

Teton County Idaho - Commissioners Meeting Agenda
MONDAY, July 22, 2012

LOCATION: 150 Courthouse Drive, Driggs, ID 83422 (208-354-8775)

Individuals addressing the Board will approach the podium and state their name for the record.
If you have handouts, please provide the Clerk or staff with that document in advance for copying.

***** PLEASE SILENCE ALL CELL PHONES *****

- 9:00 AM **Meeting Called to Order** – Chairman Park
Pledge of Allegiance & amendments to agenda if any.
- “Morning Mic” – Public Q & A**
(If no one volunteers to speak, the Board will conduct Administrative Business)
- 9:30 **DEPARTMENT BUSINESS**
- Juvenile Probation Update – Brittany Campbell
- Public Works Report – Jay Mazalewski, Engineer
1. Staff Update – Solid Waste and Road & Bridge
2. Fair Board Request
3. Teton School District No.401 Request
- Planning, Building & GIS – Angie Rutherford, Planning Administrator
1. Administrative Business & Department Staffing
2. PZC Recommended Scope of Work for Contract Planner
3. Draft Title 2 Teton County Code – Prosecutor Spitzer
- Administrative Business** *will be dealt with as time permits*
- Approve Available Minutes
- Discuss Correspondence & Sign Documents
- Other Business
1. FY 2014 Budget
- Committee Reports
- Claims
- 1:00 **Public Hearing** for Acquisition of Properties via Tax Deed
- Law Enforcement Center** – Tom Davis, Building Official
- Fair Board** – Building Plans Discussion
- Executive Session** per IC § 67-2345(1)(d) indigent & (1)(b) personnel
- Adjourn**



TETON COUNTY JUVENILE PROBATION

89 N MAIN Ste 4 • DRIGGS ID 83422 • P208-354-3862 • F208-354-2994

Brittany Campbell
Chief Juvenile Probation Officer

Commissioner Report

ON JUNE 30th 2013

Total number of Juveniles on formal PROBATION – 7

Male – 3

Female -4

Total number of Juveniles on DIVERSION – 7

Male – 2

Female -5

Interstate Compact – 5

Juveniles supervised in Teton County through ICJ – 0

Juveniles supervised in other states through ICJ -5

Courtesy Supervision – 1

Juveniles supervised in Teton County -1

Juveniles supervised in other counties – 0

Juveniles in Department of Juvenile Corrections – 0

**The following information has been compiled for the past THREE months
(January 1-March 31 2013)**

Number of drug tests done – 39

Positive – 9

Negative – 30

How many times each drug came up positive

Nicotine – 7

Alcohol - 1

CREATININE-1

Probation violations filed – 2

Juveniles whose probation was revoked due to noncompliance – 0

Days Juveniles spent in 5-C – 14

Days Juveniles over 18 years of age spent in Madison County Jail – 0

Juveniles released from probation/diversion – 8

Cases transferred to Adult Misdemeanor Probation – 0

Money collected from cost of supervision fee – \$1,196.00

Money collected from drug testing fee - \$965.00

Offenses committed by Juveniles currently on probation

- Alcohol minor consumption – 2
- Battery – 2
- Disturbing the peace - 1
- Illegal Consumption of Alcohol-5
- Possession of drug paraphernalia – 2
- Property-malicious injury to property – 2
- Theft-petit – 4

JABG GRANT

The JABG Funds are now funding a Restorative Justice Program.

3 juveniles attended the RJ program with 10 juveniles successfully completed the program.

These juveniles completed a Victim Awareness Packet on their own and met with Willy Warner to process the booklet with them.

MILLENNIUM FUNDS – Millennium Funds are used to fund a smoking cessation class.

Juveniles successfully completed the program – 2

Juveniles unsuccessfully completed the program – 0

Teton County Juvenile Probation now offers the following programs.

N-O-T Not on Tobacco- This is a smoking class

TFAC Thinking for a Change – This is a cognitive approach to decision making.

Project Towards no Drugs- This is an educational class for any juvenile using and kind of illegal substance.

BARJ Funding for this program was pulled due to budget cuts. We will not be able to get this grant for a restorative justice facilitator.

