



208-354-8780
FAX: 208-354-8410

Teton County Clerk

150 Courthouse Drive
Driggs, Idaho 83422

July 24, 2014

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TO: County Commissioners
FROM: Mary Lou
SUBJECT: Clerk's FY 2015 Budget Memo #6 – Almost Done!

1. The updated **BUDGET SUMMARY: ALL FUNDS** reflects decisions made to date, excluding merit raises (the placeholder amounts are still included). The General Fund Contingency has been reduced to \$90,000 and the **Funds Receiving General Property Taxes** are balanced. The Ambulance District Fund was balanced by using \$77,510 Remaining Cash. The Mosquito Abatement District would also like to balance their budget by using Remaining Cash. Fee changes to balance the Solid Waste Fund will be discussed today. pp. 2-3
2. The budget includes a 7% allowance for increased **HEALTH INSURANCE** costs. American Insurance owner Travis Argyle will arrive at 10:00 am to provide an update.
3. **SOLID WASTE FEES** for FY 2015 should be finalized today in order to provide time for required legal notices to be published for the August 25 public hearings. Dick Staiger of Alta Solid Waste District wanted to be present for this discussion and we recommended he arrive about 10:15 am.
4. **COURTHOUSE MASONRY REPAIRS** as detailed herein will affect the budget. They could be funded with Remaining Cash. pp. 4-6
5. The **MERIT RAISES** tentatively approved July 14 will spend \$67,000 of the \$89,000 placeholder amounts within the budgets, leaving \$22,000 for CEO or other raises if desired.
6. Please discuss any changes to county **ELECTED OFFICIAL SALARIES**. Information about statewide CEO salaries is attached, along with a confidential spreadsheet listing tentatively approved employee salaries for FY 2015. pp. 7-8
7. We have received the attached recommendations from BDPA Consultants regarding pay grade assignments in the Sheriff's Office. The **DISPATCHER SUPERVISOR** salary has been updated as recommended. pp. 9-16
8. The **FIRE DEPARTMENT** has agreed to pay \$80,000 for Dispatch expenses and \$2,000 for GIS expenses.
9. Please make a final decision regarding funding for **TETON VALLEY COMMUNITY RECYCLING**.
10. The **CELL PHONE** spreadsheet has been updated to reflect the attached requests from the Sheriff's Chief Deputy and Facility Manager. County cell phones obtained via Verizon cost \$22 per month for basic cell and \$52 per month for data; these amounts were used for this year's stipends. Please make a final decision regarding positions receiving county cell phones or cell phone stipends and the stipend amount for FY 2015. p. 17-19
11. The **REMAINING CASH** projection spreadsheet reveals significant amounts that could help fund *one-time* expenses during FY 2015, or else be saved for future capital needs. p. 20
12. Only a few departments have requested fee changes, which are tracked on the attached **FEE SCHEDULE** and described by departmental memos. Increases greater than 5% must be part of the August 25 public hearing. pp. 21-30

Budget Summary: All Funds

FISCAL YEAR 2015 as of July 23, 2014

Fund / Department	Actual Expenses FY 2012	Actual Expenses FY 2013	Approved Budget FY 2014	FY 2014 Budget w/changes thru 7-14-14	FY 2015 Budget Requests	FY 2015 Request after June & July discussions					
01-General Fund											
1-Clerk / Auditor	107,866	114,345	152,784	152,784	153,488	153,488					
2-Assessor	195,748	191,818	267,094	267,094	266,027	266,027					
3-Treasurer / Tax Collector	123,466	141,765	180,778	180,778	184,053	180,553					
4-Sheriff	780,661	728,822	1,017,712	1,026,100	1,327,295	1,234,143					
5-Commissioners	146,997	148,767	179,841	179,841	183,925	182,425					
6-Coroner	22,127	22,490	34,890	34,890	34,675	34,675					
7-Prosecuting Attorney	159,546	177,640	244,638	244,638	238,250	238,550					
8-Public Works Director	81,974	79,551	105,583	105,583	104,658	104,658					
9-New Courthouse & Grounds	85,151	84,800	163,301	163,301	129,281	126,931					
10-Old Courthouse & Grounds	38,014	22,350	11,330	11,330	0	0					
11-Emergency Mgt	47,841	48,839	65,131	65,731	83,873	73,373					
13-County Agent	47,181	46,661	52,960	57,960	58,041	58,705					
14-Information Technology	133,176	170,800	282,572	302,572	220,488	200,673					
15-Elections	43,426	43,760	54,530	54,530	54,948	55,448					
17-Law Enforcement Center			18,510	18,510	36,750	37,700					
18-General	768,960	1,105,309	382,249	321,311	415,577	393,577					
19-Dispatch	183,839	231,844	317,167	300,417	315,853	311,331					
20-Jail	90,938	107,000	108,613	108,613	113,535	118,450					
21-Planning	114,602	133,687	135,895	162,170	196,021	190,021					
22-Building	91,317	94,882	125,840	125,840	157,136	145,136					
23-GIS	69,131	75,654	103,850	103,850	94,245	94,245					
31-Emergency Services Bldg	3,310	5,700	10,650	10,650	9,400	9,400					
Total General Fund	\$3,335,271	\$3,776,485	\$4,015,918	\$3,998,493	\$4,377,519	\$4,209,509	\$0	\$1,464,360			
02-Road & Bridge	1,169,070	1,148,265	1,237,912	1,392,662	1,244,815	1,321,446		953,900	60,047	for Victor Pathway & Fuel Farm + \$50K not spent for Victor pit in 2014	
06-Court & Probation								148,676			
1-District Court	284,334	311,241	327,981	324,698	322,930	336,931					
2-Juvenile Probation	172,996	178,595	194,149	197,432	198,620	192,106					
16-Indigent & Charity	29,454	102,724	103,550	103,550	103,026	81,026		2,500			
20-Revaluation	116,790	116,800	116,800	116,800	116,800	116,800					
21-Special Planning Projects	150,089	1,000	72,000	45,725	0	0					
24-Tort	100,889	110,032	116,607	116,607	120,600	120,600					
27-Weeds	69,456	86,443	81,300	81,300	83,125	81,625		3,000			
41-Building Fund	161,101	2,383,500	1,826,500	1,826,500	0	0			0		
82-County Fair/Fair Board	42,293	26,700	34,700	106,658	37,200	38,900		17,700			
	\$5,631,743	\$8,241,785	\$8,127,417	\$8,310,425	\$6,604,635	\$6,498,943	\$0	\$2,590,136	\$60,047		
Estimated Property Tax Collections during 2014 (with 3% increase)							\$3,850,000				
TOTALS for Funds receiving general property tax revenue											
							TOTAL PROJECTED REVENUE	\$6,500,183			
							LESS TOTAL BUDGET REQUESTS	\$6,498,943			
							BUDGET SURPLUS (Shortfall) for funds receiving general prop taxes	\$1,240			
REVENUE PROJECTIONS											
	Actual Expenses FY 2012	Actual Expenses FY 2013	Approved Budget FY 2014	FY 2014 Budget w/changes thru 6-30-14	FY 2015 Budget Requests	FY 2015 Request after June & July discussions	Projected Revenue during FY 2015	Estimated Non-Prop Tax Revenues	Estimated Taxes, Fees, Penalty & Interest collectd during FY 2015	Remaining Cash budgeted to be spent during FY 2015	
15-Election-State Funds	33,004	60,000	63,000	63,000	63,388	64,329	64,329	64,329			
23-Solid Waste	1,148,676	1,191,783	1,449,583	1,473,203	1,522,804	2,770,287	2,395,169	774,169	710,000	911,000	
33-Road, Special	746,748	1,180,000	1,228,653	1,428,653	1,053,005	822,293	822,293	18,000	756,288	48,005	
36-Prosecutor's Special Drug Fund	0	15,000	15,000	15,000	15,000	15,000	15,000			15,000	
43-Road Improve-Developer Donat	10,882	100,000	100,000	100,000	100,000	100,000	100,000			100,000	
44-E 911 Communications	117,498	104,778	185,654	185,654	96,906	100,906	113,250	113,250		0	
50-Ambulance Service District	607,828	636,250	630,636	648,436	654,940	678,210	678,210	90,700	510,000	77,510	
51-Mosquito Abatement District	271,074	311,000	309,172	309,172	312,491	312,492	266,000		266,000	0	
54-Waterways/Vessel Fund	6,918	5,000	15,000	15,000	6,000	15,000	15,000	5,000		10,000	
60-Housing Authority	0	0	0	0	0	0	0				
61-FEMA Teton Creek Restoration		800,000	956,000	956,000	115,000	50,186	50,186	7,397		42,789	
62-Idaho E911 Grants		126,000	76,218	76,218	50,225	11,225	11,225	11,225			
75-County Hospital Operation	0	0	0	0	0	0	0				
84-Teton Valley Arena	1,721	246,000	247,000	247,000	187,000	118,500	118,500			118,500	
86-Grants Fund	199,202	202,019	303,159	399,389	122,200	74,700	74,700	74,700			
90-93Capital Improvement Fees		162,000	167,000	167,000	100,000	200,500	200,500			200,500	
	\$3,143,551	\$5,139,830	\$5,746,075	\$6,083,725	\$4,398,959	\$5,333,628	\$4,924,362	\$1,158,770	\$2,242,288	\$1,523,304	
TOTALS for Funds with dedicated revenue											
							TOTAL PROJECTED REVENUE	\$4,924,362			
							LESS TOTAL BUDGET REQUESTS	\$5,333,628			
							BUDGET SURPLUS (Shortfall) for funds with dedicated revenue	n/a			
GRAND TOTAL for all Funds											
	\$8,775,294	\$13,381,615	\$13,873,492	\$14,394,150	\$11,003,594	\$11,832,571					

From: Greg Adams **Sent:** Monday, July 21, 2014 1:09 PM

MAD Budget

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Hi Mary Lou,

The meeting is scheduled for the 30th. A tentative answer before that would be we will continue to utilize our remaining cash balance to offset the difference between the levied amount and the budgeted amount while striving to keep expenses to a minimum. For the last several years we have been about 30k under budget every year. With the new contract having to be negotiated this year, I'm not sure how that will play out. We are contemplating having aerial applications not be in the contract and have it be an additional fee, which could lower the cost of the contract by about 80k, but we would have to come up with about 40k every time we needed a flight. We will be fine tuning the RFP for the new contract this fall and should have everything signed and in place by about February. Thanks for all of your help!

