

Cache County

— 1857 —

CACHE COUNTY EXECUTIVE OFFICE

2022

TENTATIVE CITIZENS BUDGET

**199 NORTH MAIN STREET, LOGAN, UTAH,
84321**



Purpose - Cache County's purpose in creating and sharing the 2022 Citizens Budget is to ensure that all citizens know how funds are being collected and used for their benefit. The responsibility of the County is to effectively provide services to the public and do so in a cost-effective way. The following budget will explain how the County plans to do that this coming year and what changes or problems are anticipated. The goal in doing so is to ensure that the public understands the budget and can provide feedback to make certain that it represents the services and programs that are important to Cache County citizens. All members of the public have the opportunity to help the County use their tax dollars effectively to improve their lives and community.

Structure – The Citizens Budget will be broken down into the following individual sections to be easy to read and understand:

- The first portion following this introduction explains the basics of what the budget is, who creates it and the process to do so, and a review of how the County creates a sustainable budget.
- The introduction will be followed by the review of the revenues and expenses of the County. The revenue and expense review will include a description of how revenue is collected for the County's main funds and how spending is prioritized.
- A detailed breakdown is then provided for both the General Fund and the Municipal Services Fund.
- Finally, a list of definitions is provided for the different fund names mentioned.

Why is the Citizens Budget important? – The Citizens Budget represents a breakdown of how all the tax dollars, fees, and contributions that are made are being utilized. The budget will allow citizens to understand the current direction the County is taking and identify areas they are interested in. Citizens then have the opportunity to express their opinions to ensure that leaders are aware of the needs throughout the County. The fundamental goal of publishing an annual Citizens Budget is ensure that citizens are aware of and can give feedback on budgetary decisions.

What can be done with this information? – A reader of the Citizens Budget may find certain portions that are confusing, lack desired information, or that are concerning. A Citizens Budget is meant to be an introduction to provide a snap-shot of the County's budget, but it is certainly not comprehensive. For more information, refer to the Approved County Budget for 2022, which can be found at <https://www.cachecounty.org/finance/budget.html>. County Council members for each district can also be contacted to obtain further information or to share one's opinions. These representatives, and their contact information, can be found at <https://www.cachecounty.org/countycouncil/>. For those living in a city that has multiple council members, detailed precinct maps can be found at <https://www.cachecounty.org/elections/voting-information/election-detailed-maps.html>.

What is a budget? – The County’s budget is an estimation of all of the revenues and expenditures that the County will have this coming year. These revenues come from many sources and are intended to be spent on providing services for citizens. Cache County’s budget includes an overall summary, a summary by fund, and more detailed information. Just like for any family or personal budget, a County budget helps prevent any overspending.

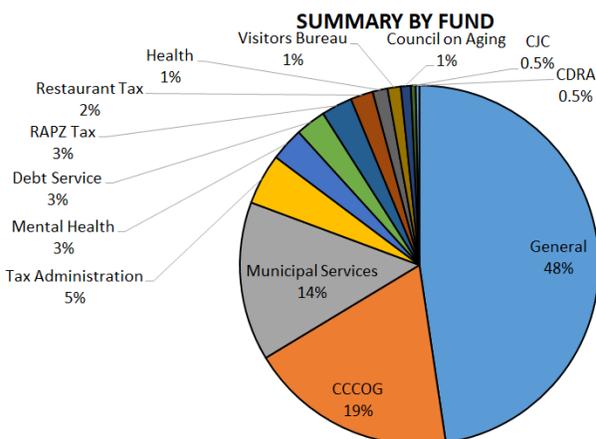
Who makes the budget? – The budget for Cache County is created by the department heads, the County Executive, and the Finance Department, with the final approval coming from the County Council. Each of these participants work together to make sure that the budget represents past spending, future forecasts, effective money-management, and considers the state of the overall economy.

How is the budget made? – The process of creating the budget starts in June of each year with Department Heads and the County Executive assessing the needs of each department and the development of departmental budgets. These departmental budget workshops are followed by the development of an initial Tentative Budget. From there, the County continues holding workshops for departments and the County Council to address additional items and finalize the budget. These workshops continue as needed until late November or early December, when the final budget for the coming year is formally adopted by the County Council.

