

APPROVED

**CACHE COUNTY
COUNCIL MINUTES
SEPTEMBER 14, 2010**

CACHE COUNTY COUNCIL
September 14, 2010

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CACHE COUNTY COUNCIL MEETING
September 14, 2010

The Cache County Council convened in a regular session on September 14, 2010 at 5:00 p.m. in the Cache County Council Chamber at 199 North Main, Logan, Utah.

ATTENDANCE:

Chairman: Gordon Zilles
Vice Chairman: **Jon White absent.**
Council Members: Craig "W" Buttars, Brian Chambers, H. Craig Petersen,
Kathy Robison & Cory Yeates.
County Executive: M. Lynn Lemon
County Clerk: Jill N. Zollinger
County Attorney: Don Linton (**James Swink absent**)

The following individuals were also in attendance: Janeen Allen, Brenda Anthony, Meghan Bair, Rachel Christensen, James Comeford, Sharon L. Hoth, Lieutenant Chad Jensen, Kree Lindsay, Cathy Lloyd, Lieutenant Brian Locke, Paige Museus, Sheriff G. Lynn Nelson, Dave Nielsen, Annie Parker, Jill Parker, Lieutenant Doyle Peck, Auditor Tamra Stones, Denis C. Strong, Gene Thomson, Lynn Zollinger, **Media:**, Charles Geraci (Herald Journal), Jeremy Threlfall (KUTA-TV).

OPENING REMARKS AND PLEDGE OF ALLEGIANCE

Executive Lemon gave the opening remarks and led those present in the Pledge of Allegiance.

REVIEW AND APPROVAL OF AGENDA

ACTION: Motion by Council member Yeates to approve the agenda as written. Robison seconded the motion. The vote was unanimous, 5-0. Chambers & White absent.

REVIEW AND APPROVAL OF MINUTES

ACTION: Motion by Council member Robison to approve the minutes of the August 24, 2010 Council Meeting as amended. Yeates seconded the motion. The vote was unanimous, 5-0. Chambers & White absent.

REPORT OF THE COUNTY EXECUTIVE: M. LYNN LEMON

APPOINTMENTS: There were no appointments.

WARRANTS: Warrants for the periods 07-30-2010 to 08-05-2010, 08-06-2010 to 08-12-2010 and 08-13-2010 to 08-19-2010 were given to the clerk for filing.

PUBLIC HEARINGS, APPEALS AND BOARD OF EQUALIZATION MATTERS

PUBLIC HEARING SET: SEPTEMBER 28, 2010 – 5:15 P.M. – 1st CDBG Public Hearing

ACTION: Motion by Council member Buttars to set a Public Hearing for September 28, 2010 at 5:15 p.m. – 1st CDBG Public Hearing. Yeates seconded the motion. The vote was unanimous, 5-0. Chambers & White absent.

ITEMS OF SPECIAL INTEREST

- **Employee of the Month** was presented to Meghan Bair of the Sheriff's Department by Jim Smith.

Council member Chambers joined the meeting.

- **Celebrate America Show** – Gene Thomson, Business Manager for CAS and Brenda Anthony, Director and Producer of the show, thanked the Council for the RAPZ/Restaurant Tax allocation and noted the show is in its eleventh year. The RAPZ/Restaurant Tax money is what makes it possible for the show to continue.
- **Proclamation – Family Day – A Day to Eat Dinner with Your Children** – Council member Kathy Robison read the proclamation.

(Attachment 1)

ACTION: Motion by Council member Robison to adopt the Proclamation designating the fourth Monday in September as– Family Day – A Day to Eat Dinner with Your Children. Buttars seconded the motion. The vote was unanimous, 6-0. White absent.

PUBLIC HEARINGS, APPEALS AND BOARD OF EQUALIZATION MATTERS

ACTION: Motion by Council member Yeates to convene as a Board of Equalization. Robison seconded the motion. The vote was unanimous, 6-0. White absent.

THE COUNCIL CONVENED AS A BOARD OF EQUALIZATION.

BOARD OF EQUALIZATION

- **Set Hearing Dates:** September 20, 2010 – 7:30 am to 4:30 pm (Chairman Zilles will attend the morning hearing and Councilmember Yeates will attend the afternoon hearing.)
September 22, 2010 – 7:30 am to 4:00 pm (Council member Buttars will attend the morning hearing and Council member Petersen will attend the afternoon hearing.)
September 27, 2010 – 7:30 am to 5:00 pm (Chairman Zilles will attend the morning hearing and Council member Yeates will attend the afternoon hearing.)

Executive Lemon believes that the hearing for commercial properties may be September 30. He will keep the Council informed.

ACTION: Motion by Council member Yeates to adjourn from the Board of Equalization. Buttars seconded the motion. The vote was unanimous, 6-0. White absent.

THE COUNCIL ADJOURNED FROM THE BOARD OF EQUALIZATION.

- **Medical Hardship Application** – *(Details are on file in the office of the Cache County Auditor.)*

ACTION: Motion by Council member Chambers to approve the medical hardship application, waive the penalty and interest and set up a payment schedule with the applicant. Yeates seconded the motion. The vote was unanimous, 6-0. White absent.

- **Hardship Applications** – *(Details are on file in the office of the Cache County Auditor.)*

ACTION: Motion by Council member Buttars to approve the hardship applications. Robison seconded the motion. The vote was unanimous, 6-0. White absent.

PENDING ACTION

- **Discussion – Proposed Amendments to the Cache County Road Standards**
– to be on a future agenda.
- **Ordinance No. 2010-07 – Restrictions on the Manufacture, Distribution, Possession, or Use of Synthetic Cannabinoids** – Chairman Zilles stated that the Cache County Council discussed this ordinance at the Joint Council Meeting with Logan City Council and Logan City is supportive.

(Attachment 2)

ACTION: Motion by Council member Robison to approve Ordinance No. 2010-07- Restrictions on the Manufacture, Distribution, Possession, or Use of Synthetic Cannabinoids. Buttars seconded the motion. The vote was unanimous, 6-0. White absent.

Ordinance No. 2010-07: The vote was 6-0. White absent.

	<u>CHAMBERS</u>	<u>YEATES</u>	<u>ZILLES</u>	<u>PETERSEN</u>	<u>WHITE</u>	<u>ROBISON</u>	<u>BUTTARS</u>	<u>VOTES CAST</u>
AYE	X	X	X	X		X	X	6
NAY								0
ABSTAINED								0
ABSENT					X			1

- **Approval of Revised Personnel Policy & Procedures Manual, Acknowledgement, Notice, Sections I, II & III** – Jim Smith reported that the Personnel committee reviewed the revised sections and recommends approval.

Council members asked for clarification on some points relating to relationships and asked if other counties have similar language in their personnel policies. Jim Smith responded in the affirmative and Attorney Linton indicated that the County Attorney's office is confident it could defend the language and prevail in the event of a lawsuit.

(Attachment 3)

ACTION: Motion by Council member Yeates to approve the revised Personnel Policy & Procedures Manual, Acknowledgement, Notice, Sections I, II & III. Robison seconded the motion. The vote was unanimous, 6-0. White absent.