From: Greg Adams **Sent:** Monday, July 21, 2014 1:16 PM

Good to know. Thank you!

From: Mary Lou Hansen **Sent:** Monday, July 21, 2014 1:15 PM

Maureen's information includes a sub-roll that isn't known when I do my calculations in September, so her numbers are the most accurate!

From: Greg Adams **Sent:** Monday, July 21, 2014 1:12 PM

Hi Mary Lou, The amount I have for the 2013 levied amount is \$265,922 and the amount collected is \$247,384. I got that from Maureen's tax book. Is that the wrong place to look? If so, where should I look? Thanks!

From: Mary Lou Hansen **Sent:** Monday, July 21, 2014 12:55 PM

Last year's levy amount was \$261,637. We've collected a bit more than that due to delinquent taxes + penalty & interest. What day is your MAD meeting? Would be great to have a tentative answer before next week's BoCC meeting on Monday.

From: Greg Adams **Sent:** Monday, July 21, 2014 12:52 PM

Hi Mary Lou, If I understand correctly the amount levied last year was \$265,922. Is that correct? How soon do you need an answer on that? We will be having a meeting next week, is that soon enough for me to get an official board response? Thanks!

From: Mary Lou Hansen

Sent: Wednesday, July 16, 2014 7:54 AM

To: Greg Adams

Subject: MAD budget

Greg: Due to the .0002 max levy, rate the max property tax levied for next year's budget will be about \$261,000. However, the proposed MAD budget is \$312,492, leaving a \$51,492 shortfall. The Board would like to know how the MAD board would like to eliminate that shortfall.

Using Remaining Cash is an option, of course, but that source of cash will be depleted within a few years if property values don't begin to increase significantly. (They're up just .5-1% this year, but at least they're not still decreasing!)

The MAD Fund 51 currently has a Remaining Cash balance of \$196,702. The expense/budget reports show another \$49,404 budgeted to be spent this year (assuming the \$27,879 MAD Contingency Account budget line #51-00-526 won't be spent). That will leave about \$146,000 Remaining Cash at the end of the year, which is a large balance. The MAD Reserve Fund 52 holds \$40,000.

Please let me know what the Board recommends.

From: Mackenzie Masonry [<mailto:office@mackenziemasonry.com>]

Sent: Thursday, July 10, 2014 4:30 PM

To: Jay Mazalewski

Cc: dana@mackenziemasonry.com

Subject: Grout Joint Repair Quote

Jay

Here is the proposal for the Repairs. I have the Total Listed and each area broken out for your convenience.

We are using the same Dollar amount per linear ft as before. There are a few clarifications, I want to make sure of. I did not bid ANY work that would require a Lift or that is above the Wainscoat as we discussed.

I did include the Entrance Door in the Front Entrance, but not the Side Walls or Columns that are full height.

On the Stones that need to be reset along the West Side, I do not know what is underneath them for Support or Backing. If that has failed, We can discuss what to do when I remove them. It is not included in this Proposal.

We are thankful for the Opportunity you have given us to do you work, and we still intend to discuss the best way to Approach this Job working with your Budget. And help any other way we can.

Thank you and call me with any questions,

Rikk M

435.525.1111

Rolling Stone, LLC dba

Mackenzie Masonry

307.353.7625 p

208.787.2267 f

office@mackenziemasonry.com

From: Mackenzie Masonry [<mailto:office@mackenziemasonry.com>]
Sent: Thursday, July 10, 2014 4:30 PM
To: Jay Mazalewski
Cc: dana@mackenziemasonry.com
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435.525.1111

Rolling Stone, LLC dba
Mackenzie Masonry
307.353.7625 p
208.787.2267 f
office@mackenziemasonry.com

Mackenzie Masonry

P.O. Box 1523 Jackson, WY 83001 - Telephone: 307 353-7625 (ROCK)
office@mackenziemasonry.com

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Masonry Proposal for

Repair and Replacement of Grout Joints

6/25/2014

Presented to: Teton County Court House - Driggs, ID

We propose to fulfill the work as described in this Estimate to correspond to the Drawings listed.

This proposal is based on the following the previous Scope of Work, correcting the Grout Joints

Inclusions:

Removal of Grout Joints in Exterior Veneer Stone
Replacement of Joints with Spectrum Sealant.

Resetting of Veneer Stones that have become loose.

West Side of Building to Top of Wainscoat Veneer - 2502 Linear Ft with 15 Stones Replaced.

North Side of Building to Top of Wainscoat Veneer - 1170 Linear Ft with 0 Stones Replaced.

East Side of Building to Top of Wainscoat Veneer - 1767 Linear Ft with 0 Stones Replaced.

South Side of Building to Top of Wainscoat Veneer - 1993 Linear Ft with 0 Stones Replaced.

Exclusions:

North Entrance Walls on Landing and Columns. This will require a Man Lift and will be bid Separate.

South Wall where Stone is Above Wainscoat. This will require a Man Lift and will be bid Separate.

West Side *** Structural for Stone Support Unknown and will be discussed at removal of Stones.

Grout Work Above the Waincoat and Corner Quoins

Total Proposal Amount

\$95,778.00

Ninety Five Thousand Seven Hundred and Seventy Eight Dollars

Mackenzie Masonry

P.O. Box 1523 Jackson, WY 83001 - Telephone: 307 353-7625 (ROCK)
office@mackenziemasonry.com

Proposal Detail Breakdown

West Side of Building	\$32,920.50
North Side of Building	\$14,917.50
East Side of Building	\$22,529.25
South Side of Building	\$25,410.75

<u>Schedule of Values</u>	<u>Materials</u>	<u>Labor</u>
West Side of Building	\$16,789.46	\$16,131.05
North Side of Building	\$7,607.93	\$7,309.58
East Side of Building	\$11,489.92	\$11,039.33
South Side of Building	\$12,959.48	\$12,451.27

All material is guaranteed to be as specified. All work completed in a substantial workmanlike manner according to the specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature: _____

ACCEPTANCE OF PROPOSAL. It is acknowledged by the Owner or Contractor that by accepting this proposal in part or whole, Mackenzie Masonry has the right to place liens on property and improvements in the event of non-payment to Mackenzie Masonry, said liens would apply per state statutes in the state where work is specified. Payment will be made as outlined above. Note: This acceptance will be incorporated into all general contracts as Exhibit A.

Owner/Contractor
Signature: _____
Date of acceptance

Mackenzie Masonry Date of acceptance
 Upon verbal or written notice to proceed with the work described above in part or in whole, this proposal, regardless of signature, is hereby accepted in its entirety and the Owner or Contractor is bound to this as a contract.