Budget Overview – In the Citizens Budget, a summary by fund will be used to look at how money is being brought in and used. Each fund represents different departments, projects, and programs that are separated to make it easier to manage. By dividing the budget by funds, it is easier to make sure everything is operating on a balanced budget, meaning that revenues equal expenses. For example, the table on the right shows how each fund is balanced in the budget for 2022.

SUMMARY BY FUND	
Fund	Revenues/Expenses
General	\$ 33,402,400
Municipal Services	\$ 11,845,700
CCCOG	\$ 5,322,000
Tax Administration	\$ 4,427,600
Mental Health	\$ 3,135,000
Debt Service	\$ 2,785,300
RAPZ Tax	\$ 1,989,900
Restaurant Tax	\$ 1,669,000
Health	\$ 1,319,400
Visitors Bureau	\$ 1,036,200
Council on Aging	\$ 862,700
Ambulance	\$ 732,400
Children’s Justice Center	\$ 498,700
CDRA	\$ 271,000
Totals	\$ 69,297,300

Fund Types - Some funds are considered “restricted” if they have a special revenue source. That means the revenues are only permitted to be used for a specific purpose. An example of a restricted fund is the Mental Health fund which receives the entirety of its revenue from grants that must be used for mental health services. The General fund is one example of a “non-restricted fund” and accounts for **48%** of County revenues. The General fund expenses are primarily used for basic government functions, such as public safety, Development Services, the Executive Office, and the County Council.

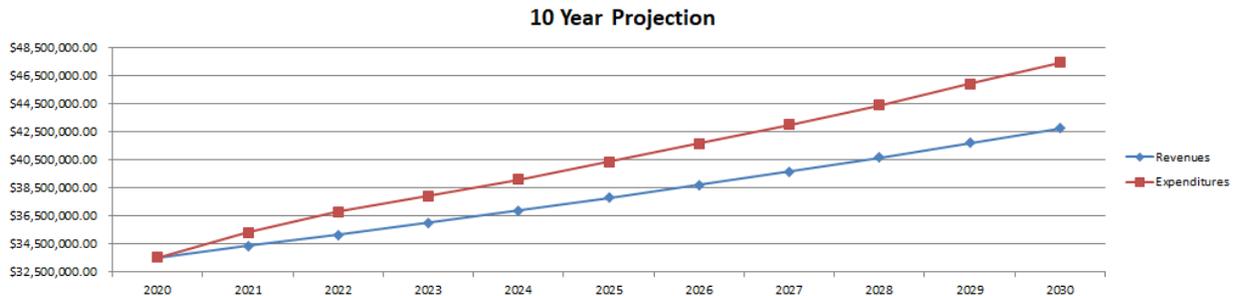


Fund Balances - Fund Balances are accounts that hold revenues that the County received but did not spend by the end of the budget cycle. If an expense area has received an excess in revenue, then that revenue is placed in the Fund Balances for future use. Fund Balances exist in every fund, but one special use for them is to honor the constraints on the specific purposes for which funds can be spent, upholding the laws on restricted revenue sources.



Cache County Sustainable Budget

Maintaining a Sustainable Budget – One of the issues that County leaders face is that as the County grows, so do its expenses. The rate at which expenses are growing is actually faster than that at which revenues are increasing. The graph below shows how the gap is projected to widen each year over the next 10 years as the population and the demand for County services increase.



The gap between revenues and expenses means that every year, officials must make decisions to close that gap. The following are some examples of how the gap can be closed:

- Increasing revenues by:
 - Receiving further grant funding.
 - Increasing property taxes.
 - Increasing the costs of services
- Decreasing expenses by:
 - Improving efficiency.
 - Cutting back the services offered to citizens.
 - Reducing the number of employees.