PUBLIC HEARINGS, APPEALS AND BOARD OF EQUALIZATION MATTERS

PUBLIC HEARING: SEPTEMBER 14, 2010 – 5:45 P.M. – Open 2010 Budget – Auditor Stones explained the changes to the budget and recommended approval. *(See Attachment 4 to Resolution No. 2010-22 for details.)*

Chairman Zilles opened the Public Hearing and invited public comment. There was none.

ACTION: Motion by Council member Yeates to close the Public Hearing – September 14, 2010 – 5:45 p.m. to Open the 2010 Budget. Robison seconded the motion. The vote was unanimous, 6-0. White absent.

INITIAL PROPOSAL FOR CONSIDERATION

- **Resolution No. 2010-22 – Budget Appropriations for Certain County Departments**

(Attachment 4)

ACTION: Motion by Council member Yeates to waive the rules and approve Resolution No. 2010-22-Budget Appropriations for Certain County Departments. Buttars seconded the motion. The vote was unanimous, 6-0. White absent.

- **2011 Budget Preparation Schedule** – Executive Lemon asked if the Council has any concerns with the schedule and said he will have the August budget numbers for the September 28, 2010 meeting and the Council can discuss budget priorities at that time.

(Attachment 5)

OTHER BUSINESS

- ✓ **Meeting with Governor Herbert on September 21, 2010-6:00 p.m.-
Riverwoods Conference Center** – Chairman Zilles asked Council members to notify Janeen Allen if they plan to attend this meeting.

COUNCIL MEMBER REPORTS

Cory Yeates received a complaint about the UFOC replacing some Board members. Kree Lindsay, UFOC Marketing Director, explained that all the Board members were present at a meeting where they were told that several Board members would be replaced and all the Board members approved the proposed action.

Yeates recommended contacting Ron Godfrey, the Cache County representative on the UFOC Board to see if he still wishes to serve.

Executive Lemon said he will invite Kent Wallis, UFOC Board Chairman, to report to the Council on the past season and clarify the board composition.

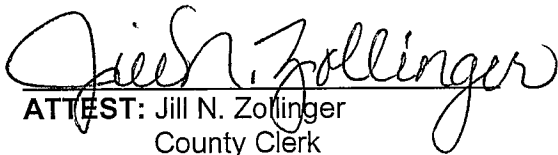
Kathy Robison reported that the Fair Board is considering removing the race track and asked for input from the Council. Council members noted that the track is only used for one race a year.

Council member Yeates recommended a public hearing. Executive Lemon will place setting a public hearing to receive public comment on removing the race track at the fair and rodeo grounds on the September 28, 2010 Council agenda.

Craig "W" Butters informed the Council that US Congress candidate Morgan Bowen has been in the hospital

ADJOURNMENT

The Council meeting adjourned at 6:27 p.m.


ATTEST: Jill N. Zollinger
County Clerk


APPROVAL: Gordon A. Zilles
Chairman

CACHE COUNTY
CORPORATION

M. LYNN LEMON
COUNTY EXECUTIVE/SURVEYOR

199 N. MAIN
LOGAN, UTAH 84321
TEL 435-755-1850
FAX 435-755-1981

COUNTY COUNCIL
CORY YEATES
H. CRAIG PETERSEN
KATHY ROBINSON
BRIAN CHAMBERS
GORDON A. ZILLES
CRAIG "W" BUTTARS
JON WHITE

PROCLAMATION

WHEREAS the use of illegal and prescription drugs and the abuse of alcohol and nicotine constitute the greatest threats to the well-being of America's children;

WHEREAS 15 years of surveys conducted by the National Center on Addiction and Substance Abuse (CASA) at Columbia University have consistently found that the more often children and teenagers eat dinner with their families the less likely they are to smoke, drink and use illegal drugs;

WHEREAS frequent family dining is associated with lower rates of teen smoking, drinking, illegal drug use and prescription drug abuse;

WHEREAS the correlation between frequent family dinners and reduced risk for teen substance abuse is well documented;

WHEREAS parents who are engaged in their children's lives – through such activities as frequent family dinners – are less likely to have children who abuse substances;

WHEREAS family dinners have long constituted a substantial pillar of family life in America;

NOW THEREFORE, be it resolved, that the Cache County Council and Cache County Executive, State of Utah, do hereby proclaim the fourth Monday of every September as

Family Day – A Day to Eat Dinner with Your Children™

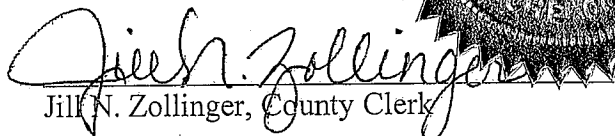
and urge all citizens of Cache County to recognize and participate in its observance.

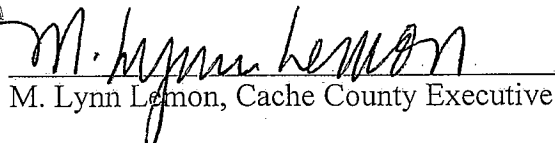
In witness thereof, as Chairman of the Cache County Council and Cache County Executive, we have hereunto set our hand this 14th day of September, 2010.

ATTEST:




Gordon A. Zilles, Council Chairman


Jill N. Zollinger, County Clerk


M. Lynn Lemon, Cache County Executive

**CACHE COUNTY
ORDINANCE NO. 2010 -07**

Disclaimer: This is provided for informational purposes only. The formatting of this ordinance may vary from the official hard copy. In the case of any discrepancy between this ordinance and the official hard copy, the official hard copy will prevail.

**AN ORDINANCE OF THE COUNTY COUNCIL OF CACHE COUNTY, UTAH,
ADOPTING RESTRICTIONS ON THE MANUFACTURE, DISTRIBUTION,
POSSESSION, OR USE OF SYNTHETIC CANNABINOIDS.**

WHEREAS, the County Council finds and determines that the substances described hereunder are often used as an alternative to marijuana, that the substances are potentially dangerous to users, that the long term effects are not yet known, that a high number of hospitalizations have been reported in connection with the use of the substances; and

WHEREAS, the substances described hereunder are not yet categorized as illegal controlled substances under State or Federal law, and that it is proper and necessary for County Council to exercise its authority to safeguard and protect the public health and safety; and

WHEREAS, the County Council caused notice of the hearing on Ordinance 2010-07 to be advertised at least ten (10) days before the date of the public hearing in *The Herald Journal*, a newspaper of general circulation in Cache County; and

WHEREAS, on August 24th, 2010, at 6:00 P.M., the County Council held a public hearing to consider any comments regarding the proposed Ordinance 2010-07. The County Council accepted all comments.