Salaries paid Idaho County Elected Officials during FY 2014

County	2013 Pop Est	2013 market value	Levy rate	Assessor	Clerk	Commission	Chair	Coroner	Pros Atty	Sheriff	Treasurer
Ada	416,464	\$27,061,316,878	0.0032								
Adams	3,828	\$392,834,675	0.0070	\$48,979	\$51,134	\$25,392	\$25,392	\$4,160	\$49,400	\$51,352	\$48,300
Bannock	83,249	\$4,000,492,467	0.0049								
Bear Lake	5,943	\$742,093,345	0.0029	\$58,213	\$58,213	\$17,015	\$17,015	\$6,856	\$61,499	\$61,598	\$58,213
Benewah	9,044	\$603,872,926	0.0048	\$37,836	\$39,532	\$14,697	\$14,697	\$1,558	\$63,204	\$49,683	\$37,836
Bingham	45,290	\$1,844,868,254	0.0047	\$59,168	\$59,168	\$59,168	\$59,168	\$17,735	\$82,192	\$64,505	\$59,168
Blaine	21,329	\$8,181,114,994	0.0012	\$78,121	\$82,773	\$65,649	\$65,649	\$32,993	\$117,766	\$109,022	\$78,121
Boise	6,795	\$654,335,346	0.0059	\$45,548	\$45,548	\$29,465	\$29,465	\$14,853	\$78,000	\$45,548	\$45,548
Bonner	40,699	\$5,682,576,687	0.0031	\$58,000	\$58,000	\$58,000	\$58,000	\$44,338	\$86,500	\$68,328	\$58,000
Bonneville	107,517	\$5,503,515,308	0.0040								
Boundary	10,853	\$825,462,900	0.0056	\$52,200	\$52,200	\$32,600	\$32,600	\$24,585	\$55,350	\$53,573	\$52,200
Butte	2,642	\$825,462,900	0.0056	\$43,699	\$43,699	\$20,500	\$22,980	\$9,500	\$50,000	\$52,436	\$43,699
Camas	1,042	\$133,227,727	0.0055	\$44,244	\$47,532	\$13,548	\$13,548	\$4,000	\$38,000	\$47,532	\$44,244
Canyon	198,871	\$7,249,795,384	0.0050								
Caribou	6,808	\$742,395,930	0.0057	\$50,268	\$50,268	\$16,826	\$20,820	\$5,850	\$57,967	\$58,252	\$50,268
Cassia	23,331	\$1,197,479,427	0.0037	\$55,976	\$55,976	\$24,058	\$24,058	\$13,467	\$80,539	\$71,522	\$55,976
Clark	867	\$114,479,961	0.0051	\$39,000	\$47,250	\$13,500	\$13,500	\$1,800	\$26,000	\$46,250	\$39,000
Clearwater	8,577	\$566,801,049	0.0048	\$45,693	\$46,137	\$23,691	\$24,241	\$8,049	\$66,969	\$51,946	\$45,693
Custer	4,249	\$775,793,234	0.0018	\$42,563	\$42,563	\$23,124	\$23,124	\$8,189	\$43,387	\$43,696	\$42,563
Elmore	26,170	\$1,283,344,086	0.0048	\$61,431	\$62,010	\$37,884	\$37,884	\$10,536	\$77,388	\$74,520	\$61,431
Franklin	12,854	\$615,175,675	0.0049	\$51,191	\$51,191	\$24,127	\$26,127	\$4,898	\$91,909	\$56,311	\$51,191
Fremont	12,927	\$1,600,780,698	0.0030	\$57,946	\$57,943	\$33,810	\$39,310	\$9,176	\$87,350	\$61,428	\$57,943
Gem	16,686	\$676,759,426	0.0064	\$50,164	\$50,164	\$33,630	\$33,630	\$7,580	\$79,298	\$51,899	\$50,164
Gooding	15,080	\$919,081,902	0.0036	\$51,070	\$51,070	\$28,556	\$35,438	\$9,064	\$74,375	\$58,582	\$51,070
Idaho	16,116	\$1,245,361,827	0.0023	\$48,270	\$49,452	\$23,475	\$23,475	\$7,326	\$74,240	\$50,722	\$48,270
Jefferson	26,914	\$1,065,106,404	0.0045	\$49,172	\$49,172	\$26,211	\$26,211	\$6,471	\$56,650	\$63,000	\$46,904
Jerome	22,514	\$1,250,957,679	0.0052	\$51,624	\$54,684	\$27,600	\$29,148	\$8,400	\$68,412	\$55,524	\$51,660
Kootenai	144,265	\$11,472,122,065	0.0035								
Latah	38,078	\$2,030,086,455	0.0042	\$57,732	\$64,440	\$41,268	\$41,268	\$15,840	\$85,512	\$66,852	\$55,572
Lemhi	7,712	\$613,290,057	0.0039	\$55,000	\$55,000	\$24,960	\$24,960	\$7,800	\$89,467	\$55,000	\$55,000
Lewis	3,902	\$262,072,254	0.0054	\$38,148	\$39,168	\$14,112	\$14,112	\$1,920	\$57,397	\$46,237	\$37,583
Lincoln	5,315	\$299,067,106	0.0035	\$45,894	\$44,229	\$16,128	\$16,128	\$2,472	\$42,436	\$44,960	\$43,600
Madison	37,450	\$1,438,735,108	0.0047	\$52,837	\$58,768	\$29,653	\$29,653	\$12,479	\$103,332	\$69,808	\$56,084
Minidoka	20,292	\$1,113,189,733	0.0044	\$54,100	\$56,750	\$19,096	\$19,096	\$8,400	\$79,975	\$59,670	\$51,715
Nez Perce	39,915	\$2,600,213,980	0.0043	\$75,940	\$75,940	\$63,502	\$63,502	\$51,292	\$98,883	\$83,116	\$73,881
Oneida	4,275	\$301,208,860	0.0047	\$40,566	\$41,422	\$13,040	\$13,040	\$1,150	\$64,748	\$54,793	\$40,566
Owyhee	11,472	\$535,041,875	0.0039	\$50,425	\$51,929	\$24,713	\$24,713	\$15,450	\$89,363	\$52,326	\$50,425
Payette	22,610	10468/48987	0.0049	\$58,983	\$58,983	\$29,349	\$29,349	\$28,225	\$83,806	\$62,375	\$58,983
Power	7,719	\$795,341,272	0.0043	\$50,726	\$50,726	\$22,078	\$23,278	\$10,794	\$38,000	\$57,002	\$50,726
Shoshone	12,690	\$852,360,259	0.0043	\$47,715	\$47,715	\$40,579	\$47,715	\$5,852	\$61,343	\$51,010	\$47,715
Teton	10,275	\$1,308,185,937	0.0030	\$51,040	\$51,040	\$30,095	\$31,295	\$12,520	\$64,836	\$62,700	\$51,040
Twin Falls	79,957	\$4,269,667,068	0.0046	\$68,640	\$72,030	\$72,030	\$72,030	\$46,316	\$98,051	\$78,250	\$68,786
Valley	9,606	\$2,677,246,794	0.0022	\$65,380	\$65,380	\$38,655	\$38,655	\$11,317	\$89,326	\$65,380	\$65,380
Washington	9,944	\$681,710,745	0.0046	\$52,490	\$52,490	\$25,483	\$26,483	\$7,639	\$62,386	\$54,962	\$52,490

Counties without salary listings did not respond to the survey request.

Salaries paid Idaho County Elected Officials during FY 2014

	Assessor	Clerk	Commission	Chair	Coroner	Pros Atty	Sheriff	Treasurer
Statewide Average (without 5 largest counties that did not respond to salary survey)	\$52,461	\$53,633	\$30,186	\$31,045	\$12,842	\$71,160	\$59,274	\$52,231
Teton Salaries	\$51,040	\$51,040	\$30,095	\$31,295	\$12,520	\$64,836	\$62,700	\$51,040
*Average of 12 counties with population closest to Teton (6 smaller, 5 larger)	\$51,470	\$51,774	\$27,957	\$29,506	\$9,970	\$71,625	\$55,943	\$51,470
***Average of 9 counties with market value closest to Teton (6 lower, 2 higher)	\$53,600	\$55,088	\$27,987	\$28,903	\$9,864	\$76,969	\$63,210	\$53,447
***Average of 9 counties with levy rate closest to Teton (2 lower, 6 higher)	\$53,301	\$53,240	\$28,892	\$30,590	\$13,152	\$71,472	\$59,980	\$53,014
****Counties closest in proximity	\$53,941	\$55,917	\$31,186	\$33,419	\$11,392	\$85,173	\$64,645	\$55,022

*Counties closest in population (~2,600 more/less) = Lemhi, Power, Clearwater, Benewah, Valley, Washington, Teton, Boundary, Owyhee, Shoshone, Franklin, Fremont

**Counties closest in market value (~\$260M more/less) = Jefferson, Minidoka, Cassia, Idaho, Jerome, Elmore, Teton, Madison, Fremont

***Counties closest in levy rate (.0007 above/below) = Idaho, Bear Lake, Teton, Fremont, Bonner, Ada (no info available), Kootenai (no info available), Lincoln, Gooding, Cassia

****Counties closest in proximity = Madison, Fremont, Bonneville (no info available)

Mary Lou Hansen

From: Andrea Fogleman [eafog@msn.com]
Date: Tuesday, July 22, 2014 3:42 PM
To: Mary Lou Hansen
Cc: Bonnie Brazier
Subject: Re: Revised Dispatch Supervisor & Admin Mngr.
Attachments: Admin Mgr & Dispatch Supv July 2014.doc; Dispatch Supervisor Final revised 07-22-2014.doc; Administrative Manager of Operations Revised - 7-22-2014.doc; Kinds and Levels - Current & History.xls

Hi Mary Lou:

Here is the job review documentation and the revised class specifications, with an updated kinds and levels chart. The spec for Dispatch Supervisor as submitted, stated that the job reports to the Chief Deputy; I changed that to the Admin. Manager. Otherwise all the modifications submitted by the Sheriff's office were accepted. I still think the descriptions do not clearly differentiate between the jobs, but they reflect what the Sheriff's Dept. submitted.

Have a good rest of the week.

Andrea

----- Original Message -----

From: Mary Lou Hansen
To: Andrea Fogleman
Cc: Bonnie Brazier
Sent: Tuesday, July 22, 2014 11:34 AM
Subject: FW: Revised Dispatch Supervisor & Admin Mngr.

Andrea: Finally got red-lined job descriptions from the SO for your review and pay grade recommendations. I'm also attaching the most recent copy of the Sheriff's organizational chart for your information.

We look forward to receiving your recommendations as quickly as possible.

Thank you!

Mary Lou Hansen

Teton County Clerk
 150 Courthouse Drive #208
 Driggs, ID 83422
mlhansen@co.teton.id.us
 208-354-8771
 FAX: 354-8410

From: Mitch Golden
Sent: Tuesday, July 22, 2014 10:16 AM
To: Mary Lou Hansen
Subject: Revised Dispatch Supervisor & Admin Mngr.

I also left a hard copy on your desk this morning,

Mitchell Golden

BDPA, Inc.