Economic Assumptions – In making these 10 year projections, assumptions must be made about the future. The County budget needs to be as accurate as possible, requiring information on past revenues and expenses, economic conditions, and the ability to forecast future numbers. To attain this accuracy, the County makes certain assumptions about the changes that will occur in their revenues and expenses. The major assumptions used for the creation of the 10-year budget projection are as follows:

- **Revenues**
 - Property tax revenues are projected to increase at a rate of 2% per year.
 - Sales tax revenues are projected to increase at a rate of 5% per year
 - Fees and charges for services are projected to increase at a rate of 1.5% per year.
 - Revenues from state and national grants are projected to increase at a rate of 2% per year.
- **Expenses**
 - Compensation expenses are projected to increase at a rate of about 5% per year.
 - Operating expenses are projected to increase at a rate of 1% per year.
 - Capital investments for projects are projected to increase at a rate of 2% per year.

These economic assumptions change year-to-year based on the global, national, and local economy. General projections can be made for the future, but these must be used cautiously for making decisions and updated regularly.

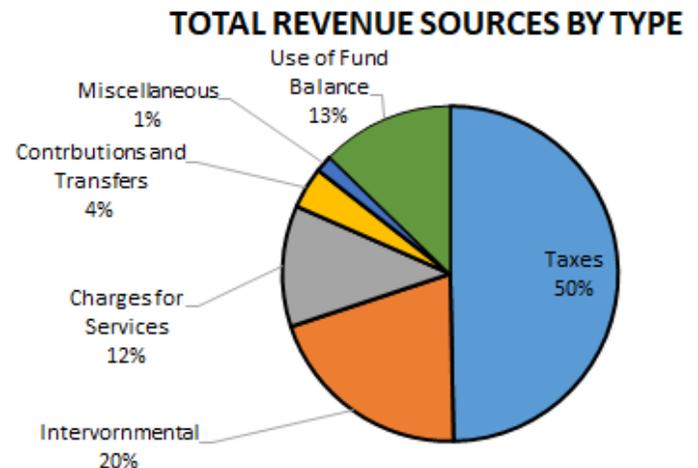


Cache County Revenue Summary

REVENUE SOURCES BY FUND								
Fund	Contributions and							Total
	Taxes	Intergovernmental	Charges for Services	Transfers	Miscellaneous	Use of Fund Balance		
General	\$ 25,864,000	\$ 14,075,600	\$ 8,339,600	\$ 63,500	\$ 1,469,600	\$ -	\$49,812,300	
CCCOG	\$ 7,298,000	\$ -	\$ -	\$ -	\$ -	\$ 12,267,500	\$19,565,500	
Municipal Services	\$ 7,892,000	\$ 2,723,700	\$ 2,255,500	\$ 897,500	\$ 274,000	\$ 921,950	\$14,964,650	
Tax Administration	\$ 3,600,500	\$ -	\$ 1,200,000	\$ -	\$ 100	\$ -	\$4,800,600	
Mental Health	\$ -	\$ 3,146,400	\$ -	\$ -	\$ -	\$ -	\$3,146,400	
Debt Service	\$ -	\$ -	\$ -	\$ 2,849,000	\$ -	\$ -	\$2,849,000	
RAPZ Tax	\$ 2,916,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$2,916,000	
Restaurant Tax	\$ 2,122,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$2,122,000	
Health	\$ 1,029,000	\$ -	\$ 320,000	\$ -	\$ -	\$ 60,300	\$1,409,300	
Visitors Bureau	\$ 1,166,000	\$ 39,100	\$ 31,000	\$ 4,200	\$ 500	\$ -	\$1,240,800	
Council on Aging	\$ -	\$ 444,900	\$ 88,600	\$ 326,000	\$ 4,000	\$ 77,300	\$940,800	
Children's Justice Cente	\$ -	\$ 428,800	\$ -	\$ 30,600	\$ -	\$ -	\$459,400	
CDRA	\$ 70,000	\$ 266,000	\$ -	\$ -	\$ -	\$ -	\$336,000	
Totals	\$ 51,957,500	\$ 21,124,500	\$ 12,234,700	\$ 4,170,800	\$ 1,748,200	\$ 13,327,050	\$ 104,562,750	