NOW THEREFORE, pursuant to the statutory authority granted the Cache County Council pursuant to Utah Code Ann. § 17-53-201 and 17-53-223, the Cache County Council enacts the following:

- A. Except as authorized by Title 58 Chapter 37 of the Utah Code, as amended, it is unlawful for any person to knowingly and intentionally: (i) produce, manufacture, dispense, or (ii) possess with intent to produce, manufacture, or dispense, or (iii) distribute, or agree, consent, offer, or arrange to distribute, or (iv) possess with the intent to distribute, or (v) possess or use synthetic cannabinoids, more specifically identified as follows:
- (a) 1-Pentyl-3-(1-naphthoyl)indole
Some trade or other names: JWH-018
 - (b) 1-Butyl-3-(1-naphthoyl)indole
Some trade or other names: JWH-073
 - (c) N-benzylpiperazine

- Some trade or other names: BZP
- (d) 1-(3-[trifluoromethylphenyl]) piperazine
- Some trade or other names: TFMPP; or
- (e) any structurally similar analogs of the substances listed above.

B **Penalty:** A violation of this ordinance is a Class B Misdemeanor.

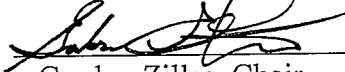
C. **Subsequent State Action:** If the Utah State Legislature adopts a statute enacting criminal penalties for prohibitions set forth in this ordinance, then upon the effective date of such state statute, provisions of this ordinance that are covered by the state statute shall no longer be deemed effective. Any violations of this ordinance prior to a state statute becoming effective may be prosecuted. If there are provisions of this ordinance that are not covered by the state statute, those provisions will remain in effect and may be prosecuted.

D. **Effective Date:** This ordinance shall become effective fifteen (15) days after its passage and upon proper publication in a newspaper published and having general circulation in Cache County. Following its passage but prior to the effective date, a copy of the Ordinance shall be deposited with the County Clerk and a short summary of the ordinance shall be published in a newspaper of general circulation within the County as required by law.

This ordinance was approved and adopted by the Cache County Council on the 14 day of September 2010, upon the following vote:

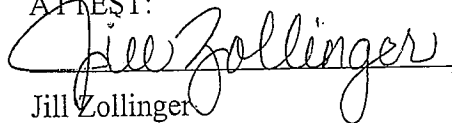
	IN FAVOR	AGAINST	ABSTAINED	ABSENT
Craig WW" Buttars	X			
S. Brian Chambers	X			
H. Craig Petersen	X			
Kathy Robison	X			
Jon White				X
Cory Yeates	X			
Gordon A. Zilles (Chair)	X			

CACHE COUNTY COUNCIL



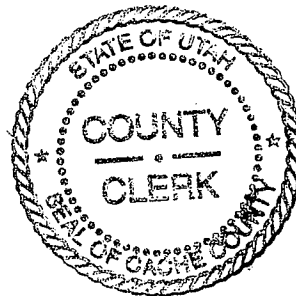
 Gordon Zilles, Chair
 Cache County Council

ATTEST:



Jill Zollinger
 Cache County Clerk

Publication Date: September 29, 2010





Acknowledging Receipt Access to of
Cache County Personnel Policies and Procedures Manual

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for County*

I acknowledge and understand that I have access to have received a copy of the Cache County Personnel Policies and Procedures Manual, which outlines policies, procedures, practices, regulations and benefits, which I agree to observe and follow during my employment with Cache County. I have read the manual and understand the information contained in it. As an employee of Cache County, I agree to observe and uphold all county policies, procedures, practices, regulations and benefits during my employment with the county.

As an employee of Cache County I further understand that I am required to acknowledge having read or that I will read this manual within the first thirty (30) days of my employment by sending an email to Human Resources (hr@cachecounty.org) stating that I have done so. I further acknowledge and understand that failure to provide Human Resources with my acknowledgement of having read this manual will not allow me to achieve status as a merit employee. Upon complying with the reading of this policy and procedures manual, and upon passing the appropriate probationary period, any pay increases I may be eligible for will then become effective at the beginning of the next pay period. Should I fail to act in a timely manner, pay increases will not be retroactive. Furthermore, non-compliance may lead to my termination.

Since the information in this manual may change as situations warrant, it is understood that such changes in the manual will supersede the contents herein. I accept the responsibility to read and observe all changes as presented to me by my department head or through other written or electronic means as appropriate.

Employee's Signature

Print Name

Date

Department

Important Notice

Cache County welcomes you as an employee. It is our hope that your work with the county will be satisfying and beneficial to you and to the citizens of the county. If, at any time you have concerns or questions about your employment, we hope that you will bring them to the attention of your supervisor, department head, the Director of Human Resources, or the County Executive. It is our desire that your work is satisfying and productive.

The policies and procedures manual may be amended from time to time by action of Cache County Corporation. The County Council and County Executive reserves the right to amend, alter, or revoke any policy, practice, or employment condition, at any time, or for any reason, with or without notice.

This manual supersedes all previous editions or copies of the Cache County Policies and Procedures Manual, or manuals by any other name or designation dealing with personnel items in Cache County.

Except for the Cache County Council and County Executive, no department heads, supervisors, or elected officials have the authority to vary the terms of this policy manual or to make any agreement regarding employment with the county. The Cache County Council and County Executive has the sole authority to make agreements regarding county employment.

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for council*

Section I -- Introduction

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for Council*

1.1.0 NAME

The name of this policy shall be: "~~Cache County Personnel Policies and Procedure Manual~~".

A. Purpose

Cache County is a political subdivision operating under the laws of the State of Utah and administering public funds. These policies and procedures are designed to guide elected officials, department heads and other county supervisors in dealing fairly and equitably with the county's employees, consistent with the county's obligation to serve the public and be accountable for the public's money.

B. Applicability of Policies and Procedures

These policies and procedures apply to all merit employees of Cache County. Except as otherwise specifically noted, these policies and procedures also apply to merit/exempt employees, including elected officials and department heads, as well as all non-merit employees as defined and approved by the County Council.

C. Policy Goals

The following policies and procedures have been adopted by the Cache County Council to establish a personnel system administered in a manner that will provide for the effective implementation of the following merit principles:

1. Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment;
2. Training of employees, as needed, to assure high-quality performance and reasonable performance standards;
3. Retention of employees on the basis of the adequacy of their performance, and separation of employees whose inadequate performance cannot or will not be corrected;
4. Fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex, national origin, political affiliation, age, or disability, and with proper regard for their privacy and constitutional rights as citizens;
5. Provision of information to employees regarding their political rights and prohibited practices under the Hatch Act;
6. Provision of a formal procedure for processing the appeals and grievances of employees without discrimination, coercion, restraint, or reprisal.

D. Authority for Policies

The policies and procedures of Cache County are established by the County Council and Executive. The county may alter, amend, or supplement these policies at any time. Any amendments or changes thereto, must be approved by the County Council.

1. Only the County Council and Executive can enter into contracts, agreements, or promises of any kind relative to employment with Cache County. These policies do not create a contract between the county and the employee.

E. Savings Clause

With the approval of the Executive, individual departments may draft more restrictive policies and procedures, not inconsistent with these policies and procedures, for their unique situations. All policies and procedures will be administered as prescribed by law.

If any provision of these policies and procedures, or the application thereof, is found to be in conflict with any State or Federal Law, the conflicting part is hereby declared inoperative to the extent of the conflict, but such conflict will not affect the operation of the remainder of these policies and procedures, or any of its application.