A Human Resources Management Consulting Company

Job Valuation Recommendations

Teton County, ID. - July 22, 2014

RE: **Administrative Manager and Dispatch Supervisor**

Jobs are evaluated for internal equity purposes based on information provided through the Position Description Questionnaire, classification specifications, the consultants' knowledge of County jobs, position functions and organizational needs. BDPA utilized the "whole job" method of valuation (a non-quantitative approach) to recommend internal alignment of these jobs within the County; this is the same methodology used to value all County jobs in 2009 during the classification and compensation project. The whole job method of job evaluation involves an analysis of all jobs according to the level of responsibility, knowledge and skills required. BDPA also utilized the specific job valuation factors adopted by Teton County, including job knowledge, responsibility and impact, communication and customer service, complexity, supervision and working conditions.

Administrative Manager – No change to current assignment of Grade 9.

Minor revisions have been made to the class specification for the Administrative Manager of Operations at the Sheriff's Office. This job performs many of the same functions as the newly created Dispatch Supervisor with the additional responsibility to supervise Civil, Driver's License, Evidence and IT functions of the Sheriff's Office (although IT is currently not mentioned in the class specification as a primary function of the job; it is however, listed on the Sheriff's Office Organizational Chart so it was included in this evaluation). The changes to the class specification are not significant enough to warrant a change in pay grade; thus, BDPA recommends the job be assigned to its current placement in Grade 9.

Dispatch Supervisor – Recommend assignment to grade 7.

This position will supervise the work of Dispatcher's. The job performs many of the same functions as the Administrative Manager with regard to the Dispatch Center. The job will also perform many of the same functions as other dispatchers with the additional responsibility to train dispatchers, monitor calls and be available to unusual situations 24/7. The job also serves as TAC (Terminal Access Coordinator) Overseeing the monthly validation of Warrants, Missing Persons, No Contact & Protection Orders, Stolen Property including Firearms, and coordinates with the Prosecutors Office with the verifications of the validation as required by the state. The job requires the same qualifications as the Administrative Manager, but has a lesser scope of responsibility and the job performs many of the same functions as Dispatchers. For internal equity purposes, BDPA recommends the job be assigned to grade 7, one level above the Senior Dispatcher position and comparable with Foreman positions in Public Works and Lead positions in the Clerk's office.

Submitted by: Andrea Fogleman, BDPA Inc.

**Class Title: Administrative Manager of Operations Pay Grade: 9****FLSA Designation: Exempt****Established: 3-09****Revised: 6-11 & 7-14****Class Summary/Primary Function**

The primary function of an employee in this class is to direct administrative, communicative and clerical support functions of for the Sheriff's Office. Supervises clerical staff, the Civil Deputy and the Communications Center, oversee the evidence and property. The work is performed under the general direction of the Chief Deputy or Sheriff, with considerable latitude granted for the exercise of independent judgment and initiative. Supervision is exercised over subordinate positions. The principal duties of this class are performed in a central communications center environment, frequently under stressful conditions.

Essential Duties and Responsibilities (will vary by assignment)

- Supervises the following departments within the Sheriff's Office: Communications, Civil Process, Evidence and Property, the reception office and driver's services.
- Reviews and approves deputies reports, works with the patrol sgt in assuring reports have the required reporting elements.
- Directs, monitors, supervises, schedules, trains and evaluates emergency communication and civil process services;
- Ensures that emergency and non-emergency calls are effectively processed and that an appropriate response is completed;
- Ensures that emergency and non-emergency calls are handled according to established policies and procedures;
- Supervises the hiring and background checks of trainee dispatchers;
- Maintains records of ongoing training and certification of dispatchers and deputies;
- Books prisoners following Sheriff's office procedures;
- Operates Idaho Law Enforcement Telecommunications System (ILETS) and supervises its use;
- Implements, modifies, and updates all standard operating policy and procedures;
- Prepares and reviews reports, logs, and other records completed by subordinates;
- Assists dispatchers and resolves problems in the operation of the unit to enhance operations;
- Responds to and resolves public complaints and inquiries;
- Coordinates with other area law enforcement, government, and public agencies;
- Prepares recommendations for and coordinates equipment purchases and upgrades;
- Administers equipment and communications system operations and maintenance;
- Prepares and implements policies and procedures;
- Serves as Evidence and Property Manager;
- Receives, documents, stores, and releases property/evidence following the complete chain of custody process;;
- Ensures evidence is secure and accounted for;
- Prepares and maintains reports, tapes, and documents required for court proceedings;
- Performs liaison function between agencies;

- Performs all work duties and activities in accordance with County and Department policies, procedures and safety practices.
- Oversees maintenance of Sheriff's Website
- Acts as Public Information Officer for the Sheriff's Office
- Sits on the LEPC and radio users group within the county
- Sits on the DIGB6 committee
- Prepare yearly budgets for E911 and Communications.
- Reviews deputies reports and approves or disapproves with recommendation
-

12 & 30

Other Duties and Responsibilities

- Performs the duties of Dispatcher as needed;
- Performs fingerprinting;
- Administers urine analysis tests for female detainees and probationers;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Emergency and non-emergency communications and dispatch methods, techniques, equipment, and objectives;
- Employee supervision, training, and evaluation methods and techniques;
- Telephone call-handling techniques;
- Radio transmission procedures to produce effective communication between two parties;
- Federal (FCC), County, Department, contract agency, and other applicable policies, rules, and regulations;
- County roads and surrounding areas, including geographical layout of cities within the County and other operating districts served by the Department;
- Police, fire, and emergency medical dispatch procedures, radio codes, and terminology;
- Department organization, policies, and procedures;
- Specialized and computer-aided dispatch (CAD) operating system and multi-line telephone system;
- Operation of a personal computer and job-related software;
- Management and operation of NCIC/ILETS computer systems;
- English grammar and punctuation.

Ability to:

- Supervise, lead, train, and evaluate subordinate personnel;
- Operate radio transmitting equipment in a fast and efficient manner, including under stress;
- Receive and respond to calls while off duty.
- Effectively communicate with callers in emergency and non-emergency situations, including eliciting information needed for responding units;
- Follow Department guidelines and procedures relating to response to emergency situations;
- Exercise good judgment in the handling and prioritizing of calls within the Department;
- Effectively communicate and make decisions related to dispatching emergency vehicles under stressful work conditions;
- Listen and retain information communicated in emergency calls;
- Establish and maintain effective working relationships with supervisors, other County employees and the general public;
- Communicate clearly and concisely, orally and in writing;
- Understand and follow oral and/or written policies, procedures and instructions;

- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate specialized computer-assisted dispatch (CAD) communications equipment and a multi-line telephone system;
- Operate specialized computer-based criminal information retrieval and entry systems;
- Perform computer keyboard tasks with speed, efficiency and accuracy;
- Read, interpret and apply laws, resolutions, ordinances, codes, and contracts;
- Prepare and present accurate and grammatically correct oral and written reports;
- Respond to citizen requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under stress and the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously and prioritize activities according to emergency needs;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures.

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Acceptable Experience and Training

- High school diploma or GED equivalency; and
- Two (2) years or more Dispatch experience; and
- Five or more years of lead work or supervisory experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Special Qualifications

- POST certification is required.
- EMD certified (Emergency Medical Dispatch)
- IAPE trained (international association of property and evidence managers)
- FEMA/NIMS trained through level 400

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, to listen and respond to radio transmissions and voice instructions; to communicate effectively in person, on the telephone, and over a two-way radio; ability to hear sounds within the normal range of hearing (phone conversations, co-workers, supervisors, radio traffic) and to hear in the presence of noise;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to review a wide variety of written and electronic materials, distinguish letters and numbers, and to see in detail objects or printed material at greater than arms length;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate control mechanisms such as radio knobs and other mechanisms requiring fine adjustments to position, to handle a variety of records and files, to type with speed and accuracy, and to operate standard office equipment and a personal computer;
- Sufficient personal mobility, agility, and flexibility, with or without reasonable accommodation, which permits the employee to stand or sit for long periods of time, move between work stations, lift up to 25 pounds, and work in a communications center environment.



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Class Title: Dispatch Supervisor

Pay Grade: 7

FLSA Designation: Covered

**Established: 3-09
Revised: 7-14**

Class Summary/Primary Function

The primary function of an employee in this class is to supervise the communications staff of the Sheriff's Department. This position is responsible for the supervision of fast, efficient, and accurate receiving, dispatching, and processing of calls and messages from and to emergency response vehicles and personnel. The work is performed under the general direction of the Administrative Manager of Operations with considerable latitude granted for the exercise of independent judgment and initiative. Supervision is exercised over subordinate positions. The principal duties of this class are performed in a central communications center environment, frequently under stressful conditions. The dispatch supervisor must also be available to take phone calls and answer questions from the communications staff at any given time, day or night

Essential Duties and Responsibilities (will vary by assignment)

- Directs, monitors, supervises, schedules, trains and evaluates emergency communication services.;
- Ensures that emergency and non-emergency calls are effectively processed and that an appropriate response is completed;
- Ensures that emergency and non-emergency calls are handled according to established policies and procedures;
- Supervises training and evaluations of trainee dispatchers;
- Supervises ongoing training and certification of dispatchers;
- Books prisoners following Sheriff's office procedures;
- Operates Idaho Law Enforcement Telecommunications System (ILETS) and supervises its use, Performs the role of TAC (Terminal Access Coordinator) Overseeing the monthly validation of Warrants, Missing Persons, No Contact & Protection Orders, Stolen Property including Firearms, and coordinates with the Prosecutors Office with the verifications of the validation as required by the state.;
- Implements, modifies, and updates dispatch standard operating policy and procedures;
- Prepares and reviews reports, logs, and other records completed by subordinates;
- Assists dispatchers and resolves problems in the operation of the unit to enhance operations;
- Responds to and resolves public complaints and inquiries;
- Coordinates with other area law enforcement, government, and public agencies;
- Prepares recommendations for equipment purchases and upgrades;
- Administers equipment and communications system operations and maintenance;
- (Same as 7 lines up.)Assists with evidence organization and inventory procedures, including check-in-out;
- Prepares and maintains reports, tapes, and documents required for court proceedings;
- Performs liaison function between agencies utilizing the unit for dispatching;

- Performs all work duties and activities in accordance with County and Department policies, procedures and safety practices.
- May be called on to act as ride-along for deputies transporting female subjects to and from holding facilities.

