



Dear Mayor,

We are writing to invite your participation in an effort to plan, build, and develop a County wide trail system. While many trail segments have been completed on a community by community basis in recent years, the growing interest from the public shows a clear demand for more trails being developed before it is too late and development encroaches onto remaining open corridors. Cache County, in conjunction with the Cache Metropolitan Planning Organization (CMPO), is proposing to initiate a two (2) year trial period for a Regional Trail Coordinator. The purpose of this letter is to see if your city would like to participate in funding this position. By opting into the proposal your community would gain access to the time and resources of this position.

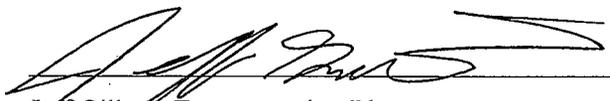
The attached draft staffing proposal outlines in detail the responsibility of this position. The focus will be on regionally significant trails (and ensure linkages to city parks/trails), develop bike/pedestrian facilities in more urban environments, and to provide technical support to individual communities to build trails and procure grant funding for construction. Community oversight of the direction of the program will be vital to ensure that this position is serving the overall community and individual city needs.

The attached document also outlines the funding being brought together to help fund this position. The amount requested from each community is also listed, and based on a base rate plus a population allocation. Should you be interested in participating or have questions about the proposal, please contact either Jeff Gilbert ([jeff.gilbert@cachecounty.org](mailto:jeff.gilbert@cachecounty.org)) with the CMPO or Josh Runhaar ([josh.runhaar@cachecounty.org](mailto:josh.runhaar@cachecounty.org)) with Cache County's Development Services Department at (435)755-1640 by July 17<sup>th</sup>, 2015.

We appreciate your consideration of this effort to expand and coordinate trail and recreational efforts throughout all of our communities.



Josh Runhaar, Director  
Cache County Development Services



Jeff Gilbert, Transportation Planner  
Cache Metropolitan Planning Organization

# Cache Regional Trail Coordinator

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## Description

Under supervision, this position will have the primary responsibility to coordinate recreational trail & active transportation facility planning, development and construction throughout Cache County. The primary focus for the person hired for this position will be advancing projects to construction.

## Functions and Duties include, but are not limited to:

- 1) Help identify potentially “regionally significant” trail projects that are “ripe” to be advanced to the construction phase (50% Time Allocation).**
  - a) Coordinate trail development with local jurisdictions
  - b) Provide staff support for the Cache County Trails Advisory Committee
  - c) Help pursue project funding and provide assistance with trail grant management and administration
  - d) Coordinate access and right-of-way approvals
  - e) Participate and provide technical support for trail design processes
  - f) Facilitate public outreach and stakeholder involvement activities (when necessary)
  - g) Enhance trail mapping
  - h) Help with the prioritization of trail projects for potential RAPZ or other local funding consideration
- 2) Develop partnerships with local and state government, stakeholders (including CVTD), community based organizations and the private sector to identify, fund and implement active transportation projects (e.g. more urban non-motorized “commuter” pathways and on-road facilities) that will maximize the region’s investment (30% Time Allocation).**
  - a) Providing staff support for the Cache Metropolitan Planning Organization’s (CMPO) Bicycle and Pedestrian Advisory Committee (BPAC).
  - b) Assist local communities as they pursue designation as a Utah Road Respect community
  - c) Help pursue funding and provide grant administration function (as necessary)
- 3) Provide “circuit rider” technical assistance and other resources to support participating cities in their own trail/active transportation planning and development activities (20% Time Allocation).**
  - a) Assist local jurisdictions with the development of local trail/bicycle and Pedestrian Community Plans.
  - b) Assist local jurisdictions with grant writing for trail funding
  - c) Assist local officials as they work with private property owners to allow trail access.
  - d) Assist with public outreach and stakeholder involvement activities
  - e) Coordinate local trail & bicycle/pedestrian plans with neighboring communities and work to resolve conflicts

## Position Funding & Overall Budget

Trail Coordinator Position Funding Revenue				
Organization	Budget Process			Additional 1st Year Funding**
	Starts	Funding Available	Funding Request	
CMPO	1-May-15	1-Jul-15	\$20,000	\$10,000
RAPZ	1-Mar-16	15-May-16	\$25,000	\$15,000
County	15-Sep-15	1-Jan-16	\$10,000	\$5,000
City Funding*	1-May-15	1-Jul-15	\$20,000	
			\$75,000	\$30,000

\* Number of cities that will opt to participate was estimated.

Cost to participate is \$500 base fee plus .20 cents per capita (based on latest census and adjusted annually)

\*\*1st Year funding is to provide funding for miscellaneous project related expenses

(e.g. preliminary design/engineering, professional cost estimating, project renderings, surveying etc)

City Buy In Cost to receive Trail Coordinator Service		
City	2012 Census Estimate	Circuit Rider Trail Coordinator Fee (\$500 Base + \$0.20/Person)
Amalga	497	\$599
Clarkston	679	\$636
Cornish	294	\$559
Hyde Park	4054	\$1,311
Hyrum	7758	\$2,052
Lewiston	1774	\$855
Logan	48879	\$10,276
Mendon	1272	\$754
Millville	1867	\$873
Newton	787	\$657
Nibley	5827	\$1,665
North Logan	8765	\$2,253
Paradise	922	\$684
Providence	7199	\$1,940
Richmond	2514	\$1,003
River Heights	1769	\$854
Smithfield	9988	\$2,498
Trenton	469	\$594
Wellsville	3500	\$1,200
Potential City Funding		\$31,262.80

Trail Coordinatore Estimated Expenses (Annual)	
Salary	\$35,000
Benefits	\$20,000
Office Expense	\$5,000
Consultant/Project Funds	\$15,000
Total Annual Cost	\$75,000

## **Employment Oversight Responsibility**

The Trail Coordinator would be a full time, benefited employee of Cache County. The position would be organized under the Development Services Department and report directly the Development Services Director for day-to-day supervision. The position will be housed at the Cache County Administration Building.

## **Executive Oversight Committee**

At least twice a year an executive oversight committee will meet to discuss and help establish the overall goals, focus and direction for the trail coordinator staff position. This committee will also approve any hiring or removal of employee for this position.

The Executive Committee composition will be as follows:

- 1 County Elected Official (Executive or Council)
- 1 CMPO Executive Council Representative (Chair or designee)
- 1 Logan City Representative (by virtue of proportional higher funding level)
- 2 Other City Designees (selected from those cities that agree to the funding commitment)
- 1 County Director of Development Services
- 1 CMPO Staff Representative

## **Position Start-up Evaluation Period**

All initial funding Commitments will be required for a minimum of two years. After the first two years the Executive Oversight Committee will evaluate the success of the new position and establish the level of support for continuing to fund the position on an ongoing basis. Any individual hired for this position will be informed up front of this two year trail period evaluation requirement.