ 1,283.17	\$ _____
	Balance before transfer	\$ 16.83	\$ _____
	Balance after transfer	\$ 316.83	\$ _____

Description of needs and purpose of transfer ---

Executive telephone will be out of money before October is through. Funds are needed to continue telephone service to Executive Office through the remainder of year

M. Bryan Lambert
 Department Head

Recommendation: Approval Disapproval
 Comments:

Date: 10/22/96

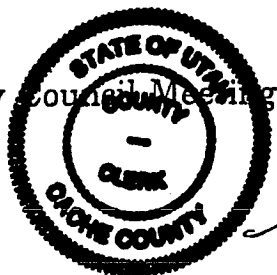
Jamra Stones
 Cache County Auditor

Recommendation: Approval Disapproval
 Comments:

Date: 10/21/96

M. Bryan Lambert
 Cache County Executive

Consented by the Cache County Council Meeting in regular session on the 22nd day of Oct, 1996



Steph M. Eubank
 Cache County Clerk

REQUEST FOR INTRA-DEPARTMENTAL BUDGET TRANSFER

Department: County Attorney
 Date: October 22, 1996

Amount to be transferred --- (rounded to the nearest dollar) \$ 2,800.00

Transfer from ---

Line Item No.	<u>10 - 4145 - 290</u>	
Fund Designation:	<u>Rental of Equipment</u>	
Original Budget:	\$ <u>33,000.00</u>	\$ _____
Current Budget:	\$ <u>33,600.00</u>	\$ _____
Expenditures to date	\$ <u>000.00</u>	\$ _____
Balance before transfer	\$ <u>33,600.00</u>	\$ _____
Balance after transfer	\$ <u>30,800.00</u>	\$ _____

Transfer to ---

Line Item No.	<u>10 - 4145 - 740</u>	
Fund Designation:	<u>Equipment</u>	
Original Budget:	\$ <u>14,000.00</u>	\$ _____
Current Budget:	\$ <u>206.00</u>	\$ _____
Expenditures to date	\$ <u>13,794.00</u>	\$ _____
Balance before transfer	\$ <u>1,206.00</u>	\$ _____
Balance after transfer	\$ <u>3,006.00</u>	\$ _____

Description of needs and purpose of transfer ---

Purchase of laptop computer - needed to type orders, jury instructions etc if
venue is changed on Michael Phillips and to type judgments, 90 day orders during Law & Motion
which occurs every Monday. This will allow our legal assistants to type
orders while they are sitting in Court

 Department Head

Recommendation: Approval Disapproval
 Comments:

Date: 10/22/96

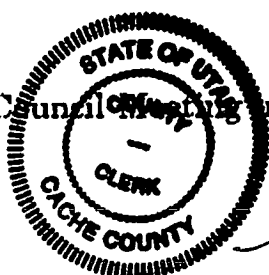
James Stones
 Cache County Auditor

Recommendation: Approval Disapproval
 Comments:

Date: 10/22/96

M. Lynn Hansen
 Cache County Executive

Consented by the Cache County Council 10/22/96 in regular session on the 22nd
 day of Oct, 1995/6



Stephen Cook
 Cache County Clerk

Cache County Corporation
Equal Employment Opportunity Plan

1. Introduction

Grantee Information

Name: Cache County Corporation
Address: 120 N. 100 W. Logan, UT 84321
Phone: (801) 752-5935

The purpose of an Equal Employment Opportunity Plan (EEOP) is to insure full and equal participation of men and women regardless of race or national origin in the work force of the recipient agency. A recipient agency is defined as any State or local unit of government or agency thereof, and any private entity, institution, or organization, to which Office of Justice Programs (OJP) financial assistance is extended directly or through such government or private entity. Recipient agencies that meet the designated criteria are required to maintain an EEOP on file for review by OJP, if requested. (28 CFR 42.301).

The EEOP is a comprehensive document that analyzes Cache County Corporation's work force in comparison to its relevant labor market data as well as employment practices to determine their impact on the basis of race, sex, or national origin. The EEOP includes a written analysis that 1) provides a statistical profile of the internal work force by race, sex, and national origin, 2) identifies problems in employment practices, 3) specifies corrective action, and 4) forms the basis of ongoing evaluation.

The effective date of the EEOP is April 15, 1996 and the duration is for five years ending April 15, 2001.