F. County Organization

Cache County is a municipal corporation, organized and existing under the laws of the State of Utah. The corporation is governed by the Cache County Council and the Cache County Executive.

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COUNCIL

1. The Council consists of seven members, elected from seven different geographical districts within the county, vested with all legislative and policy making powers of the county including enactment of tax levies, ordinances and adoption of the budget.
2. The Executive is elected at large and is vested with administrative powers. The Executive is the budget officer of the county having supervisory authority over the County, its officers and affairs, and having veto power over budgets. The Executive appoints all officers and department heads upon advise and consent of the Council except those elected pursuant to statute.
3. Other elected County officials are: Assessor, Attorney, Auditor, Clerk, Recorder, Sheriff, and Treasurer. The office of Surveyor has been consolidated with the Executive. These officers serve pursuant to statute and as department head over their respective department.
4. ~~The chart on the following page reflects the current organization of Cache County government.~~

~~Organization Chart Deleted~~

G. Employee Rights To Privacy

Cache County recognizes the employee's right to privacy. Access to employee personnel files will be provided and the disclosure of personnel information made only in compliance with the Cache County Records Access and Management Ordinance, the Utah Government Records Access and Management Act (GRAMA), and the Health Insurance Portability & Accountability Act (HIPAA).

H. Acknowledging Receipt and Review Of Manual

~~Each Cache County employees of Cache County will be given a~~ **have access to a Cache County Personnel Policies and Procedures Manual** ~~through or have easy access to one through the department/office in which they work or~~ **through the County's intranet website or a hardcopy will be available with their Department Head.** **It is the responsibility of the employee to read the manual and to stay current with future changes and amendments.** ~~submit the attached acknowledgment (see attachment #1 located at the front of this manual) to Human Resources within the first thirty calendar days of employment. Failure to submit this acknowledgment will be cause for disciplinary action.~~ **Each employee must acknowledge and understand that they have access to the Cache County Personnel Policies and Procedures Manual, which outlines policies, procedures, practices, regulations and benefits. Each employee of Cache County agrees to observe and uphold all county policies, procedures, practices, regulations and benefits during their employment with the county.**

All employees of Cache County understand that they are required to acknowledge having read or that

they will read this manual within the first thirty (30) days of their employment by sending an email to Human Resources (hr@cachecounty.org) stating that they have done so. Employees further acknowledge and understand that failure to provide Human Resources with their acknowledgement of having read this manual will not allow them to achieve status as a merit employee. *Upon complying with the reading of this policy and procedures manual, and upon passing the appropriate probationary period, any pay increases an employee may be eligible for will then become effective at the beginning of the next pay period. Should an employee fail to act in a timely manner, pay increases will not be retroactive. Furthermore, non-compliance may lead to the employee's termination.*

Since the information in this manual may change as situations warrant, it is understood that such changes in the manual will supersede the contents herein. Each employee accepts the responsibility to read and observe all changes as presented to them by their department head or through other written or electronic means as appropriate.

~~1.5.3 This document will become a part of the employee's personnel file.~~

I. Disclaimer And Right To Change Or Discontinue

As set forth above, the Cache County Personnel Policies and Procedures are general guidelines to provide and maintain a consistent system of equity and fairness in all personnel actions. *Because from time to time the County may be required to change and/or discontinue certain policies and/or procedures with or without notice to employees, the County does not intend the policies and procedures to be contractual obligations of any kind.*

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for council

Section II – Equal Employment Opportunity

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for council

A. Non-Discrimination

Cache County is an equal opportunity employer. The county provides fair and equal access to all available jobs and will not discriminate with respect to the terms and conditions of county employment on the basis of race, color, national origin, sex, age, disability or religion. The county complies with Title VII, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Equal Pay Act and other applicable laws relating to non-discrimination in employment. Employment at Cache County is based upon the applicant or employee's ability to perform the functions of the job.

The county will enact affirmative action plans and programs as required by law under the direction of the County Council and County Executive.

B. Anti-Nepotism

1. Compliance with State law

It shall be the policy of Cache County to comply fully with the provisions of Sections 52-3-1 and 52-3-2, Utah Code Annotated, prohibiting employment of relatives. Any elected official or employee public officer who violates the provisions of Section 52-3-1 or 52-3-2, Utah Code Annotated, may be dismissed from employment is guilty of a misdemeanor (52-3-3).

- a. No elected official or department head may will supervise his or her father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law, in any merit position. No public officer may directly supervise an appointee who is a relative when the salary, wages, pay, or compensation of the relative will be paid from public funds.

2. Relatives May Not Work in the Same Department

No relative may be hired to work in a department where a relative is already a county employee in that department.

Exceptions may be made in exigent circumstances as determined by the County Executive. In no instance shall a relative work more than 480 hours.

- a. Relative means a father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.
- b. Department means a county department, office, or agency.

C. Personal Relationships Policy

The county strongly believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships between coworkers, it does establish boundaries regarding relationships during working hours and within the working environment. The policy also impacts off-duty conduct by prohibiting romantic or sexual relationships between supervisors and subordinates and by prohibiting marriage or marriage-like relationships between employees in the same office or department.

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for review

1. Personal Relationships in General:

- a. During working time and in working areas employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.
- b. During non-working time, such as lunches and before and after work periods, employees are not precluded from having appropriate personal conversations in non-work areas as long as their conversations and behaviors would not offend a reasonable person.
- c. Employees are strictly prohibited from engaging in physical contact that would be deemed inappropriate by a reasonable person while anywhere in or on County property, whether during working hours or not.

2. Personal Relationships between Supervisors and Subordinates:

- a. Supervisor/subordinate in the same department.
Any public officer in a supervisory capacity must disclose the existence of a relationship with any department subordinate if the relationship has progressed beyond a platonic relationship. Disclosure must be made to the immediate supervisor and the HR Director. A public officer who fails to disclose as directed is subject to discipline, including termination.
- b. Influential decision maker/subordinate in any department.
Decision makers in sensitive or influential positions must disclose the existence of a relationship with a subordinate county employee if the decision maker is in a position to influence the subordinate's job. Disclosure must be made if the relationship has progressed beyond a platonic friendship and should be made to the County Executive and the HR Director. An influential decision maker who fails to disclose as directed is subject to discipline, including termination.
- c. Where problems or potential risks are identified, the Director of Human Resources will work with the parties involved to consider options for resolving the conflict. The initial solution will be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.
- d. In some cases other measures may be necessary such as transfer to other positions or departments. The individual with the highest-ranking position may be considered for transfer but the final decision will be based on the overall best interests of the County.

3. Marriage and Marriage-like Relationships in the Same Department.

- a. Employees in the same department must report to their supervisor or the HR Director if they plan to marry, live in a marriage-like arrangement or if they otherwise are in a marriage-like arrangement. HR will make the final determination of whether a marriage-like relationship exists.
- b. If a marriage or marriage-like arrangement gives rise to a conflict or disruption that negatively affects the workplace, HR will:
 - i. If appropriate, considering the specific conflict or disruption, work with employees to determine if openings are available in other departments for which they may qualify. If this option is not available, one of the employees—as determined by the County in its best interests—may have to leave County employment.
 - ii. Depending on the specific conflict or disruption, discipline--up to and including termination--may be necessary for either or both employees.
- c. Refusal of reasonable alternative positions, if available and offered, will be deemed a voluntary resignation.