Revenue Sources - The County has multiple sources of revenue that fund its operations and they are as follows:

- Taxes** – Both the above chart and the one on the right show that Cache County received **50%** of its total revenue from taxes, or **\$51.9 million**. Of that amount, **\$21.8 million** comes from property taxes. The other tax revenues that the County receives, totaling **\$30.97 million**, come from the following sales taxes:
 - The local sales tax rate of **1%** on top of the State sales tax of **4.7%**, with an additional **0.25%** County option sales tax. This combines to **\$24.77 million** for 2022.
 - The Restaurant tax of **1%** or **\$2.12 million** for 2022.
 - The Transient-Room-Tax (TRT) from hotel stays of **4.25%** or **\$1.16 million** for 2022.
 - The RAPZ tax of **0.1%** or **\$2.92 million** for 2022.



- Charges for Services** - Revenue from charges for services comes from fees citizens pay for government services and fees paid by other government entities. The largest source of revenues from charges for services comes through public safety, such as jail fees and contracts. Common fees that most citizens will pay include charges for business and marriage licenses and Department of Motor Vehicle fees. Fees are limited in use and must only be used to cover the cost of providing the given service.
- Intergovernmental** - A majority of intergovernmental revenues are in the form of grants from the federal and state governments. Grants typically have very specific uses, and the money must be spent on pre-designated items or projects.
- Contributions or Transfers** - Contributions to a fund come from an outside source, such as public contributions, or from one fund to another. Revenues can be transferred from one fund to another if a fund does not earn enough revenues to cover all of its expenses.



Cache County Expense Summary

BUDGET EXPENSES		
Type	Expenses	% of total
Services	\$ 59,465,350	57%
Contributions and Transfers	\$ 25,061,800	24%
General Government	\$ 17,186,600	16%
Debt Services	\$ 2,849,000	3%
Totals	\$ 104,562,750	100%

Primary Expenses – As shown in the chart on the left, **57%** of the money the County spends goes towards services for the public. These services include those listed in the pie chart below, and they are broken down in the rest of this summary. General Government expenses include administrative departments or positions that serve essential roles to support the service departments.

Public Safety – The top priority for the County is creating a safe environment for those who live here. The County does so by providing police, fire, ambulance, and other public safety services to local residents.

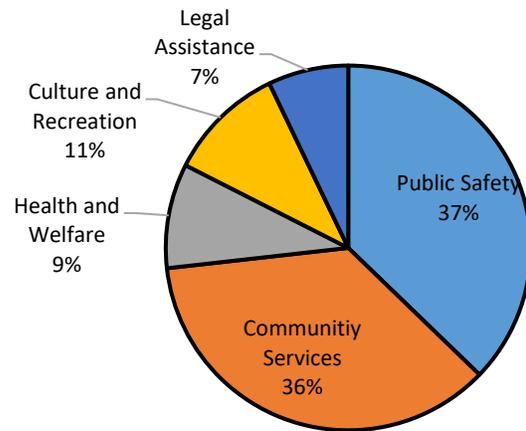
Community Services - Community Services consist of the infrastructure and community development resources that the County provides, such as better roads, bridges, buildings, and business opportunities. Approximately **76%** of the community services expenses come from road construction and maintenance. Community services also include departments such as Public Works, the Road department, Vegetation Management, Building Inspection, and Economic Development.

Health and Welfare – The health and welfare of Cache County residents are keys to having a healthy community. The health and welfare resource are provided to ensure that County residents have the best possible well-being. Most of the County’s health and welfare expenses come from the Bear River Health Department (BRHD). The County also provides mental health services, and aging services such as the Senior Center and Meals on Wheels.

Culture and Recreation - Culture and Recreation serve to enhance quality of life, and Cache County has a strong and unique culture that is highly valued by its residents. These services include the fairgrounds and event center, the annual County fair and rodeo, the trails system managed by the Development S department, and the Visitors Bureau and tourism promotion.