A. Equal Employment Opportunity Plan Philosophy

Cache County Corporation fully supports the concept of Equal Employment Opportunity. Equal employment opportunity means that an employer will conduct all personnel activities in a manner that will assure equal opportunity for all. Such activities will be based solely on individual merit and fitness of applicants and employees related to the specific jobs and without regard to race, color, sex, religion, age, national origin, citizenship status, veteran status, sexual orientation, disability or other non-merit factors.

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, sex, age, or other non-merit factors is prohibited.

Cache County recognizes that passive prohibition of discrimination is not sufficient in and of itself to assure true equal employment opportunity. An aggressive affirmative action program is needed to ensure equal opportunity

Affirmative action is the planned, aggressive, coherent management program to provide for equal employment opportunity. The Affirmative Action Plan is the written document through which management assures that all persons have equal opportunities in recruitment, selection, appointment, promotion, training, discipline, and related managerial areas. It is a results-oriented program designed to achieve equal employment opportunity rather than simply a policy to assure nondiscrimination. As an ongoing management program it requires periodic evaluation.

Taking affirmative action should not mean that employers give "preferential treatment" to minority groups or women, or "discriminate in reverse." An Affirmative Action Program should actually reinforce merit employment concepts by assuring that all segments of our society have an opportunity to enter public service on the basis of open competition and advance according to their relative ability. This is accomplished by eliminating barriers such as inadequate publicity about job openings, unrealistic job requirements, tests which lack adequate validity, and insufficient opportunity to upward mobility.

The scope of Affirmative Action Programs must be comprehensive, covering all elements of personnel policy and practice. Focusing on one or two areas such as recruitment and selection, to the exclusion of other areas will not assure the desired result. Each program should also be concerned with qualification requirements, job structure, promotion policies, training to improve job performance and upward mobility, and other related procedures and practices. The working environment itself is another important factor in the success or failure of an equal employment opportunity effort. Supervisor's attitudes, the way work is assigned, the availability of counseling services, and physical facilities are all areas for "affirmative action."

B. Equal Employment Opportunity Policy

It is the policy of Cache County that no person shall, on the grounds of race, color, sex, religion, age, national origin, citizenship status, veteran status, sexual orientation, or disability, be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment.

Cache County is committed to the concept of equal employment opportunity and will make every effort to assure qualified persons the right to maximum participation in the mainstream of our employment system regardless of race, color, sex, religion, age, national origin, citizenship status, veteran status, sexual orientation, or disability. It is the goal of Cache County that all matters related to recruiting, hiring and selection, training, compensation, benefits, promotion, transfers, lay-offs, recall from lay-offs, demotions, terminations, working conditions, educational and training opportunities and all treatment on the job be free of discriminatory practices. As opportunities of transfer, advancement of promotion occur, periodic review and analysis of personnel records will be made to ensure that all minority and female employees continue to receive equal consideration and that only valid requirements are imposed for these opportunities.

"Affirmative Action" will be used to achieve the objectives of this policy. The Cache County Employment Officer (EOO) will have responsibility for the development and implementation of the Affirmative Action Program. With the cooperation and assistance of each department head, the EOO will conduct periodic surveys to determine whether the program is achieving the desired results.

C. Administering the Affirmative Action Program

In order to achieve desired results, an affirmative action program must be administered effectively. Described in this section are the responsibilities of the Equal Opportunity Officer (EOO) and Equal Opportunity Committee/Grievance Committee as well as the suggested discrimination complaint process.

Equal Opportunity Officer

The Cache County Council shall appoint a senior staff level employee Equal Opportunity Officer (EOO). The EOO will be responsible for the civil rights program within Cache County. The EOO shall attend relevant equal opportunity and affirmative action training sessions and keep the staff apprised of changes in policy, regulations, etc.

The EOO will have responsibility and authority to carry out the following activities:

1. Receive and attempt to resolve complaints of discrimination on an informal basis.

2. Provide aggrieved persons with information and advice on equal opportunity procedures and notification of the filing deadlines for equal employment opportunity complaints.
3. Take any other steps which may assist in the resolution of the problem prior to the filing of a formal complaint of alleged discrimination.

Equal Opportunity Committee/Grievance Committee

The Committee will be appointed by the County Executive and will consist of one elected official, one departmental head and two employees at large. This Committee shall have ultimate responsibility for monitoring and ensuring compliance with the Civil Rights Program of Cache County. The Equal Opportunity Committee/Grievance Committee shall review the informal determinations made by the Equal Opportunity Officer in complaints of discrimination to determine the validity of the determinations. In doing so, the committee may hold a hearing at which the involved parties may present evidence and may be represented by counsel. The Committee shall make reasonable attempts to resolve the problem equitably prior to the filing of a formal complaint.