QUARTERLY REPORT ON JUVENILE PROBATION NUMBERS

| | Drug Tests | | Negative | Percent | Probation | Days Juveniles | Releases from |
|----------------------|------------|------------|------------|------------|-----------|----------------|---------------|
| | Done | Positive | | Positive | | | |
| JAN-JUN 08 | 103 | 43 | 55 | 42% | 13 | 120 | 17 |
| JULY-SEPT 08 | 86 | 36 | 50 | 42% | 10 | 55 | 8 |
| OCT-DEC 08 | 92 | 39 | 53 | 42% | 10 | 79 | 5 |
| 08 YTD TOTALS | 281 | 118 | 158 | 42% | 33 | 254 | 21 |
| JAN-MAR 09 | 118 | 61 | 57 | 52% | 6 | 90 | 5 |
| APR-JUN 09 | 166 | 96 | 70 | 58% | 5 | 87 | 8 |
| JUL-SEPT 09 | 117 | 61 | 56 | 52% | 6 | 106 | 7 |
| OCT-DEC 09 | 72 | 18 | 54 | 25% | 3 | 145 | 7 |
| 09 YTD TOTALS | 473 | 236 | 237 | 50% | 20 | 428 | 27 |
| JAN-MAR 10 | 44 | 12 | 32 | 27% | 1 | 5 | 12 |
| APR-JUN 10 | 39 | 20 | 19 | 51% | 2 | 9 | 3 |
| JUL-SEPT 10 | 32 | 19 | 13 | 59% | 3 | 21 | 4 |
| OCT-DEC 10 | 46 | 23 | 23 | 50% | 5 | 78 | 3 |
| 10 YTD TOTALS | 161 | 74 | 87 | 46% | 11 | 113 | 22 |
| JAN-MAR 11 | 73 | 39 | 34 | 53% | 5 | 95 | 2 |
| APR-JUNE 11 | 57 | 36 | 21 | 63% | 6 | 41 | 3 |
| JUL-SEPT 11 | 48 | 39 | 9 | 81% | 5 | 120 | 4 |
| OCT-DEC 11 | 55 | 43 | 12 | 78% | 1 | 19 | 6 |
| 11 YTD TOTALS | 233 | 157 | 76 | 67% | 17 | 275 | 15 |
| JAN-MAR 12 | 97 | 68 | 29 | 70% | 3 | 135 | 1 |
| APR-JUNE 12 | 95 | 60 | 35 | 63% | 6 | 15 | 6 |
| JUL-SEPT 12 | 94 | 38 | 26 | 40% | 0 | 16 | 4 |
| OCT-DEC 12 | 40 | 9 | 31 | 29% | 2 | 5 | 2 |
| 12 YTD TOTALS | 326 | 175 | 121 | 69% | 11 | 171 | 13 |
| JAN-MAR 13 | 24 | 1 | 23 | 0.04% | 1 | 5 | 4 |
| APR-JUNE 13 | 39 | 9 | 30 | 0.3 | 2 | 14 | 8 |
| JUL-SEPT 13 | | | | | | | |
| OCT-DEC 13 | | | | | | | |
| 13 YTD TOTALS | 63 | 10 | 53 | 17% | 3 | 19 | 12 |



WK: 208-354-0245
CELL: 208-313-0245

Teton County Engineer
MEMO

150 Courthouse Drive
Driggs, ID 83422

July 17, 2013

TO: Board of County Commissioners
FROM: Jay T. Mazalewski, PE
SUBJECT: Public Works Update

The following items are for your review and discussion at the July 22, 2013 meeting.

Please note that I will not be in attendance for this meeting. The SW Supervisor and R&B Supervisor will be available to answer questions, but will not present any information.

SOLID WASTE

1. Forsgren began the cap investigation and completed test pitting the old cap last week.
2. Spot Award for William Wise – Saul & I are requesting that William Wise be considered for a Spot Award for the amount of \$50.00. Saul has repeatedly received compliments on the way William receives customers at the facility and how willing he is to go out of his way to help them unload their recyclable items or assisting them in any other way. He is also very courteous and pleasant with answering questions or concerns that the public might have about our recycling program. William has been a huge factor to the success of our recycling program and educating the public. His performance is beyond his usual job description and his efforts have been on his own initiative.

ROAD & BRIDGE

1. Inter-Governmental Agency Requests: Previous requests have been paid for by the requesting agency or the BoCC. Below is an excerpt from the January inter-governmental agency request.