Other Duties and Responsibilities

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- Performs the duties of Dispatcher as needed;
- Performs fingerprinting;
- Administers urine analysis tests for female detainees and probationers;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Emergency and non-emergency communications and dispatch methods, techniques, equipment, and objectives;
- Employee supervision, training, and evaluation methods and techniques;
- Telephone call-handling techniques;
- Radio transmission procedures to produce effective communication between two parties;
- Federal (FCC), County, Department, contract agency, and other applicable policies, rules, and regulations;
- County roads and surrounding areas, including geographical layout of cities within the County and other operating districts served by the Department;
- Police, fire, and emergency medical dispatch procedures, radio codes, and terminology;
- Department organization, policies, and procedures;
- Specialized and computer-aided dispatch (CAD) operating system and multi-line telephone system;
- Operation of a personal computer and job-related software;
- Management and operation of NCIC/ILETS computer systems;
- English grammar and punctuation.

Ability to:

- Supervise, lead, train, and evaluate subordinate personnel;
- Operate radio transmitting equipment in a fast and efficient manner, including under stress;
- Effectively communicate with callers in emergency and non-emergency situations, including eliciting information needed for responding units;
- Follow Department guidelines and procedures relating to response to emergency situations;
- Exercise good judgment in the handling and prioritizing of calls within the Department;
- Effectively communicate and make decisions related to dispatching emergency vehicles under stressful work conditions;
- Listen and retain information communicated in emergency calls;
- Establish and maintain effective working relationships with supervisors, other County employees and the general public;
- Communicate clearly and concisely, orally and in writing;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate specialized computer-assisted dispatch (CAD) communications equipment and a multi-line telephone system;
- Operate specialized computer-based criminal information retrieval and entry systems;

- Perform computer keyboard tasks with speed, efficiency and accuracy;
- Read, interpret and apply laws, resolutions, ordinances, codes, and contracts;
- Prepare and present accurate and grammatically correct oral and written reports;
- Respond to citizen requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under stress and the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously and prioritize activities according to emergency needs;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures.

Acceptable Experience and Training

- High school diploma or GED equivalency; and
- Two (2) years or more Dispatch experience; and
- Two or more years of lead work or supervisory experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Special Qualifications

- Idaho POST certification is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, to listen and respond to radio transmissions and voice instructions; to communicate effectively in person, on the telephone, and over a two-way radio; ability to hear sounds within the normal range of hearing (phone conversations, co-workers, supervisors, radio traffic) and to hear in the presence of noise;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to review a wide variety of written and electronic materials, distinguish letters and numbers, and to see in detail objects or printed material at greater than arms length;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate control mechanisms such as radio knobs and other mechanisms requiring fine adjustments to position, to handle a variety of records and files, to type with speed and accuracy, and to operate standard office equipment and a personal computer;
- Sufficient personal mobility, agility, and flexibility, with or without reasonable accommodation, which permits the employee to stand or sit for long periods of time, move between work stations, lift up to 25 pounds, and work in a communications center environment.

Cell Phone Stipends & County Cell Phones: Approved for FY 2015

			Reason Needed	STIPEND		COUNTY PHONE		
Department	Name	Position		\$22 Basic Cell	\$52 Data Plan	Basic Cell	Data Plan	Provider
Commission	all	Commissioners	1, 3		3			
Commission	Dawn Felchle	Assistant, Facilities Mgr, IT Coord	1, 3		1			
Coroner	Tim Melcher	Coroner	1, 2, 3	1				
County Agent/Weed	Ben Eborn	County Agent, Weed Supervisor	2, 3	1				
Court	Phyllis Hansen	Court Supervisor	1		1			
Court	Gabby & Susan	Court Clerk	1	2				
Court	Jason Walker	Magistrate Judge	1, 3		1			
Dispatch	??	Dispatch Supervisor	1				1	Verizon
Emergency Mgt	Greg Adams	Emergency Manager	1, 3				1	Verizon
Facilities	Troy Jones	Custodian	1, 3		1			
Juvenile Probation	Brittany Campbell	Chief JPO	1, 2, 3				1	Verizon
Planning & Building	Tom Davis	Building Inspector	3		1			
Prosecutor	Kathy Spitzer	Prosecutor	1, 3		1			
Prosecutor	Chris Lundberg	Chief Deputy Prosecutor	1, 3		1			
Prosecutor	Lindsey Moss	Investigator	1, 3		1			
Public Works	Jay Mazalewski	Public Works Director	1, 3				1	Verizon
Road & Bridge	7	Equipment Operators	1, 2				7	Verizon
Road & Bridge	Clay Smith	Supervisor	1, 2, 3				1	Verizon
Road & Bridge	Bruce Zohner	Mechanic/Foreman	1, 2, 3				1	Verizon
Road & Bridge	Denise Kaelberger	Office Manager	1, 2, 3				1	Verizon
Sheriff	Tony Liford	Sheriff	1, 3				1	Verizon
Sheriff	Kelly Wells	Chief Deputy	1, 3				1	Verizon
Sheriff	6	Patrol Deputies	1, 3			6		Verizon
Sheriff	2	Patrol Sergeants	1, 3				2	Verizon
Sheriff	Rick Henry	Investigator	1, 3				1	Verizon
Sheriff	John Leidorf	IT Services Coordinator	1, 3		1			
Sheriff	Mitch Golden	Admin. Mgr of Operatsion	1				1	Verizon
Solid Waste	Saul Varela	Supervisor	1, 3		1		1	Verizon
	TOTALS			4	9	6	21	

Mary Lou Hansen

From: Dawn Felchle
Date: Tuesday, July 15, 2014 12:25 PM
To: Mary Lou Hansen
Subject: Cell Phone Stipend for Custodian

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Mary Lou – please share with Board during next budget session:

"In my position, sometimes it's hard to have so many different things done with different priorities. Need to figure out a way to schedule tasks and notifying me of them. Email on my phone is a nice way to do that."

In his performance review, the one thing Troy asked for was better communication for doing his job more efficiently. The above quote is from that review and was on the list you all received from the clerk. Moving between two facilities and not having an office, it is difficult for the custodian to find a desk/computer to access email on a regular basis. In addition, the LEC has 24/7 requests that need to be communicated and might have an effect on how & where the custodian might start their day.

In my budget I requested an increase in this stipend and I see where it was kept at a basic phone stipend (\$22/month). I would like for you to reconsider giving this position a data stipend for the purpose of receiving and reading either texts or emails for cleaning/maintenance requests. I don't know what dollar amounts you are using for basic vs. data or if there is something in between, so I cannot speak to the overall cost/benefit. I trust your judgement.

Your consideration is appreciated.

Dawn Felchle

Assistant to County Commissioners

Desk Manager

150 Courthouse Drive

Driggs, ID 83422

1-208-354-8775

www.tetoncountyidaho.gov

Mary Lou Hansen

From: Kelly Wells
Date: Wednesday, July 16, 2014 9:05 AM
To: Mary Lou Hansen
Cc: Tony Liford; Drew Winder; Fred Hale
Subject: RE: Cell phones & stipends for FY 2015

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Mary Lou,

Sgt. Drew Winder and Sgt. Fred Hale are currently using County cell phones that have a data plan and it has proven to be very beneficial to get quick feedback and process legal documents in a timely manner when they are away from the office and away from a computer. I would like to continue to provide this service.

Thanks,

Kelly

From: Mary Lou Hansen
Sent: Tuesday, July 15, 2014 9:46 AM
To: Bonnie Beard; Bonnie Hatch; Kathy Rinaldi; Kathy Spitzer; Kelly Park; Mary Lou Hansen; Sid Kunz; Tim Melcher (twobart1@gmail.com); Tony Liford ; Ben Eborn ; Clay Smith; Dawn Felchle; Greg Adams (tetonemc@silverstar.com); Jason Boal; Jay Mazalewski; Jenifer Shaum; Kelly Wells; Mitch Golden; Phyllis Hansen; Rob Marin; Saul Varela; Teton JPO
Subject: Cell phones & stipends for FY 2015

The attached list summarizes the positions approved for county cell phones or cell phone stipends for FY 2015. Please review and let me know of any problems or concerns by Wednesday, July 23.

The Board will make final decisions July 28.