Processing Complaints of Discrimination

Any employee who believes he or she has encountered discrimination because of race, color, sex, religion, age, national origin, citizenship status, veteran status, sexual orientation, disability or political affiliation should first discuss the problem with the Equal Opportunity Officer preferably within 30 calendar days, but no more than 180 calendar days, after the occurrence of the act.

Upon hearing of a complaint, the EOO shall make every effort to resolve the problem informally. The EOO shall, if requested by the complainant, assist in discussion with any party to the problem and may take other steps which may assist in the resolution of the problem.

The aggrieved person(s) has (have) the right to be accompanied, represented, and advised by a representative or attorney of his/her own choice.

The EOO shall be given access within the agency to any information necessary to provide the aggrieved with a basis for determining whether there are grounds for filing a formal complaint and to resolve the problem before the filing of a formal complaint.

Nothing in this section should be considered to mean that a complainant cannot file a formal complaint directly to the appropriate state or federal agency at any time. It is only a suggested procedure to allow time to solve problems internally.

The EOO shall inform the complainant of the right to file a formal complaint with other appropriate federal, state, and local civil rights agencies or offices.

2. Grantee's Workforce Analysis

Job Category	MALE						FEMALE					
	Total	B	W	H	A/PI	AI/AN	Total	B	W	H	A/P I	AI/AN
Officials/ Administrators	19 73%	0 0%	19 73%	0 0%	0 0%	0 0%	7 27%	0 0%	6 23%	0 0%	1 4%	0 0%
Professionals	4 80%	0 0%	4 80%	0 0%	0 0%	0 0%	1 20%	0 0%	1 20%	0 0%	0 0%	0 0%
Protective/ Services	60 82.2%	0 0%	59 80.8%	1 1.4%	0 0%	0 0%	13 17.8%	0 0%	12 16.4%	0 0%	0 0%	1 1.4%
Office/ Clerical	11 20%	0 0%	11 20%	0 0%	0 0%	0 0%	43 80%	0 0%	42 78%	0 0%	0 0%	0 0%
Service/ Maintenance	31 62%	0 0%	30 60%	0 0%	0 0%	1 2%	19 38%	0 0%	19 38%	0 0%	0 0%	0 0%

B -- Black

W -- White

H -- Hispanic

A/PI -- Asian / Pacific Islander

AI / AN -- American Indian / Alaskan Native

3. Community Labor Statistics

Job Category	MALE						FEMALE						
	Total	B	W	H	A/PI	AI/AN	Total	B	W	H	A/PI	AI/AN	Other
Exec./Admin./ Management	2155 68.8%	5 0.159%	2116 67.58%	15 0.479%	9 0.28%	10 0.319%	976 31.2%	0 0%	968 30.9%	0 0%	8 0.225%	0 0%	0 0%
Professionals	2696 51.1%	6 0.114%	2535 48.04%	32 0.606%	121 2.29%	2 0.037%	2580 48.9%	5 0.094%	2456 46.55%	39 0.739%	71 1.34%	9 0.17%	0 0%
Administrative Support	1050 25%	3 0.071%	1006 23.9%	10 0.238%	27 0.64%	4 0.09%	3146 75%	2 0.048%	3053 72.8%	0 0%	49 1.17%	13 0.30%	0 0%
Protective Services	236 84.9%	0 0%	230 82.7%	6 2.16%	0 0%	0 0%	42 15.1%	0 0%	42 15.1%	0 0%	0 0%	0 0%	0 0%
Service Occupations	1305 33.3%	5 0.1%	1199 30.6%	24 0.6%	68 1.7%	15 0.3%	2600 66.6%	0 0%	2490 63.7%	0 0%	19 0.4%	25 0.6%	0 0%

B -- Black

W -- White

H -- Hispanic

A/PI -- Asian / Pacific Islander

AI / AN -- American Indian / Alaskan Native

4. Underutilization Analysis

A. Chart

Job Category	MALE					FEMALE				
	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials	5.5%	-0.48%	-0.48%	-0.28%	-0.32%	0%	-8%	0%	3.74%	0%
Professionals	32%	-0.11%	0.61%	-2.3%	-0.04%	-0.09%	-26.6%	0.74%	-1.3%	-0.17%
Office/Clerical	-0.07%	-3.9%	-0.24%	-0.64%	-0.09%	-0.05%	5.2%	1.3%	-1.2%	-0.31%
Protective services	0%	-2.7%	5.8%	1.4%	0%	0%	1.3%	0%	0%	1.4%
Service/Maint.	0.1%	29.4%	-0.6%	-1.7%	1.7%	0%	-25.7%	-2%	-0.4%	-0.6%

B -- Black
 W -- White
 H -- Hispanic
 A/PI -- Asian / Pacific Islander
 AI / AN -- American Indian / Alaskan Native

B. Narrative

Cache County demonstrates an obvious underutilization of women at the professional level. Their representation in the community at this level is 48.9% whereas their representation at the county is 20%.