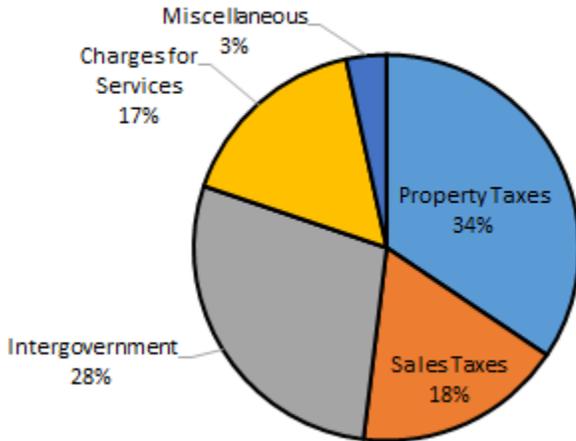
Legal Assistance - The County offers both legal assistance and legal resources to the public in the form of attorneys, record keeping, and protection of rights. In the Cache County Attorney’s office there are multiple criminal and civil lawyers who prosecute and protect the interests of the County. Other legal services include the Recorder’s office, which manages property records in the County, the Clerk’s office, which handles licensing, record keeping, and elections throughout the County, and the Victim Advocates, who assist victims in the criminal court process and protect their rights.

EXPENSES BY SERVICE AREA





GENERAL FUND REVENUE SOURCES BY TYPE



Overview - Approximately **48%** of the County's budget revenues and expenses are within the General fund. The General Fund is the major operating fund of the County and it is used to account for all financial resources except those required to be accounted for in another fund. Unless a revenue source is a "special revenue source", then it is accounted for in the general fund. Half of the revenue sources in the County are not special revenue sources, so that is why that portion of the revenue is accounted for in the General Fund. As can be seen on the left, most of the revenue for the General fund come from taxes, with the majority of the remainder coming from intergovernmental grants and charges for services from public safety.

Property Taxes - The most significant revenue source for the general fund is property taxes. General property taxes are used for general County government purposes, such as running the departments listed to the right. A further discussion of where property taxes go is included at the end of this document.

Departments – Each department has certain responsibilities to help the County to run effectively and meet the needs of its constituents. Departments have both internal and external functions, and many work closely with other departments. A high level of organization and many personnel are required to keep things running smoothly. While each department is important in effectively running operations, there are different priorities that each department meets. The chart on the right shows that the Sheriff's Office has by far the most expenses associated with the execution of its duties. As was mentioned on the previous page, public safety is the County's top priority, and therefore requires the greatest amount of funds. As such, the remainder of this General fund summary will focus on the Sheriff's department and other departments that work in public safety.

GENERAL FUND DEPARTMENT EXPENSES	
Department	Expenses
Sheriff	\$ 19,377,900
Attorney	\$ 2,132,200
Fire	\$ 1,260,000
IT	\$ 1,085,200
Fairgrounds	\$ 1,081,400
Finance	\$ 760,700
Clerk/Auditor	\$ 326,600
Executive	\$ 472,500
Human Resources	\$ 407,200
Fair and Rodeo	\$ 447,800
Elections	\$ 681,700
Mental Health Services	\$ 327,700



Public Safety - Public Safety includes services to the residents such as Cache County Sheriff's office, the victim advocates, the Children's Justice Center, and emergency services. Approximately **86%** of the Public Safety expenses come from the Sheriff's Office, which also accounts for **68%** of the expenses in the General Fund and **19%** of the total expenses in the County. The Cache County Sheriff's office serves as the principal law enforcement entity in the unincorporated areas of the County. Their primary mission is to preserve the peace and make necessary lawful arrests. The Sheriff's office is broken up into the following divisions to more efficiently serve the public:

SHERIFF'S OFFICE	
Services	Expenses
Sheriff - Corrections	\$ 8,401,800
Sheriff - Criminal	\$ 5,415,200
Sheriff - Support	\$ 3,281,500
Sheriff - Administration	\$ 1,604,600
Sheriff - Emergency Management	\$ 410,600
Sheriff - Animal Control	\$ 264,200
Totals	\$ 19,377,900