ROAD & BRIDGE, Mr. Mazalewski said the Teton Valley Foundation has requested county manpower and equipment assistance to help move snow for the skijoring and snocross course for the SnowFest. The City of Driggs had previously requested and received county assistance to move snow for the snow sculpture portion of the SnowFest. The Board agreed the event was important for the local economy but asked Mr. Mazalewski to quantify the value of the donation so it could be paid with contingency funds rather than be an expense of the road & bridge department. The following motion was made later in the meeting:

● **MOTION**. Commissioner Rinaldi made a motion to transfer up to \$1,000 out of the general fund contingency account and into the Road & Bridge fund to pay for manpower and fuel donated in support of the 2013 SnowFest. Motion seconded by Chairman Park and carried unanimously.

Current Request:

- a. School District: Attached is a request from the School District requesting help on the 5th Street extension between the Middle School & High School. This request would take approximately 3 days with the crew of 5 running the asphalt zipper. Jefferson County charged us about \$825 per day last year for their asphalt zipper, however we provided all traffic control for the project. A recommended rate with a crew of 5 is about \$1,150/Day. The BoCC needs to decide whether to:
Grant this request, and BoCC to reimburse R&B for \$3,500
Grant the request but have R&B reimbursed for \$3,500 by the school
Deny the request

- b. Fairboard: The Fairboard has requested the R&B department to “cut” the Figure 8 track on the evening of Sat 8/10. At this point in time no scope of work was identified and I do not know what this project entails. This would be overtime/comp time for staff. In the past this work was done by private contractors/volunteers. The BoCC needs to decide whether to:
- Grant this request, and BoCC to reimburse R&B for \$ _____*
Grant the request but have R&B reimbursed for \$ _____ by the fairboard
Deny the request
- c. Fairboard: The Fairboard has requested the county to help with dust control at their events. I do not know the method, extent, dates for this request and therefore cannot identify the scope/costs/impacts to the R&B Department.

Please note that Road & Bridge is currently behind our projected summer work schedule and it will be difficult to complete all of our current projects this summer. The R&B Department is funded through the state gas tax and our projects are funded through the voter approved Special Rd Levy. If manpower, fuel, & equipment are expended on projects outside of our scope of work, they should not use funds reserved for our transportation infrastructure.

2. R&B was busy chip sealing 500W, 6000N, & 7000N last week. They will be sweeping off the excess chips this upcoming week. The next chip sealing project is scheduled for the August 13, 14, 15.
3. R&B will be using the asphalt zipper on Bates Road this week. The worst sections of 500W have been zipped and are currently gravel. Some of these sections may remain gravel through the winter as hot patching funding is running low. Clay and I are exploring different treatment options for these sections.
4. The team of Harmony Design & Engineering, Jorgenson Engineering, & Biota Research were selected as the most qualified team for the Fox Creek and Darby Creek projects (only one SOQ was submitted).
5. Three firms were pre-qualified for the 3000W/Badger Creek Bridge Project, Action Excavation, AquaTerra Restoration, and TMC Contractors. I will prepare and release bid documents to these contractors.

PUBLIC WORKS:

1. The LEC Communication Tower was approved by the Driggs P&Z. We will have Ormond Construction coordinate the purchase and construction of the tower as part of the LEC building. This should improve the coordination and reduce possible conflicts with location/design.



Striving for Excellence
in Everything We Do

Monte R. Woolstenhulme | Superintendent

TETON SCHOOL DISTRICT NO. 401

P.O. Box 775 • 445 North Main Street • Driggs, ID 83422
208.354.2207 | 208.354.2250 fax

July 9, 2013

Dear Jay Mazalewski and Teton County Board of County Commissioners,

The is a formal request to assist the school district in upgrading the 5th East section between Ross Ave and 1000 N., between Teton High School and Teton Middle School. In previous conversations with the County and the City of Driggs, the school district is hopeful to partner with both entities to strive to maintain this road to suitable driving conditions, until funds are secured to fully pave it and complete the annexation process with the City of Driggs.

I understand the County has recently purchased an asphalt zipper, this request is for the use and service of that equipment to mill the current road surface, to allow us to grade & treat that section of road with dust abatement before the start of school. The rutted and pothole condition of that road is becoming unsafe and hazardous.

The requested deadline to complete this work would be August 15, so the school district can coordinate the grading & surface treatment before the start of school August 28.

Thank you for your consideration in this matter.