- d. Continued failure to work with the County to resolve such a situation in a mutually agreeable fashion may ultimately be deemed insubordination and therefore serve as cause for termination under the County's disciplinary policy.
4. The provisions of this policy apply regardless of the sexual orientations of the parties involved.
 5. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments on the basis of the overall spirit and intent of this policy and should consult the HR Director.
 6. If an employee allows any personal relationship to significantly interfere with County business, appropriate disciplinary action will be taken, up to and including termination.
 7. Any employee who believes this policy is not being adhered to, should contact the County Executive or the Director of HR.

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Section III – Administration

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A. Responsibility for Administration of Policies

The Cache County Council adopts and approves the County's personnel policies. The elected officials, appointed department heads, and other supervisors are directly responsible for day to day management and the implementation of the County's approved personnel policies in their respective offices, departments, or divisions.

The Human Resource Department assists the County Council, elected officials, department heads and supervisors in coordinating the management of the County's employees. The Human Resource Department's duties include:

1. Administrating and developing job classification and compensation plans;
2. Establishing standards and supervising the implementation of an employee performance evaluation plan;
3. Advertising vacancies, recruiting, and managing the hiring process;
4. Maintaining personnel records;
5. Coordinating all employment separations;
6. Developing and presenting personnel policies to the County Executive for adoption and approval;
7. Interpreting and clarifying adopted personnel policies in the absence of prior precedent; and
8. Implementing any other employment related actions required by County, State, or Federal rules, regulations, policies, and procedures.

B. Personnel Records

1. An official personnel file shall be maintained by Human Resources for each County employee. In addition Department Heads may maintain a file on the employees in their respective departments. The application, resume and any employment test results, will be maintained in the official personnel file. The Human Resource Department maintains the official personnel record of each county employee. A county employee's official personnel file may contain:
 - a. Employment applications and eligibility certificates;
 - b. Transcripts of academic preparation;
 - c. Commendations;
 - d. Disciplinary actions;
 - e. Performance evaluations;
 - f. Compensation and benefit information;
 - g. Work history information such as promotions, transfers, reassignments, or layoffs; and
 - h. Other information relevant to the individual's employment with the County.
2. The Human Resource Dept. must review any documents regarding disciplinary action before they are placed in an employee's official personnel record. In addition, before a disciplinary document is placed in an employee's file, the employee should sign the document and acknowledge receipt of a copy. If an employee declines to sign a disciplinary document, the supervisor should note the date and time the item was presented to the employee. If a disciplinary action is appealed and overturned, related personnel records will be removed from the employee's personnel record.
3. The right to examine and copy confidential, private, or protected documents in an employee's

~~personnel file is subject to access provisions of Title 63, Chapter 2, Government Records Access and Management Act. Regarding access to the contents of personnel records, the County complies with the Government Records Access Management Act, Utah Code Ann. § 63-2-101 to 63-2-909 (1953, as amended), the provisions of Sections 67-18-1 and 67-18-5, Utah Code Annotated, dealing with the employee's personnel files, the Cache County Records Access and Management Ordinance, or a specific court order.~~

~~4.15.2 Cache County Performance Appraisal and Evaluation Forms shall be kept in the official personnel files along with any performance improvement records or disciplinary records. Access to employee personnel files will be provided and the disclosure of personnel information made only in compliance with the Cache County Records Access and Management Ordinance, the Utah Government Records Access and Management Act or a specific court order.~~

~~4.15.3 The County will comply with the provisions of Sections 67-18-1 and 67-18-5, Utah Code Annotated, dealing with the employee's personnel files. It is the purpose of this act to provide public employees with the right to examine and make copies of documents in their own personnel files.~~

4. Upon receipt of a written request from an employee to examine their personnel file, the County shall produce the file for inspection and copying. The cost of copying shall be paid by the employee at the rate of five ten cents per page.
5. The County considers employees' official personnel records to be confidential and available only to employees' department heads and administrative officials with a legitimate need to access the information. The HR Department will keep a list of people accessing the personnel files. All reviews of personnel records must occur in the presence of a member of the HR Department staff.
6. Employees may review the contents of their own personnel files, with the exception of any documents that are classified as controlled or protected under the law.
7. All records related to terminated employees may be retained for three (3) years following the end of the year to which they relate. Records of medical examinations required by law, and records of any environmental exposure to hazardous materials are required by OSHA to be retained for thirty (30) years.

C. Employment Verification Requests

Occasionally, current or former employees ask the County to provide verification of employment to potential employers or lenders. The County's policy is to provide only the following information:

1. The employee's name;
2. Position held by the employee;
3. Date of employment;
4. Salary Range;
5. This does not prevent a public officer from writing a positive letter of recommendation

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RESOLUTION NO. 2010- 22

A RESOLUTION INCREASING THE BUDGET APPROPRIATIONS FOR CERTAIN COUNTY DEPARTMENTS.

The Cache County Council, in a duly convened meeting, pursuant to Sections 17-36-22 through 17-36-26, Utah Code Annotated, 1953 as amended, finds that certain adjustments to the Cache County budget for 2010 are reasonable and necessary; that the said budget has been reviewed by the County Auditor 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 all 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 hereby made to the 2010 budget for Cache County:

see attached

Section 2.

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

Section 3.

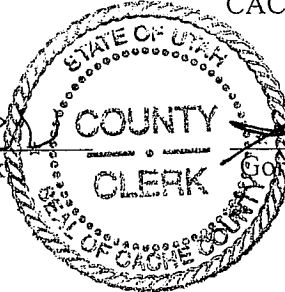
This resolution shall take effect immediately upon adoption and the County Auditor and other county officials are authorized and directed to act accordingly.

This resolution was duly adopted by the Cache County Council on the 14th day of September, 2010.