- **Administration** - Within the Sheriff's office, there are five executive administrators consisting of the Sheriff, Chief Deputy, and three Lieutenants. Lieutenants within Administration oversee the Support Services, the Criminal, and the Jail divisions.
- **Corrections** - The Corrections or Jail Division provides inmate housing while upholding the values and ethics of the Cache County Sheriff's Office. The Cache County jail is has a maximum capacity of **360**.
- **Criminal** - The purpose of the Criminal division is to provide municipal type law enforcement services in the smaller communities within Cache County. The Criminal division contracts with **14** communities, the U.S. Forest Service, and the Cache Valley Transit District to provide law enforcement services.
- **Support** - The Support services division is composed of the non-primary functions of the Sheriff's office. Within the support services division the is a civil law unit, court security and bailiff services, emergency management, investigations, probations, records and search and rescue.

Other Public Safety – The remainder of the Public Safety expenses comes from the following sources:

OTHER PUBLIC SAFETY	
Services	Expenses
Fire Safety	\$ 1,588,400
Ambulance Services	\$ 1,750,600
Childrens Justice Center	\$ 459,400
Totals	\$ 3,798,400

- **Fire** - The Cache County Fire district supports the various fire departments in Cache County as they provide fire services to protect life, property, and the environment. Some of their duties include wildland firefighting, hazmat response, training, and code enforcement.
- **Ambulance** - Cache County provides emergency medical services and transportation to the residents in conjunction with city governments. Examples of these services are Advanced Life Support (ALS), paramedic transfer ambulances, paramedic rescue services, EMT-Intermediate ambulances, and support to local first responder units.
- **Children's Justice Center (CJC)** - The CJC is where victims of child abuse are interviewed, temporarily housed, and medically assessed by professionals specifically trained in the forensic investigation of abuse. The CJC works closely with the Utah State Division of Child & Family Services and local child abuse detectives.

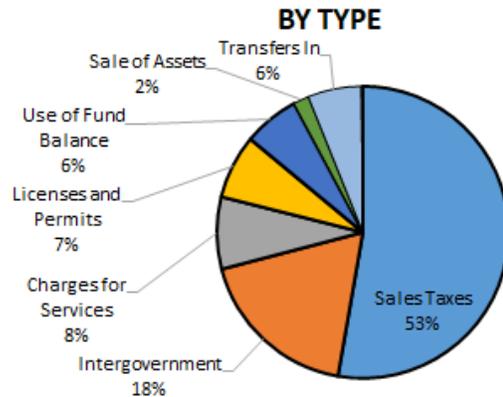


Cache County Municipal Services

Overview – The Municipal Services Fund is used to maintain many of the basic infrastructure and land services of the County, such as the County’s roads, trails, building and zoning services, and additional public safety services. In most years, the Municipal Services fund is the second largest, averaging around **15%** of the annual budget. The majority of the fund’s revenues come from sales taxes, while the other sources can be seen on the right. The fund is primarily used to meet the needs of citizens living in unincorporated areas of the County, as well as to support the services already offered in certain areas.

Primary Services – The basic services that are usually offered by municipalities include sanitation and waste collection, water, safe roads, public safety services, a health department, and other similar services. In the case of Cache County, many of these services are already offered and maintained by the individual city governments. The County’s primary role is to support those cities as well as maintain the services for the unincorporated areas of the County, or those areas that are not within an incorporated city’s limits. In the below Expense Breakdown, the services that are currently offered by Cache County through the Municipal Services fund are listed with their respective amounts. The chart does not encompass all public safety, health, or library services, but focuses more on infrastructure.