There's no serious underutilization of Blacks, Hispanics, Asians or Pacific Islanders, American Indians or Alaskan Natives and other minorities, for our underutilization analysis shows the most under-representation to be -2.29% for Asian or Pacific Island men in the professional area of employment. Given their low representation in the community (the highest figures are 0.479% Hispanic men at the executive administrative and managerial level, 2.29% Asian or Pacific Island men at the professional level, 1.17% Asians or Pacific Island women at the administrative support level, 2.16% Hispanic men at the protective services level and 2.1% Hispanic women at the service occupations level), it's clear there aren't many minority people from the said racial and ethnic groups residing in this area.

5. The Goal

Our goal is to monitor and, where appropriate, increase the representation of minorities, women inclusive, in all job categories in Cache County. We intend to advertise all job vacancies in the local newspaper, Job Service, and other local employment agencies. When appropriate, we will advertise outside the county encouraging qualified minority persons to apply.

6. Steps to Achieve the Goal

Cache County has determined the following steps to enable us meet our goal of increasing the representation of minorities and women at all levels of employment:

1. Collaboration with employment agencies to encourage women and minorities to apply for county positions.
2. Identify and contact local minority and women's groups to encourage their members to apply for county jobs.
3. Target certain job categories for recruitment outside the county and encourage minorities and women to apply.

7. Dissemination Plan

1. The plan will be given first to the County Executive for review.
2. The document will then be presented to the County Council for approval.
3. The approved EEOP will then be made available to all employees.
4. An announcement in the local newspaper will state that Cache County has completed a plan and that copies will be available in the Executive Office at 120 North 100 West, Logan, UT 84321.

CACHE COUNTY
CORPORATION

M. LYNN LEMON
COUNTY EXECUTIVE/SURVEYOR

120 NORTH 100 WEST
LOGAN, UTAH 84321
Tel 801-752-5935
Fax 752-9169

October 22, 1996

COUNTY COUNCIL
SARAH ANN SKANCHY
CHAIRMAN
C. LARRY ANHDER
V. CHAIRMAN
DARREL L. GIBBONS
JERRY L. ALLEN
GUY RAY PULSIPHER
H. CRAIG PETERSEN
LAYNE M. BECK
STEPHEN M. ERICKSON
CLERK

TO: County Council Members
FROM: Lynn Lemon *ML*
SUBJECT: 1997 Budget Information

Revenues

1. General Property Tax-Assumes growth of 4.0%
2. Fee-In-Lieu-Same level as 1995 and 1996 estimate
2. Payment in Lieu of Taxes-Assumes increase of \$28,487
3. Sales & Use Tax-Assumes growth of 4.0% over 1996 estimate

Employee Compensation

1. 3% Cost of Living Adjustment. Includes most merit and non-merit employees. Some employees that were approved based on grants are not included.
2. Merit Employees receive one step increase on anniversary date up to wage step 35. Same as last three years to keep up with minimum wage step. (One step per year of service)
3. Merit Employees eligible for one step merit increase on anniversary date up to wage step 35. Given at the discretion of the department head based on performance and employee evaluations.
4. All elected officials receive 4% increase.

Additional Employees Included in recommendation:

1. Work Diversion Program Officer-Approved in 1996 and continues based on renewal of grant.
2. Victims Assistance Coordinator-Approved in 1996 and continues based on renewal of grant.
3. Assistant Victims Advocate-Approved in 1996 and continues based on renewal of grant.
4. Additional Building Inspector-Approved in 1996
5. Additional Half-time Secretary in Zoning Officer-Included based on new Rate Proposal approval.
6. Additional "Fast Cop" Patrol position in Municipal Services budget included.
7. Appraisal Supervisor from Part-time to Full-time. Part-time approved in 1996 budget but not hired.

Additional Employees Removed from recommendation:

1. Secretary in Sheriff's Department
2. Investigator in Sheriff's Department
3. Evidence Custodian in Sheriff's Department
4. Part-Time Secretary in Fire Department
5. (3) Control Room Officers in Jail
6. Transportation Officer in Jail
7. Zoning Enforcement Officer