Sincerely ,

Monte R. Woolstenhulme

Superintendent

Jay Mazalewski

From: Dawn Felchle
Sent: Thursday, July 18, 2013 1:19 PM
To: 'Harley Wilcox'
Cc: 'JR Wood'
Subject: RE: BOCC Monday the 22 - Written Request

Harley – thank you for this information. I will include your email in the board packet for Monday. Your R&B requests will be in the morning at 9:30 under Department Business and the discussion on the Fair Building will be in the afternoon at 1:00 when our building official will be meeting with the Board.

Dawn Felchle
Assistant to County Commissioners
Risk Manager
150 Courthouse Drive
Driggs, ID 83422
1-208-354-8775
www.tetoncountyidaho.gov

From: Harley Wilcox [<mailto:harleyw@silverstar.com>]
Sent: Thursday, July 18, 2013 12:37 PM
To: Dawn Felchle
Cc: 'JR Wood'
Subject: RE: BOCC Monday the 22 - Written Request

I sent 1300 cash with Lane to purchase the bleachers and they were to track the expenses for travel and labor reimbursement. I have not contacted Lane for copies of his receipt.

{ The volunteer that has been cutting in the track for the figure 8 race is not available this year and we will need to cancel the event unless the road and bridge will be available to help with that on Saturday the 10th of Aug. }

{ The fair board would like to request county help to control dust at the events. }

We would like an open discussion with the bocc as to direction and support for our building plans at the fairgrounds.

(1:30 Discussion)

Harley



FROM: Planning Staff, Angie Rutherford
TO: Board of County Commissioners
RE: Planning Department Update
DATE: July 17, 2013
MEETING: July 22, 2013

BOCC ACTION REQUIRED:

District Coordinating Committee Representative- I have represented Teton County on the District Coordinating Committee (DCC) for District 6. This group makes funding recommendations for various transportation projects throughout the district. For example, we recommended funding for the 5000 S Park and Ride that was awarded \$27,140 for Fiscal Year 2014. A new representative is needed and I would recommend a member of the BOCC take my place. The DCC meets twice a year, usually in Dec. and March to make funding recommendations and there is often another “ad hoc” meeting throughout the year. Meetings are in Rexburg or Idaho Falls.

NP Study Review- The Contract between Teton County and Harmony Design & Engineering for Nutrient Pathogen Study Review has expired. Staff recommends that you renew this contract. The County does not have the technical expertise on staff to review the NP Studies. NP Studies are required for certain subdivision applications. The Department of Environmental Quality reviews the studies when they require the studies, but the County has certain situations when the County requires an NP Study but DEQ does not. In these circumstances, we use Harmony to Review the applicant’s work.

FOR YOUR INFORMATION:

The following permits need a planner or the planning administrator to approve:

- Building Permits

The following permits need the planning administrator to approve:

- Temporary Use Permits
- Boundary Adjustments
- Uses that are Permitted with Conditions
- One-Time-Only Lot Splits
- Home Occupation Permits
- Sign Permits

Without a planning department, some of the above applications can be processed, or at least initially processed, but there will be times when a project will not be able to move forward

without a planner's review. Additionally, all applications that require a public hearing (subdivisions, replats, zone changes, CUPs) will not be able to be processed until a new planner is hired.

For the applications that can be processed without a planner, I would recommend you discuss how these permits will be approved in the absence of a planning administrator. Some options include:

- Change the code to be able to delegate another employee to approve them.
- Have applications brought to regular Monday meetings for BOCC approval.
- Hold special, more frequent, approval meetings.
- Designate one commissioner to approve documents and create a regular time when that commissioner approves applications.

Whatever route you decide, the prosecutor will need to ensure that it does not contradict local or state code. And regardless, all applications will take longer to process and you will need to let your constituencies know that they can expect longer processing times for all applications through the Planning & Building Department.

I also recommend that the Planning Department close the window at least the equivalent one day a week so that staff can catch up on processing applications without interruption. I would recommend that the window open at 10:00am and close at 4:00pm Monday - Thursday and close at 12:00pm on Fridays. This will allow staff time to work without interruptions from public inquiries and maximize production and effectiveness while still allowing the public enough access to get their questions answered.