ATTESTED TO:

CACHE COUNTY COUNCIL

Jill N. Zollinger
Jill N. Zollinger, Cache County Clerk



Gordon A. Zilles
Gordon A. Zilles, Chairman

FUND 10 GENERAL FUND REVENUES

ACCOUNT	DESCRIPTION	Recommended		Amended		Reason for Change
		Current Budget	Decrease DEBIT	Current Budget	Increase CREDIT	

103315000	FED GRANT - ARRA EECBG	(248,900)	248,900	(25,000)	(25,000)	BLOCK GRANT
103341000	STATE GRANTS	0	0	(6,618)	(22,618)	Reclass to general fund
103343000	Misc ST Rev - Reimb unusual prosecution ex	(16,000)	0	(36,234)	(36,234)	MNREIB07210 unusual prosecution expenses
103343104	MISC ST REV -SEARCH & RESCUE	0	0	(1,216)	(4,586)	SAR REIMBURSEMENTS
103344101	State Grants - ICAC	(3,370)	0	(16,743)	(16,743)	Award for ICAC grant
103374100	GRANTS-OTHER LOCAL	0	0	(5,000)	(5,000)	Reclass to general fund
103480000	LIBRARY FEES	0	0	(600)	(600)	Reclass to general fund
103481000	LIBRARY -SUNDRY REVENUES	0	0	(931)	(4,931)	Reclass to general fund

103494000	Other Current Services - Extension	(4,000)	0	(10,000)	(31,050)	budget
103651000	Sale of Surplus Property - Vehicles	(21,050)	0	(14,533)	(78,533)	for tradein of Motor cycle
103670000	County Fair Fees	(64,000)	0	(1,921)	(28,921)	adjust to actual
103672000	Donations to County Rodeo	(27,000)	0	(17,000)	(62,250)	adjust to actual
103673000	Rodeo Ticket Sales	(45,250)	0	(2,000)	(2,000)	Reclass to general fund
103870000	CONTRIBUTIONS/DONATIONS -LIBRARY	0	0	(29,633)	(612,954)	Reclass to general fund
103890000	APPROPRIATED SURPLUS	-583321	0	(3,495)	(616,449)	Reclass to general fund

103890000	appropri surplus	(612,954)	24,572	(3,495)	(616,449)	victim services per diems \$3495
103890000	appropri surplus	(616,449)	273,472	(170,924)	(591,877)	
	Totals				102,548	

Net Adjustment
FUND 10 GENERAL FUND EXPENDITURES

ACCOUNT	DESCRIPTION	Recommended		Amended		Reason for Change
		Current Budget	Increase DEBIT	Current Budget	Decrease CREDIT	

104115110	SALARY	0	84,355	84,355	84,355	Reclass from Water fund
104115115	OVERTIME PAY	0	0	0	0	Reclass from Water fund
104115120	TEMPORARY EMPLOYEES	0	0	22,435	22,435	Reclass from Water fund
104115130	EMPLOYEE BENEFITS	0	650	3,350	3,350	Reclass from Water fund
104115210	SUBSCRIPTIONS & MEMBERSHIPS	0	300	0	300	Reclass from Water fund
104115230	TRAVEL	0	0	0	0	Reclass from Water fund
104115240	OFFICE EXPENSE & SUPPLIES	0	0	600	600	Reclass from Water fund
104115251	NON-CAPITALIZED EQUIPMENT	0	0	0	0	Reclass from Water fund
104115280	TELEPHONE	0	0	0	0	Reclass from Water fund
104115310	PROFESSIONAL & TECHNICAL	0	50,000	50,000	50,000	Reclass from Water fund

FUND 10 GENERAL FUND EXPENDITURES

ACCOUNT	DESCRIPTION	Recommended		Amended Budget	Reason for Change
		Current Budget	Increase DEBIT		
104115480	SPECIAL GRANT EXPENSE	0	10,000	10,000	Reclass from Water fund
104115481	WATER BROKERNNG; AQUA STOR/RCVY	0	65,724	65,724	Reclass from Water fund
104115510	INSURANCE	0	3,500	3,500	Reclass from Water fund
104115510	MERIT & MARKET ADJ POOL	0	0	-	Reclass from Water fund
104115620	MISC SERVICES	0	20,000	20,000	Reclass from Water fund
104115990	CONTRIB TO FUND RESERVE	0	0	-	Reclass from Water fund
104145230	Attorney - travel	9,000	3,000	12,000	Fall prosecutor training & travel
104145251	Attorney - non capitalized equip	5,000	0	4,400	transfer to travel
104145310	Attorney - prof & technical	5,000	4,000	9,000	transfer to pay for expert witness
104145312	Attorney - Extraordinary prosecution	20,000	0	16,000	transfer to pay for expert witness
104149330	VAWA - education & training	0	1,820	1,820	per diems for CART training (Plea in Abeyance
104149450	VAWA - petty cash	1,250	0	-	transfer to misc Services
104149620	VAWA - misc services	0	2,925	2,925	to reserve conference center Family Summit
104210480	Sheriff - Special Dept Supplies	53,927	0	33,389	transfer to capitalized equip
104210740	Sheriff - Capitalized Equipment	39,650	30,538	70,188	to purchase motorcycle trade-in overlooked in
104211115	Support Services - Overtime	32,432	1,216	33,648	reimb for overtime on ICAC grant
104216990	Contrib to S & R Fund Reserve	0	36,234	36,234	SAR REIMBURSEMENTS
104220210	Fire - Subscriptions	1,282	150	1,432	Transfer from office expense
104220240	Fire - Office Expense	3,218	0	3,068	transfer to subscriptions
104230720	Jail - building Improvements	356,160	(248,900)	107,260	ARRA funds for energy efficiency grant
104511210	Fairgrounds - subscriptions	150	(50)	100	to meet estimated expenses
104511230	Fairgrounds - travel	200	550	750	to meet estimated expenses
104511240	Fairgrounds - office expense	2,000	(500)	1,500	to meet estimated expenses
104511270	Fairgrounds - utilities	69,000	(2,000)	67,000	to meet estimated expenses
104511620	Fairgrounds - misc services	12,800	2,000	14,800	to meet estimated expenses
104511720	Fairgrounds - bldg improvements	30,523	9,900	40,423	classify project in proper account
104511730	Fairgrounds - improvments	51,533	(9,900)	41,633	classify project in proper account
104581120	TEMPORARY EMPLOYEES	0	32,507	32,507	Reclass from Library fund
104581130	EMPLOYEE BENEFITS	0	2,773	2,773	Reclass from Library fund
104581210	SUBSCRIPTIONS & MEMBERSHIPS	0	400	400	Reclass from Library fund
104581230	TRAVEL	0	750	750	Reclass from Library fund
104581240	OFFICE EXPENSE & SUPPLIES	0	3,000	3,000	Reclass from Library fund
104581250	EQUIPMENT SUPPLIES & MAINT	0	900	900	Reclass from Library fund
104581251	NON CAPITALIZED EQUIPMENT	0	1,200	1,200	Reclass from Library fund
104581310	PROFESSIONAL & TECHNICAL	0	900	900	Reclass from Library fund
104581330	EDUCATION & TRAINING	0	150	150	Reclass from Library fund
104581481	FED LSTA GRANT EXPENSE	0	0	-	Reclass from Library fund
104581485	LIB. MATERIALS-BOOK COLLECTION	0	12,000	12,000	Reclass from Library fund