Thank you,

Mary Lou Hansen

Teton County Clerk
150 Courthouse Drive #208
Driggs, ID 83422
mlhansen@co.teton.id.us
208-354-8771
FAX: 354-8410

Remaining Cash Projection (as of July 23, 2014)

Fund	Remaining Cash on 7/23/14	PLUS Estimated Revenue thru 9/30	Less Estimated Expenses thru 9/30	7/23 Estimate of 9/30/14 Remaining Cash	FY 2015 Tentative Budget	Remaining Cash as % of FY 2015 Budget	Amount that could be spent and still leave 35% of FY 2015 budget
01 General	2,657,953	150,000	940,000	1,867,953	4,209,509	44%	394,625
02 Road & Bridge	288,981	190,000	250,000	228,981	1,321,446	17%	-233,525
03 Road & Bridge Reserve	3,215	0	0	27,215	0		27,215
06 Court & Probation	335,168	25,000	100,000	260,168	529,037	49%	75,005
15 Election-State Funds	76,452	0	18,000	58,452	64,329	91%	35,937
16 Indigent & Charity	99,509	0	0	99,509	81,026	123%	71,150
20 Revaluation	70,842	0	30,500	40,342	116,800	35%	-538
21 Special Planning Project	48,951	0	0	48,951	0		48,951
22 Solid Waste Self Assurance	300,000		0	300,000	300,000	100%	n/a
23 Solid Waste	1,161,554	85,000	613,000	633,554	2,770,287		215,000
24 Tort	79,998	0	0	79,998	120,600	66%	37,788
25 Solid Waste Reserve	668	0	0	668	0		668
27 Weeds	96,486	1,000	50,000	47,486	81,625	58%	18,917
33 Road, Special	911,949	2,000	825,000	88,949	822,293	11%	-198,854
36 Prosecutor's Spec. Drug	18,043	0	0	15,000	15,000	100%	9,750
41 Building	73,045	0	12,000	61,045	0		61,045
43 Road Improve Develop	103,826	0	0	103,826	100,000	104%	68,826
44 Emergency Comm.	43,067	25,000	16,000	52,067	100,906	52%	16,750
50 Ambulance	428,738	7,000	88,000	347,738	678,210	51%	110,365
51 Mosquito Abatement	196,703	2,000	50,000	148,703	312,492	48%	39,331
52 Mosquito Abate Reserve	40,000				0		0
54 Waterways Vessel	18,876	1,500	5,000	15,376	15,000	103%	10,126
82 Fair Board	12,190	9,000	13,000	8,190	38,900	21%	-5,425
84 Arena Fund	118,765	0	0	118,765	118,500	100%	77,290



See memos following
Fee Schedule for
explanations
21 of 30

TETON COUNTY SCHEDULE OF FEES

Effective ~~February 24, 2014~~ October 1, 2014

As adopted by Resolution 2014-0224-0825b and Idaho State Statute

COPIES, COMPUTER PRINT-OUTS and BANK FEES

There is no charge for the first 100 pages of a public record, per IC 9-338(1)(a)

B&W: Letter & Legal.....	10 cents
B&W: 11 x 17.....	25 cents
COLOR: Letter & Legal.....	75 cents
COLOR: 11x17.....	\$1.50
Plats & Cadastral Maps: All sizes	\$4.00
Data CDs, DVDs, Emails	\$3.00
Recorded or Filed Documents (as set by State Statute and Judicial Order)	\$1.00 per page
Returned Check Charge	\$20.00

LICENSES

Beer, not for consumption on premises	\$25
Beer, for consumption on premises	\$75
Beer, draft, bottled, canned, for consumption on or off premises	\$100
Beer & Wine, for consumption on premises, one day only	\$20
Catering Permit.....	\$20
Dog Breeders License	\$100.00
Dog License (neutered)	\$ 7.50
Dog License (intact)	\$32.50
Liquor, by the drink, for consumption on premises	25% of fee charge by the state
Wine, by the drink, for consumption on premises.....	\$100
Wine, bottled, for consumption on or off premises	\$100

Marriage _____ \$28

SOLID WASTE FEES CHANGES TO BE DETERMINED July 28

RESIDENTIAL	\$105 per household
COMMERCIAL (\$105 minimum, \$2,000 maximum – all square footages determined by the Assessor)	
Offices & Retail Stores.....	\$0.15 per square foot
RV Park, Motel, Golf Course	\$0.15 per square foot
Apartments, Condominiums, Townhomes	\$0.15 per square foot
Restaurant & Bar	\$0.20 per square foot
Churches, Schools, Post Offices, Hospitals, Clinics, City Buildings & Daycares.....	\$0.15 per square foot with \$500 maximum
Airplane Hangars	private use, \$105; commercial use, \$500
Storage Unit.....	\$105 per location
CREDIT APPLICATION FEE	\$20
TIPPING FEES BY WASTE TYPE (There is a \$5 minimum charge unless noted below)	
Sorted Waste/Recyclables, 5 bags* or less (up to 350 lbs)	Free (No minimum)
Sorted Waste/Recyclables, 6 bags or more	\$30 per ton
Household Waste, 5 bags or less (up to 175 lbs).....	\$5
Household Waste, 6 bags or more	\$63 per ton
*A "bag" equals 30 gallons or less	
Non-Household Waste.....	\$100 per ton
Dead Animal Waste (must be separated from other waste)	\$10 per ton
Refrigerators, AC units & Freezers (household size).....	\$63 per ton +\$10 each

TVs, Batteries & Other Household Appliances..... \$63 per ton

Tires: Car & light truck (rim size 19.5" or less): \$3 each (up to 5 tires)
Truck (rim size larger than 19.5"): \$8 each (up to 5 tires)
All other tires and more than 5 tires will be weighed at \$125 per ton

22 of 33

Credit/Debit Card Convenience Fee.....\$1 per transaction

If a fee is calculated by weight, persons weighing more than one waste type
will be charged the higher rate

Tipping Fees will be waived for trash picked up by persons or agencies participating
in clean-up activities approved by the Board of County Commissioners

PUBLIC RECORDS REQUESTS (pursuant to Idaho Code 9-337 through 9-350)

Copies will be charged as listed above - County staff cannot perform records searches

Labor (in excess of 2 hours) required to fulfill requests \$25 per hour

ROAD & BRIDGE: Permit to Work Within a County Right-of-Way (Approach Permit)

Single Residence.....\$30 per approach

Subdivision or Commercial Building\$60 per approach

DIGITAL DATA & GIS FEES

17 x 22 Map..... \$8.00

22 x 34 Map..... \$12.00

34 x 44 Map..... \$15.00

Custom Mapping(if staff is available) \$65 per hour

VEHICLE ADMINISTRATIVE FEE \$4.50

COURT FEES

Court Technology Fee (per credit card transaction)..... \$3.00

All other Court Fees are set by State Statute

PLANNING & ZONING FEES

Appeals..... \$475

Application to Develop in Floodplain \$35

Area of City Impact (Driggs): Appeals \$605

Area of City Impact (Driggs): Boundary Adjustment \$284

Area of City Impact (Driggs): Conditional Use Permit..... \$1,000

Area of City Impact (Driggs): Financial Surety Administrative Processing \$50

Area of City Impact (Driggs): Lot Split \$284

Area of City Impact (Driggs): Plat Amendment, Minor..... \$720

Area of City Impact (Driggs): Plat Amendment, Substantial..... \$2,015

Area of City Impact (Driggs): Subdivision (1)..... \$2,825.98

Area of City Impact (Driggs): Subdivision (2)..... \$3,753.30

Area of City Impact (Driggs): Subdivision (3)..... \$7,323.18

Area of City Impact (Driggs): Subdivision (4)..... \$19,728.80

Area of City Impact (Driggs): Subdivision (5)..... \$37,234.00

Area of City Impact (Driggs): Subdivision (6)..... +\$84

Area of City Impact (Driggs): Variance \$1,131

Area of City Impact (Driggs): Zone Change, <5 acres..... \$1,936

Area of City Impact (Driggs): Zone Change, 6-20 acres \$2,416

Area of City Impact (Driggs): Zone Change, >20 acres..... \$2,896

Boundary Adjustment..... \$206

Boundary Adjustment, Plat Resubmittal \$103

Conditional Use Permit \$1,260

Development Agreement Extension \$326

FEMA Application Actual Cost

Financial Surety Administrative Processing..... \$50

Home Occupation Permit, First two years	\$75
Home Occupation Permit, 2-year renewal.....	\$50
Impact Area Final Hearing	\$715
Legal Notice.....	Inclusive
Legal Notice Re-advertise	Actual Cost
One Time Only Lot Split.....	\$206
One Time Only Lot Split, Plat Resubmittal.....	\$106103
Permitted with Conditions	\$268
Plat Amendment, Insignificant	\$395
Plat Amendment, Substantial.....	\$1,700
Recording Time Extension	\$327326
Scenic Corridor Application.....	\$357
Sign Permitt.....	\$1 per square foot, \$10 Min. & \$50 Max. \$75
Subdivision (01) All Sizes	See Below
<i>Concept, 10%; Preliminary Plat, 60%; Final Plat, 30%</i>	
Subdivision (2) 2 Units	\$1,000
Subdivision (3) 3-7 Units	\$2,139
Subdivision (4) 8-19 Units	\$5,705
Subdivision (5) 20-49 Units	\$12,360
Subdivision (6) 50-79 Units	\$16,322
Subdivision (7) 80-119 Units	\$21,392
Subdivision (8) 120-149 Units	\$27,255
Subdivision (9) 150-199 Units	\$34,069
Subdivision (10) 200-299 Units	\$41,675
Subdivision (11) 300-399 Units	\$50,232
Subdivision (12) 400 Units	\$61,800
Subdivision (13) cost per Unit greater than 400.....	+\$75
Subdivision Extension all other application fees must be current	\$326
Surveyor/Surveyor/Engineer/Floodplain/NP, Third Party Review	Actual Cost
Temporary Use Permit.....	\$75
Vacation	\$1,100
Variance.....	\$676
Zone Change, <5 acres	\$1,215
Zone Change, 6-20 acres	\$1,877
Zone change, >20 acres	\$2,357

SHERIFF'S FEES

Civil Processing, Service.....	\$35
Civil Processing, Return.....	\$35
Burglar Alarm, new permit	\$75
Burglar Alarm, annual renewal.....	\$25
Burglar Alarm, first false alarm, \$25; second false alarm, \$75; third false alarm, \$125	
Fourth or more false alarms, \$175; hearing/appeal, \$200	
All Other Sheriff's Fees	See next page below

RECORDING FEES (Asset by Idaho Statute 31-3205)

For recording every instrument, paper or notice, for the first page.....	\$10.00
For each additional page.....	\$3.00
For copies of any record or paper, for each page	\$1.00
Releasing or Assigning more than one document within the same instrument	\$1.00 each

A page shall not exceed fourteen (14) inches in length nor eight and one-half (8 1/2) inches in width. Each page shall be typewritten or be in legible writing. The recording fee to be charged for maps, sketches, drawings or other instruments except plats larger than the size permitted above for a page shall be two cents (2¢) per square inch.