AGREEMENT FOR SERVICES

This AGREEMENT is between Teton County (Client) and Harmony Design Inc. (dba Harmony Design and Engineering) for services as described in the STATEMENT OF INTEREST & QUOTATION FOR Nutrient-Pathogen Evaluation Reviewer (RFQ #100809B) dated November 2, 2009 containing I-Statement of Qualification, II-Scope of Work and Project Proposal, and III-References which are hereby incorporated into this Agreement.

1. General Terms

This Agreement has been prepared based on the available data and information provided by the Client and other sources as of the date of this Agreement. The Scope of Services and the corresponding level of service set forth in the budget to complete the Scope of Services are based on this information. Services not specifically set forth in the Scope of Services are hereby specifically excluded from this Agreement and will only be provided upon mutual agreement by the parties to this Agreement. The contract term for this Agreement begins on January 1, 2013 and ends December 31, 2015.

2. Invoicing

The fee for the scope of services will be on a TIME AND MATERIALS basis at the rates on the attached standard fee schedule. Each invoice will represent services completed during the prior month unless otherwise noted on the invoice. All invoices are considered to be due and payable upon receipt unless otherwise set forth in this Agreement. Payment not received within 30 days of the invoice date will be considered past due. All past due invoices will be subject to a 1.5 % per month late charge applied to outstanding balances including late charges. Payments shall be first applied to late charges and then to the principal unpaid amount. If the invoice, including late charges due, is not paid in full within 60 days of the invoice date, Harmony Design Inc. may cease all services on the project and may commence the exercising of its legal remedies. These include, but are not limited to, mechanics' lien rights under applicable law.

The Client shall notify Harmony Design Inc. in writing within 21 calendar days of the date of the invoice if the Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Invoices not contested within 21 calendar days are assumed to be accurate and acceptable to all parties, and all rights to withhold payment shall be forfeited after that time. This Agreement shall authorize Harmony Design Inc. to collect any fees and expenses incurred, including reasonable attorney's fees as well as any time billed by Harmony, at our current standard fee schedule, related to the collection of any amounts due from the Client.

Payment under this agreement is not contingent upon: 1) the Client being reimbursed by any third party; 2) upon the Client obtaining financing; or 3) completion of the overall project.

3. Change Orders

Should changes to the Scope of Services be initiated by the Client or necessitated by others beyond the control of Harmony Design Inc., subsequent to the date of the execution of this Agreement, it is agreed that the Scope of Services and the level of service set forth in the budget shall be modified to reflect these changes as mutually agreed upon by the parties to this Agreement. All changes to the budget will be provided based on the current Professional Service Rates in use at that time. Harmony Design Inc. agrees to provide the Client with updates to the Professional Service Rates as they are adopted.

4. Information Provided by Others

All data and information provided to Harmony Design Inc. through the Client will be assumed to be complete and accurate unless otherwise informed by the Client. Harmony Design Inc. will endeavor to identify obvious errors and bring them to the attention of the Client; however, Harmony Design Inc. cannot be responsible for the work of others unless the Client has authorized an independent analysis of the data and information provided.

5. Ownership of Documents

Client acknowledges that Harmony Design, Inc.'s Drawings, Plans, Specifications, Reports and similar documents are instruments of professional service, not products. Although ownership of instruments of professional service

ordinarily is retained by the Consultant, Harmony Design, Inc. shall in this instance transfer ownership to Client within two months subsequent to Client's payment of all fees and expenses arising from Harmony Design, Inc's fulfillment of this Agreement. Client agrees that no instrument of professional service shall be reused by any party and Client hereby gives consideration to Harmony Design, Inc. for relinquishing ownership of instruments of service by agreeing, to the fullest extent permitted by law, to waive any claim against Harmony Design Inc., and to defend, indemnify, and hold Harmony Design, Inc. harmless from any claim or liability for injury or loss allegedly arising from any party's unauthorized reuse of Harmony Design, Inc.'s instruments of professional service.

6. Opinions of Probable Construction Costs

It is understood that Harmony Design Inc. has no control over costs of materials, the price of labor and equipment or the contractor's method of pricing. Therefore, if requested by the Client, Harmony Design Inc. will provide opinions of probable construction costs based on our experience and other available cost estimates of similar projects. Harmony Design Inc. makes no warranties, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

7. Third-Party Exclusion

The Agreement shall not create any rights or benefits to parties other than Client and Harmony Design Inc, except such other rights as may be specifically called for herein.