FUND 10 GENERAL FUND EXPENDITURES

ACCOUNT	DESCRIPTION	Current Budget	Recommended		Amended Budget	Reason for Change
			Increase DEBIT	Decrease CREDIT		
104581486	SPECIAL GRANT EXPENSE	0	0		-	Reclass from Library fund
104581487	BOOKS - FRIENDS OF THE LIBRARY	0	0		-	Reclass from Library fund
104581510	INSURANCE	0	167		167	Reclass from Library fund
104581605	MARKET ADJ POOL	0	0		-	Reclass from Library fund
104581610	MISC SUPPLIES	0	800		800	Reclass from Library fund
104581620	MISC SERVICES	0	300		300	Reclass from Library fund
104581740	CAPITALIZED EQUIPMENT	0	0		-	Reclass from Library fund
104581990	CONTRIBUTIONS TO FUND RESERVE	0	3,496		3,496	Reclass from Library fund
104610381	Extension - Food & Demonstrations	2,200	931		3,131	increase by user fee collections
104620110	County Fair - Salary	-	700		700	to meet estimated expenses
104620115	County Fair - Overtime	1,500	1,600		3,100	to meet estimated expenses
104620130	County Fair - benefits	1,000	300		1,300	to meet estimated expenses
104620290	County Fair - Prize Money	34,500	5,000		39,500	to meet estimated expenses
104620620	County Fair - Misc Services	2,000	1,000		3,000	to meet estimated expenses
104621115	Rodeo - Overtime	1,600		(1,000)	600	to meet estimated expenses
104621240	Rodeo - Office Expense	0	1,500		1,500	to meet estimated expenses
104621250	Rodeo - Equip supplies & maint	2,000	3,000		5,000	to meet estimated expenses
104621620	Rodeo - Misc Services	4,000		(3,000)	1,000	to meet estimated expenses
104621622	Rodeo - Rodeo Manager Fee	0	4,000		4,000	to meet estimated expenses
104800922	TRANSFER TO WATER DEV FUND	206,281		(206,281)	-	ZERO DUE TO FUND ABSORBED BY GEN FD
104800932	TRANSFER TO C/W LIBRARY FUND	35,000		(35,000)	-	ZERO DUE TO FUND ABSORBED BY GEN FD
	Totals		430,621	(533,169)	(102,548)	
	Net Adjustment					

FUND 17 WATER DEV FUND REVENUES

ACCOUNT	DESCRIPTION	Current		Recommended		Amended		Reason for Change
		Budget	DEBIT	Increase	DEBIT	Increase	Budget	
173344100	STATE GRANTS	(25,000)	25,000	-	-	-	-	Reclass to general fund
173875000	TRANSFERS FROM OTHER FUNDS	(206,281)	206,281	-	-	-	-	Reclass to general fund
173890000	APPROPRIATED SURPLUS	(29,633)	29,633	-	-	-	-	Reclass to general fund
173890000	APPROPRIATED SURPLUS	0	(127,965)	(127,965)	(127,965)	(127,965)	(127,965)	Approp balance and transfer to Gen Fund
	Totals		260,914	(127,965)	(127,965)	132,949		
	Net Adjustment							

FUND 17 WATER DEV FUND EXPENDITURES

ACCOUNT	DESCRIPTION	Current		Recommended		Amended		Reason for Change
		Budget	DEBIT	Increase	DEBIT	Increase	Budget	
174115110	SALARY	84,355	(84,355)	-	-	(84,355)	(84,355)	Reclass to general fund
174115115	OVERTIME PAY	0	-	-	-	-	-	Reclass to general fund
174115120	TEMPORARY EMPLOYEES	0	-	-	-	-	-	Reclass to general fund
174115130	EMPLOYEE BENEFITS	22,435	(22,435)	-	-	(22,435)	(22,435)	Reclass to general fund
174115210	SUBSCRIPTIONS & MEMBERSHIPS	650	(650)	-	-	(650)	(650)	Reclass to general fund
174115230	TRAVEL	3,350	(3,350)	-	-	(3,350)	(3,350)	Reclass to general fund
174115240	OFFICE EXPENSE & SUPPLIES	300	(300)	-	-	(300)	(300)	Reclass to general fund
174115251	NON-CAPITALIZED EQUIPMENT	0	-	-	-	-	-	Reclass to general fund
174115280	TELEPHONE	600	(600)	-	-	(600)	(600)	Reclass to general fund
174115310	PROFESSIONAL & TECHNICAL	50,000	(50,000)	-	-	(50,000)	(50,000)	Reclass to general fund
174115480	SPECIAL GRANT EXPENSE	10,000	(10,000)	-	-	(10,000)	(10,000)	Reclass to general fund
174115481	WATER BROKERING; AQUA STOR/RCVY	65,724	(65,724)	-	-	(65,724)	(65,724)	Reclass to general fund
174115510	INSURANCE	3,500	(3,500)	-	-	(3,500)	(3,500)	Reclass to general fund
174115605	MERIT & MARKET ADJ POOL	0	-	-	-	-	-	Reclass to general fund
174115620	MISC SERVICES	20,000	(20,000)	-	-	(20,000)	(20,000)	Reclass to general fund
174115990	CONTRIB TO FUND RESERVE	0	-	-	-	-	-	Reclass to general fund
174810110	TRANSFER TO GENERAL FUND	0	127,965	127,965	127,965	127,965	127,965	APPROP FUND BAL TO GENERAL FUND
	Totals		127,965	(260,914)	(260,914)	(132,949)		
	Net Adjustment							

FUND 20 MUNICIPAL SERVICES FUND REVENUES

ACCOUNT	DESCRIPTION	Current		Recommended		Amended		Reason for Change
		Budget	Increase	DEBIT	CREDIT	Budget	Increase	
203311000	Fed - ARRA Stimulus Forest Reserve	(19,036)			(70,891)	(89,927)		ARRA funds for completion of project
203344000	State Grants	0			(65,000)	(65,000)		BST Millville to Blacksmith Fork Trail grant
203432000	Class B Contracts - other	0			(2,300)	(2,300)		JUB prnt of Claim on Forest service roads
203690000	Sundry Revenue	0			(300)	(300)		misc revenues collected
203890000	Approp surplus - Class B	(904,525)			(32,172)	(936,697)		to meet costs of Forest Service Projects
203892000	Approp surplus - MSF	(904,525)			(1,676)	(906,201)		to approp unused travel budget from 09
203893000	Approp surplus - Parks/Rec	0			(61,823)	(61,823)		to meet costs of Forest Service Projects
	Totals				(234,162)	(234,162)		
	Net Adjustment							

FUND 20 MUNICIPAL SERVICES FUND EXPENDITURES

ACCOUNT	DESCRIPTION	Current		Recommended		Amended		Reason for Change
		Budget	Increase	DEBIT	CREDIT	Budget	Increase	
204180230	Planning - travel	5,000		1,676		6,676		increase for estimated costs
204180240	Planning - office supplies	1,500		125		1,625		increase for estimated costs
204415290	Class B Roads - road signing	10,000		175		10,175		increase to cover sign repair
204415765	Class B Roads - New Road Construct -forest service	141,937		105,363		247,300		increase for additional costs due to JUB ; Completion of project & change orders Transfer to improve for Ray Hugie Park
204560480	Recreation - RAPZ tax	10,548			(10,548)	-		retaining Wall BST Millville to Blacksmith Fork Trail Proj \$130000 less soft match and Ray Hugie Park retaining wall \$10548
204560730	Recreation - Improvements	0		137,371		137,371		
	Totals			244,710		234,162		
	Net Adjustment							