Teton County Sheriff's Fees

Effective October 1, ~~2009~~ 2014

Decrease

	SERVICE	RETURN		SERVICE	RETURN
Accident Reports	10 cents/page	n/a	Record Notice of Levy	cost	cost
Additional Posting, Each	\$15	n/a	Notice of Pay Rent/Quit	\$35	\$35
Affidavit and Order	\$35	\$35	Notice of Sale, First	\$15	n/a
Arrest, Criminal	n/a	n/a	Notice to Quit/Vacate	\$35	\$35
Assistance, Writ of	\$35	\$35	Notice, Landlord Tenant	\$35	\$35
Attachment, Writ of	\$35	\$35	Order for Appearance	\$35	\$35
Bond, for Taking of	\$15	\$25	Order to Show Cause	\$35	\$35
Cancellation of Service	\$25	n/a	Posting (Sale Notice)	\$15	n/a
Certificate of Redemption	\$20	n/a	Posting Additional Notice	\$15	n/a
Certificate of Sale (Personal Property)	\$25	n/a	Preliminary Injunction	\$15	\$15
Certificate of Sale (Real Property)	\$25	n/a	Real Prop. - Levy & Sale	\$35	\$35
Certified Mail	cost+\$7	n/a	Registered Mail	cost	cost
Claim & Delivery/Writ Possession	n/a	n/a	Sale Notice	\$15	n/a
Commisison without Levy	\$150	n/a	Serve Affidavits &/or Notice	\$35	\$35
Commission with Levy	\$175	n/a	Serve Notlce of Levy/Recorder	\$35	n/a
Commissioner of Insurance	\$30	\$30	Serve S/C with Writ	\$35	\$35
Complaint	\$35	\$35	Serve Undertaking	no chg.	no chg.
Court Commit/Jail Stay (per day)	\$25	n/a	Sheriff's Deed	\$35	n/a
Criminal Summons	no chg.	no chg.	Small Claims & Order	\$35	\$35
Cross Complaint	\$35	\$35	Small Claims w/o Order	\$35	\$35
Earnings Withholding Order	\$35	\$35	State Auditor Requires	\$15	n/a
Eviction (Writ of Possession)	\$35	\$35	Summons & Complaint	\$35	\$35
Execution, Writ of	\$35	\$35	Summons & Petition	\$35	\$35
Federal Court Process (government)	no chg.	no chg.	Summons/Juror	n/a	n/a
Federal Court Process (individuals)	\$35	\$35	Support Affidavits and/or Notices	no chg.	no chg.
Finger Print Cards (each)	\$20	\$15	Temporary Restraining Order	\$20	no chg.
Garnishment (all types)	\$35	\$35	Tenant 3-day Notice	\$35	\$35
Incident Reports	10 cents/page	n/a	Three Day Notice Quit/Rent	\$35	\$35
Injunction & Injunction Pendente Lite	\$35	\$35	Three Day Notice to Quit	\$35	\$35
Interim Return	n/a	\$15	Undertaking/Bond	\$35	\$35
Keeper's Receipt	n/a	n/a	VIN Inspection	\$5	n/a
Moving & Storage	\$3,000 min.	n/a	Warrant Bench (Civil)	\$25	\$25
Not Found Return	\$35	\$35	Warrant of Distrain	\$35	\$35
Notice of Entry of Sister State	\$35	\$35	Writ & Undertaking	\$35	\$35
Notice of Levy	\$35	\$35	Writ (all types)	\$35	\$35

Increase

Plus \$10 Admin Fee for infraction fingerprints? (see next page)

7/24/14 Nitcher is investigating this \$10 fee. - mel



Teton County Fingerprint Notice

Sheriff Tony Liford

89 N. Main Street, Driggs, ID 83422

208-354-2323

Citation # 34539 Charge: DWPA Inward

Case # 1306403 Cmt
OAR.)

PRIOR to your court date on 8-15-13, you MUST APPEAR at the Teton County Sheriff's Office, at the above address, with this Notice, to have your fingerprints and picture taken in reference to this misdemeanor citation. There is a **\$10 administrative fee**, which you are required to pay at the time of fingerprinting. If you are planning on leaving Teton County for an extended period of time, fingerprinting arrangements need to be made prior to leaving. Fingerprints must be taken during the following business hours:

- Monday,** 7:00 am until 7:00 pm
- Tuesday - Thursday,** 7:00 am until 5:00 pm
- Friday,** 8:00 am until 1200 pm (noon)
- Closed Holidays**

This is being provided to you as a courtesy, in place of transporting you to the Teton County Sheriff's Office at this time for the purpose of obtaining your photo and fingerprints.

Date Fingerprinted: 8/15/2013 Fingerprint Tech initials: BS

TCN#: _____

If you have questions, please contact TCSO Dispatch at 208-354-2323

BUILDING PERMIT FEES

Teton County Building Permit Fee Schedule		
TABLE 1 –RESIDENTIAL BUILDING PERMIT FEES		
Valuation per Square foot		
Single Family Dwelling	-	\$108.00
Additions w/ plumbing	-	\$108.00
Additions w/o Plumbing	-	\$80.00
Basement- unfinished	-	\$23.00
Basement- finished	-	\$80.00
Finishing Basement	-	\$57.00
Garage/barn- w/ foundation	-	\$40.00
Carport/ Covered Deck	-	\$23.00
Sheds/ Pole Barns	-	\$23.00
Conversion to residential occupancy	-	\$57.00
General Fees		
Mechanical Permit- Woodstove, pellet stove, hot water heater, fire place, furnace, boiler, etc.)	-	\$50/Unit
Residential Wind & Telecommunication towers	-	\$250.00
Solar system installation	-	\$50.00
Signs: If a permit is required:	-	\$50.00
Residential Fences (Over 6 ft.)	-	\$50.00
Temporary residence (or use) in a permanent structure (i.e. dry cabin, recreational cabin, yurt, park model, etc.)	-	\$50.00
Manufactured/Mobile Home Installation		
Type 1 Setting (Full concrete or Block)	-	\$250.00
Type 2 Setting (Pier Foundation w/ Skirting)	-	\$150.00
Conversion to U occupancy	-	\$50.00
-	-	-
Fee Rates		
Permit Fee	-	.0061 x valuation
Plan Review Fee	-	.0012 x valuation
Permit Extension	-	.363 x original permit fee
TABLE 2 –AGRICULTURAL BUILDING PERMIT FEES		
Agricultural Exempt Building	-	\$40.00
TABLE 3 –COMMERCIAL BUILDING PERMIT FEES		
Valuation per Square foot		
See attached ICC Building Valuation Data	-	-
Fee Rates		
Permit Cost	-	.0061 x valuation
Plan Review (in house)	-	0.0012 x valuation
Mechanical Permit	-	.25 x Permit Cost
Mechanical Review (in house)	-	.25 x Plan Review Fee

TABLE 4 –MISC. BUILDING PERMIT FEES	
Inspections for which no fee is specifically indicated	\$50.00 per hour -minimum charge-one hour
Building Department use of outside consultants for plan review, inspection, or both	Actual costs. Actual costs include all actual costs plus administrative and overhead costs
Work commencing without a permit	25% of permit
Appeal of Building Official's Decision	\$150.00