MUNICIPAL SERVICES FUND REVENUE SOURCES



MUNICIPAL SERVICES FUND EXPENSES	
Department	Expenses
Roads	\$ 5,498,200
Contributions to other Governments	\$ 4,000,000
Public Works	\$ 1,584,050
Building Inspection	\$ 992,400
Vegetation Management	\$ 757,500
Development Services	\$ 436,700
Zoning Administration	\$ 401,300
Frie-EMS	\$ 328,400
Shariff: Animal Control	\$ 12,000

Roads – Cache County’s Road Department maintains approximately 200 miles of paved roads and 400 miles of gravel and dirt roads throughout the County. Not only does the Road department repair and grade road surfaces, but it also controls roadside vegetation and maintains drainage ways to avoid hazardous driving conditions. The Road Department also handles snow plow services and the maintenance of traffic signs. As was stated in a previous section, roughly **76%** of the funds used to provide Community Services are used for road construction and maintenance. The Roads portion of the Municipal Services fund represents the majority of funds available for road

maintenance, but additional funds may be budgeted through the Cache County Council of Governments for major projects.

Contributions to other Governments – These contributions refer to the aid that is provided to other local governments within the County. Many cities have limited budgets and road needs, making it far more efficient for them to utilize the services and equipment already owned by the County. These contributions also include other assistance to ensure that roads and other services are maintained for all Cache County residents.

Other Expenses – The majority of additional expenses within the Municipal Services fund come from the Development Services department. Development services include public works, building inspections, and zoning administration. These services help maintain consistency when regulating land use, the construction of new buildings, and future development.



General - The General Fund is the general operating fund of the County. It is used to account for all financial resources used in general government operations. The General Fund is where most basic government functions, such as the Executive office and Clerk's office, reside.

Tax Administration - The Tax Administration Fund is used to cover the expenses incurred by individual departments in helping with the assessing and collecting of property taxes. The County, for general use, only receives a small portion of the total collected property taxes, usually around **15%**. A majority of the property taxes that are collected are sent to one of the two school districts in Cache County, depending on where the property is located. The exact portions of where a citizen's property taxes go to depends on one's tax district. That information can be found on an individual's annual property tax notice. Other areas that are funded by property taxes include: school districts as previously mentioned, city governments, the Cache County Health fund for the Bear River Health Department, and the Mosquito Abatement Special District.

Municipal Services - The Municipal Services Fund accounts for the County departments that provide municipal-type services to those who live in the unincorporated area of the County outside of any city limit. Some of these services include building inspection, the Road and Vegetation Management departments, public works, and trails management.

Health - The Health Fund is where the County allocates a portion of the property taxes and other sources to the Bear River Health Department, which serves Cache, Rich, and Box Elder counties.

CDRA - The CDRA fund stands for Community Development and Renewal Agency. Its sole purpose is to identify areas to develop or redevelop and provide funding alternatives for these activities.

Visitors Bureau - The Visitors Bureau has a special revenue source, the Transient Room Tax, which comes from hotel stays within the valley. When someone stays at a hotel, a small tax is added onto their room rate. The County receives that revenue and uses it for visitor's information services and tourism promotion.

Council on Aging - The Council on Aging fund is where all of Cache County's services for the elderly are accounted for. These services include Meals on Wheels and the Cache County Senior Center.

Mental Health - The Mental Health Fund exists to account for the federal grant money given to Cache County for mental health services. The County uses that revenue to fund the Bear River Mental Health Department, which provides mental health services for the residents of Cache, Box Elder, and Rich Counties.

Restaurant Tax - The Restaurant Tax is a 1% sales tax on prepared food items. This revenue source can be used for either capital projects by publicly owned or operated facilities or for the purpose of tourism promotion.

RAPZ Tax - The Recreation, Arts, Parks, and Zoo Tax is 1/10th of 1% sales tax in Cache County. This special revenue source is to support capital projects and operating expenses for publicly owned or operated recreation or park facilities and the Willow Park Zoo. In essence, it is used to help cover operating expenses for the arts in organizations throughout the County.

Children's Justice Center - The CJC Fund exists to account for the expenses related to the grants awarded to Cache County to fund the Children's Justice Center, which provides services and aid to children who have experienced abuse.

Debt Services - The Debt Services fund accounts for the resources used for the payment of principal and interest on long-term debt held by the County.

CCCOG - The Cache County Council of Governments fund is used for the purpose of improving transportation throughout the County. The Council of Governments recommends to the County Council which projects will get awarded the funding from the voter approved 0.25% sales tax revenue collected for transportation capacity improvements.