FUND 28 LIBRARY FUND REVENUES

ACCOUNT	DESCRIPTION	Current		Recommended		Amended		Reason for Change
		Budget	DEBIT	DEBIT	CREDIT	Budget	Budget	
283370000	GRANTS-OTHER LOCAL	(16,743)	16,743			-		Reclass to general fund
283490000	LIBRARY FEES	(5,000)	5,000			-		Reclass to general fund
283690000	SUNDRY REVENUE	(600)	600			-		Reclass to general fund
283870000	CONTRIBUTIONS/DONATIONS	(2,000)	2,000			-		Reclass to general fund
283871000	TRANSFER FROM GEN FUND	(35,000)	35,000			-		Reclass to general fund
283890000	APPROPRIATED SURPLUS	0			(58,740)	(58,740)		Approp balance and transfer to Gen Fund
Totals				59,343	(58,740)		603	
Net Adjustment								

FUND 28 LIBRARY FUND EXPENDITURES

ACCOUNT	DESCRIPTION	Current		Recommended		Amended		Reason for Change
		Budget	DEBIT	DEBIT	CREDIT	Budget	Budget	
284581120	TEMPORARY EMPLOYEES	32,507			-32,507	-		Reclass to general fund
284581130	EMPLOYEE BENEFITS	2,773			-2,773	-		Reclass to general fund
284581210	SUBSCRIPTIONS & MEMBERSHIPS	400			-400	-		Reclass to general fund
284581230	TRAVEL	750			-750	-		Reclass to general fund
284581240	OFFICE EXPENSE & SUPPLIES	3,000			-3,000	-		Reclass to general fund
284581250	EQUIPMENT SUPPLIES & MAINT	900			-900	-		Reclass to general fund
284581251	NON CAPITALIZED EQUIPMENT	1,200			-1,200	-		Reclass to general fund
284581310	PROFESSIONAL & TECHNICAL	900			-900	-		Reclass to general fund
284581330	EDUCATION & TRAINING	150			-150	-		Reclass to general fund
284581481	FED LSTA GRANT EXPENSE	0			0	-		Reclass to general fund
284581485	LIB. MATERIALS-BOOK COLLECTION	12,000			-12,000	-		Reclass to general fund
284581486	SPECIAL GRANT EXPENSE	0			0	-		Reclass to general fund
284581487	BOOKS - FRIENDS OF THE LIBRARY	0			0	-		Reclass to general fund
284581510	INSURANCE	167			-167	-		Reclass to general fund
284581605	MARKET ADJ POOL	0			0	-		Reclass to general fund
284581610	MISC SUPPLIES	800			-800	-		Reclass to general fund
284581620	MISC SERVICES	300			-300	-		Reclass to general fund
284581740	CAPITALIZED EQUIPMENT	0			0	-		Reclass to general fund
284581990	CONTRIBUTIONS TO FUND RESERVE	3,496			-3,496	-		Reclass to general fund
284810110	TRANSFER TO GENERAL FUND	0			0	-		APPROP FUND BAL TO GENERAL FUND
Totals				58,740	(59,343)		(603)	
Net Adjustment								

FUND 39 CAPITAL PROJECTS FUND FY REVENUES

ACCOUNT	DESCRIPTION	Recommended		Amended Budget	Reason for Change
		Current Budget	Decrease DEBIT / Increase CREDIT		
393315000	FED GRANT - ARRA EECBG	0	(248,900)	-	BLOCK GRANT
393821000	Transfers from Capital Projects Fund	0	(33,267)	(248,900)	approp to close out fund
	Totals		(282,167)		
	Net Adjustment			(282,167)	

FUND 39 CAPITAL PROJECTS FUND FY EXPENDITURES

ACCOUNT	DESCRIPTION	Current Budget	Recommended		Amended Budget	Reason for Change
			Increase DEBIT	Decrease CREDIT		
394985720	Buildings - Sheriff EECBG	0	248,900	-	-	ARRA funds for energy efficiency grant
394990990	contrib to fund reserve	0	33,267	-	248,900	Transfer from closed fund
	Totals		282,167		282,167	
	Net Adjustment				-	

FUND 74 AMBULANCE FUND REVENUES

ACCOUNT	DESCRIPTION	Current Budget	Recommended Decrease DEBIT	Increase CREDIT	Amended Budget	Reason for Change
743340100	State Grant - Bureau of EMS per capita grar	0		(17,259)	-	pass thru ST Grant from CCEMS
	Totals			(17,259)	(17,259)	
	Net Adjustment					

FUND 74 AMBULANCE FUND EXPENDITURES

ACCOUNT	DESCRIPTION	Current Budget	Recommended Increase DEBIT	Decrease CREDIT	Amended Budget	Reason for Change
744262230	TRAVEL & TRAINING	4,000		(2,000)	-	adjust for grant revenue increase
744262240	OFFICE SUPPLIES & POSTAGE	2,500	1,000		2,000	adjust for grant revenue increase
744262250	EQUIPMENT SUPPLIES & MAINT	3,480	1,980		3,500	adjust for grant revenue increase
744262251	NON-CAPITALIZED EQUIPMENT	11,656	9,656		5,460	adjust for grant revenue increase
744262270	UTILITIES	3,000	1,200		21,312	adjust for grant revenue increase
744262310	PROFESSIONAL & TECHNICAL	10,985	7,485		4,200	adjust for grant revenue increase
744262480	SPECIAL DEPT SUPPLIES	9,060		(582)	18,470	adjust for grant revenue increase
744262622	MISC SERVICES - IS ASSESSMENTS	3,600		(1,480)	8,478	adjust for grant revenue increase
	Totals		21,321	(4,062)	17,259	
	Net Adjustment					

CACHE COUNTY CORPORATION
2011 BUDGET PREPARATION SCHEDULE

- August 26, 2010(Thur) Department Correlation Meeting/Budget Schedule presented
- September 16, 2010(Thur) Expenditure Estimate forms distributed
Revenue Estimate forms distributed
- September 28, 2010(Tue) County Council Establishes Priorities
- ASAP before September 30, 2010(Thur)**
Expenditure Request Forms completed and returned
Revenue Estimate Forms completed and returned
- October 20, 2010(Mon) Auditor & Finance Director provides draft budget request numbers to Executive
- October 26, 2010(Tue) Executive presents tentative budget to the County Council
- October 25, 2010(Mon) Executive, Finance Director and Auditor hold budget
- November 1, 2010 (Mon) meetings with Elected Officials and Department Heads
- November 9, 2010(Tue) Executive presents proposed budget to the County Council
- November 9, 2010(Tue) County Council workshops on 2011 Proposed Budget
- November 24, 2009(Tue)
- November 9, 2010(Tue) Determine need for tax increase and 1/4 page ad
- November 23, 2010(Tue) **Public hearing on 2010 Budget**
- December 7, 2010(Tue) Council approves budget
- December 14, 2010(Tue) County Executive approves budget or issues line-item veto
- Before or by
December 31, 2010(Fri) 2010 Budget line item veto override consideration and/or action
- December 31, 2010(Fri) Statutory deadline for adoption of Budget