ICC Building Valuation Data

As published February 2014 Building Safety Journal

Group (2012 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	224.49	217.12	211.82	202.96	190.83	185.33	196.14	174.43	167.83
A-1 Assembly, theaters, without stage	205.71	198.34	193.04	184.18	172.15	166.65	177.36	155.75	149.15
A-2 Assembly, nightclubs	177.15	172.12	167.31	160.58	150.83	146.74	154.65	136.68	132.81
A-2 Assembly, restaurants, bars, banquet halls	176.15	171.12	165.31	159.58	148.83	145.74	153.65	134.68	131.81
A-3 Assembly, churches	207.73	200.36	195.06	186.20	174.41	168.91	179.38	158.02	151.41
A-3 Assembly, general, community halls, libraries, museums	173.36	165.99	159.69	151.83	138.90	134.40	145.01	122.50	116.89
A-4 Assembly, arenas	204.71	197.34	191.04	183.18	170.15	165.65	176.36	153.75	148.15
B Business	179.29	172.71	166.96	158.70	144.63	139.20	152.43	126.93	121.32
E Educational	192.11	185.49	180.05	171.90	160.09	151.62	165.97	139.90	135.35
F-1 Factory and industrial, moderate hazard	108.42	103.32	97.18	93.38	83.24	79.62	89.22	68.69	64.39
F-2 Factory and industrial, low hazard	107.42	102.32	97.18	92.38	83.24	78.62	88.22	68.69	63.39
H-1 High Hazard, explosives	101.53	96.44	91.29	86.49	77.57	72.95	82.34	63.02	N.P.
H234 High Hazard	101.53	96.44	91.29	86.49	77.57	72.95	82.34	63.02	57.71
H-5 HPM	179.29	172.71	166.96	158.70	144.63	139.20	152.43	126.93	121.32
I-1 Institutional, supervised environment	177.76	171.50	166.52	159.45	146.31	142.45	159.13	131.29	126.72
I-2 Institutional, hospitals	302.44	295.85	290.11	281.84	266.80	N.P.	275.58	249.09	N.P.
I-2 Institutional, nursing homes	209.38	202.79	197.05	188.78	175.72	N.P.	182.52	158.01	N.P.
I-3 Institutional, restrained	204.27	197.68	191.94	183.67	171.10	164.68	177.41	153.40	145.80
I-4 Institutional, day care facilities	177.76	171.50	166.52	159.45	146.31	142.45	159.13	131.29	126.72
M Mercantile	132.04	127.01	121.20	115.47	105.47	102.39	109.54	91.33	88.45
R-1 Residential, hotels	179.14	172.89	167.90	160.83	147.95	144.10	160.52	132.93	128.36
R-2 Residential, multiple family	150.25	143.99	139.01	131.94	119.77	115.91	131.62	104.74	100.18
R-3 Residential, one- and two-family	141.80	137.90	134.46	131.00	125.88	122.71	128.29	117.71	110.29
R-4 Residential, care/assisted living facilities	177.76	171.50	166.52	159.45	146.31	142.45	159.13	131.29	126.72
S-1 Storage, moderate hazard	100.53	95.44	89.29	85.49	75.57	71.95	81.34	61.02	56.71
S-2 Storage, low hazard	99.53	94.44	89.29	84.49	75.57	70.95	80.34	61.02	55.71
U Utility, miscellaneous	75.59	71.22	66.78	63.37	56.99	53.22	60.41	44.60	42.48



28/30

208-354-8780
FAX: 208-354-8410

Teton County Clerk

150 Courthouse Drive #208
Driggs, Idaho 83422

July 23, 2014

TO: Commissioners
FROM: Clerk *mlh*
SUBJECT: Changes to "Licenses" fees

All the changes under "Licenses" come from the Clerk's office. With one exception, these changes represent fees collected since I've been Clerk. Even though they haven't been itemized on the county's fee schedule until now, the fees were authorized by Resolution No. 011000 adopted by the County Commissioners on January 10, 2000.

The single exception is the fee charged for restaurant liquor licenses. This fee has not been collected during my tenure, even though it was authorized by Resolution No. 011000 as allowed by Title 23 Chapter 9 of Idaho state statutes.

I recommend adding this new fee to the county fee schedule as shown. The amount will vary according to the type of business and/or population of the city where it's located. The table below provides some additional information about the cost of beer, wine and liquor licenses.

	Golf	Airport	Driggs	Tetonia	Victor
State Liquor	\$200.00	\$500.00	\$500.00	\$300.00	\$500.00
County Liquor/We could Charge <i>IF 25% OF STATE</i>	\$25.00	\$125.00	\$125.00	\$75.00	\$125.00
State Kegs to go	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
County Draught/beer on & off premise	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
State Beer on premise or retail	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
County Beer on Premise	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
County Beer retail	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
State Wine by the glass	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
County Wine by the glass	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
State Wine by the bottle	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
County Wine by the bottle	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00

29/30

From: Mary Lou Hansen **Sent:** Thursday, July 24, 2014 8:10 AM

Mitch: Thanks for the Fee info. Regarding tracking CWP fingerprint fees, can you tell me how much \$\$ was collected during FY 2013 and FY 2014 year-to-date for CWP fingerprints? That would help the BoCC know whether we are collecting enough money to offset the cost of providing the service.

The fingerprint revenue line shows: FY 2011: \$1,475
FY 2012: \$1,529
FY 2013: \$2,368
FY 2014 ytd: \$2,835

But these amounts don't include the dollars collected for CWP fingerprints, since all that revenue is tracked in the CWP revenue line. Also please advise whether anyone is exempted from paying the fingerprint fees. Meanwhile, your FY 2015 budget includes \$2,700 for the annual warranty for the fingerprint machine + \$500 for fingerprint supplies.

Another budget-related question: Does the \$10,000 training allowance for animal control appear to be sufficient? Have you been able to schedule a training date? Thanks,

From: Mitch Golden **Sent:** Wednesday, July 23, 2014 4:12 PM

Afternoon, I had to recreate the Sheriff's fees as I couldn't edit the original, the only changes I've made were under the fingerprint fees and the bond fees. Renee's suggestions are reflected in those changes. As far as the CWP fingerprints, we can have to further discuss separating the fees, but my feeling is that if it is for tracking purposes only, we already track separately Initial CWP applications and Renewals, (renewals do not require fingerprints to be taken.) so we have that information anyway.

From: Mary Lou Hansen **Sent:** Tuesday, July 22, 2014 11:37 AM

Mitch: I also think we need to separate the CWP fee so that folks pay XX amount for a CWP and XX amount for fingerprinting. That way we can track the total fingerprint to know whether we're collecting enough to cover the annual cost of the machine. I'll need your fee information by 5 pm Wed. Thanks,

From: Renee Leidorf **Sent:** Tuesday, July 22, 2014 10:11 AM

To: Mitch Golden **Cc:** Mary Lou Hansen

Subject: FW: FY 2015 Fee Schedule

Mitch, When you put this together for Mary Lou, here are my suggestions. With the new purchase of the fingerprint machine and the service contract we need to raise the fingerprint fees. I suggest we raise these fees from \$15 to \$20. The Bond Fee is too high at \$25.00. I suggest we reduce this to \$15.00. (\$15.00 is what we currently collect) Let me know if you need anything else.--Renee

From: Mary Lou Hansen **Sent:** Tuesday, July 15, 2014 9:28 AM

To: Ben Eborn ; Clay Smith; Dawn Felchle; Greg Adams (tetonemc@silverstar.com); Jason Boal; Jay Mazalewski; Jenifer Shaum; Kelly Wells; Mitch Golden; Phyllis Hansen; Rob Marin; Saul Varela; Teton JPO; Renee Leidorf; Bonnie Beard; Bonnie Hatch; Kathy Rinaldi; Kathy Spitzer; Kelly Park; Mary Lou Hansen; Sid Kunz; Tim Melcher (twobart1@gmail.com); Tony Liford

Subject: FY 2015 Fee Schedule

Please review the most current fee schedule and make any changes needed, being sure to use the "track changes" option. Please get your changes to me by Wednesday, July 23 so they can be included in the BoCC notebooks for review/discussion July 28. If necessary, the changes will be included in the public notice published in early August prior to the Aug. 25 public hearing. Thanks,



Teton County Planning
150 Courthouse Drive, Room 107
Driggs, Idaho 83422
Phone: 208.354.2593
Fax: 208.354.8778

FROM: Planning Administrator, Jason Boal
TO: Board of County Commissioners
RE: Building Department
DATE: July 23, 2014

I wanted to clarify some of the proposed changes to the Fee Schedule on both the Planning and the Building side.

Planning-

1. I eliminated several redundant fees: Impact Area Final Hearing and Legal Notice.
2. I adjusted the amount of the sign permit to reflect what is written in the ordinance (was \$75, now \$1 for every square foot).
3. Adjusted the "Recording time extension" to be the same amount as "Development Agreement extension" (was \$327, now \$326)

Building- The building permit fee schedule was not part of the Teton County adopted fee schedule in the past. I added the fees so that our fees are clear and available for anyone to review. I also made a few adjustments to the fee schedule this office had been using.

1. New fees of items we have permitted but were unclear how to charge in the past:
 - a. Solar Panel Installation (\$50),
 - b. Signs, if a building permit is required (\$50),
 - c. Fences over 6ft (\$50),
 - d. Conversion of a mobile home to U-Occupancy (\$50),
 - e. Inspections for which no fee is specifically indicated (\$50 per hour, one hour minimum),
 - f. Building Department use of outside consultants for plan review, inspection, or both (actual cost),
2. Fees that were missing, but seem important:
 - a. Appeal of Building Official's Decision (\$150)
 - b. Temporary residence (or use) in a permanent structure (i.e. dry cabin, recreational cabin, yurt, park model, etc.) (\$50),
 - c. Work commencing without a permit (25% of permit fee)
3. Fees that are proposed to increase:
 - a. Agricultural exempt buildings (from \$25 to \$40. This still does not cover staff time for processing the application, checking setbacks, floodplain, ensuring it is a bona-fid agricultural building, site visit if needed, and entering all the information into the permit tracking software.)
4. Including an up to date version of the Commercial valuation data spread sheet. This sheet will be reviewed and updated each year. We were currently using a 2009 version of this data.