8. Engineers Certificate of Merit

The Client shall make no claim for professional negligence, either directly or in a third party claim, against Harmony Design Inc unless the Client has first provided Harmony Design Inc with a written certification executed by an independent design professional currently practicing in the same discipline as the Harmony Design Engineer and licensed in the applicable state. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of an Engineer performing professional services under similar circumstances; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to the Engineer not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any arbitration or judicial proceeding.

9. Limitation of Liability

The Client agrees that any claim filed against Harmony Design Inc by Client, will be filed solely against Harmony Design Inc or its successors or assigns, and that no individual person shall be made personally liable for damages, in whole or in part.

10. Conflict Resolution

All claims, disputes, or controversies arising out of, or in relation to the interpretation, application, enforcement or implementation of this Agreement or provision of the services indicated herein shall first be attempted to be resolved through non-binding mediation. The parties further agree that the project Owner will require, as a condition for participation in the project and their agreement to perform labor or services, that all contractors, all subcontractors at all tiers, and all suppliers whose portion of the work amounts to five thousand dollars (\$5,000) or more, and their insurers and sureties, shall agree to this procedure. If a party does not agree to mediation, that party shall hereby forfeit the collection of any attorney fees arising from any subsequent legal actions.

11. Termination

This agreement may be terminated: (i) by either party upon seven (7) days written notice should the other party fail to substantially perform this agreement through no fault of the party initiating the termination; (ii) by CLIENT upon at least seven (7) days written notice to Harmony Design, Inc. in the event that the project is permanently abandoned, or (iii) by Harmony Design, Inc. in the event its services are suspended for a period exceeding thirty (30) days. Deliverables will be turned over to the Client upon full payment. Any deliverables released prior to completion of work shall absolve Harmony Design, Inc. of all liability associated with the project.

12. Severability

The Client and Harmony Design Inc have entered into this Agreement to communicate mutual understandings and responsibilities to one another. Any provision of the Agreement that violates a statute or regulation shall be deemed void, and all remaining provisions shall continue in force. Client and Harmony Design Inc shall endeavor to quickly

replace a voided provision with a valid substitute that expresses the intent of or at least addresses the issues covered by the original provision.

IN WITNESS WHEREOF, this agreement, including all exhibits and attachments, has been fully executed on behalf of the Harmony Design Inc. by its duly authorized officers, and the CLIENT has caused the same to be executed in its name and in its behalf by its duly authorized officers as of the date indicated below.

Client: _____

Harmony Design & Engineering

By: _____

By: _____

Printed name: _____

Title: _____

Date Signed: _____

Date Signed: _____

Billing Address: _____

Phone #: _____

Fax #: _____

Email: _____

HARMONY DESIGN & ENGINEERING

SCHEDULE OF RATES

PROFESSIONAL SERVICES

| | |
|-------------------------------------|-----------|
| Expert Witness | \$250 /hr |
| Professional Engineering | \$125 /hr |
| Professional Landscape Architecture | \$125 /hr |
| Project Management | \$100 /hr |
| Engineering Design | \$90 /hr |
| Landscape Design & Planning | \$90 /hr |
| CAD Drafting | \$60 /hr |
| Clerical / Travel Time | \$45 /hr |

DIRECT EXPENSES

| | |
|-----------------------------|----------------|
| Mileage | \$0.65 /mile |
| B&W Copies (8 1/2" X 11") | \$0.15 /copy |
| Color Copies (8 1/2" X 11") | \$0.90 /copy |
| B&W Prints (24" X 36") | \$4.00 /sheet |
| Color Prints (24" X 36") | \$6.00 /sheet |
| B&W Mylar Sepia (24" X 36") | \$12.00 /sheet |
| CD for electronic files | \$2.50 /each |

Reimbursable expenses such as outside reproduction, deliveries, postage, sub-consultant fees, and travel costs are charged as listed above or at cost plus ten percent.

*These Professional Service Rates are considered confidential and shall not be released to a third party without written permission of Harmony Design, Inc.
Rates are subject to change.*

Effective March 15, 2012

Highlighted & red text is from the Board's Assistant

Action Required by BOCC on the highlighted portions below.

From: Angie Rutherford
Sent: Wednesday, July 17, 2013 9:02 AM
To: Kelly Park; Sid Kunz; Kathy Rinaldi
Cc: Dawn Felchle; Mary Lou Hansen
Subject: Planning Department Restructuring

Hi BOCC,

If not already approved and posted, Board needs to approve. Deadline for application Aug. 7th?
I have made some red-lined suggested changes to the PA job description. **Please review the attached.** It would be my recommendation **not** to change the Land Use Services Assistant job description. Realistically, I do not see how much of the administrative duties can be pulled from the PA. Certainly things like time cards, but not things like the budget. Wendy already processed claims, but the person in charge of the department needs to be in charge of the budget.

I also recommend that **GIS become its own department** and report directly to the BOCC. This takes some management off the plate of the PA and the GIS Coordinator works with all departments in the County and not only the planning department. This change would add more management to your workload, but take some from the Planning Department and, I think, would not interrupt functions or services.

I would recommend the following division of labor between the PA and the Land Use Services Assistant.

PA:

1. All planning functions (this includes processing all applications in iWorq, communicating with applicants, researching parcel history, all noticing to neighbors and papers, communication with other agencies, staff reports and recommendations, etc.)- when hired, this will take a little from Wendy's plate
2. Planning approval of building permits
3. Administrative duties like budget oversight, memos and updates to BOCC etc.
4. Representation on various committees

Land Use Services Assistant:

1. Process all building permit applications including iWorq entry, communication with applicants, agency notice, etc.
2. Prepare public hearing packets
3. Process claims for PA approval
4. Review/Approve time cards
5. Manage public questions/window inquiries

In my opinion, this split is more than 40 hrs/week for both of these positions and again, I will reiterate that I think at least 20 more hours of staff time will be needed to run the department in a way that does not overwhelm staff and is responsive to the public. I highly urge you to consider adding at least a half-time position to pick up these duties. Also note that code enforcement is not included in either's primary function and with Tom's workload also increasing (4 new single family home building permit applications are on their way), I don't anticipate that much code enforcement will happen.

Wendy isn't necessarily picking up additional duties, but rather additional workload (more of what she already does). I do not think her job description needs to change, even given the new reality. However, I do think that Wendy is a lynchpin in the department right now and her efforts should be rewarded as she is completely overwhelmed by the amount of work on her plate (she picked up a significant amount of work after Curt's departure and will have to manage several months without a planner which will also increase her workload).

I highly recommend an immediate raise for Wendy and/or a significant (\$2,500) monetary "spot award." I also recommend approving comp time and/or over time for both Wendy and Tom (up to a certain number of hours per week) until two months after a new planner comes on board. They will both have an increased work load immediately after the new planner is hired in training and education.

Obviously, take or leave these suggestions, but please do look over and approve the PA job description.

My schedule is filling up remarkably quickly. I will be able to work until August 2 (a Friday), although I will likely need to take some PTO to work on other projects so I may not be in the office 40hrs/week after the 22nd. That said, I will be around to review and sign applications as needed. I am also committed to getting staff reports written for the PZC public hearing in August (this includes River Rim and a scenic corridor application). Please let me know if that will be acceptable.

Angie

Angie Rutherford

Planning Administrator
Teton County, Idaho
150 Courthouse Drive
Driggs, ID 83422
208 354-2593

arutherford@co.teton.id.us

www.tetoncountyidaho.gov

From: Dave Hensel [mailto:dhensel@silverstar.com]
Sent: Wednesday, July 17, 2013 8:13 PM
To: Dawn Felchle
Subject: Loosli scope of work

Dawn,
Please forward to BOCC.
Thanks

Commissioners,

Attached is a recommended scope of work between Mr. Loosli and the county. The PZC believes this division of labor between Mr. Loosli and Code One, in developing a new development code for Teton County, is worthy of consideration. We hope you find it useful.

Dave Hensel
Pzc chair

Scope of Work for Rural Rewrite

This scope of work will guide the process and establish the deliverables provided by the Contract Planner (“Contractor”) for Teton County (the “County”) for the preparation of a Teton County Development Code (TCDC) for the rural areas of the County. The purpose of the TCDC will be to implement the Comprehensive Plan. Rural areas are defined as the Mixed Agriculture/Wetland, Rural Agriculture, Waterway Corridor, and Foothill land use designations in the Framework Map in the Comprehensive Plan (the “Plan”). It is understood that the Contractor, Mr. Stephen Loosli, will be the Contractor and will draft these portions of the TCDC. The City Area of Impact, Scenic Corridor, Industrial/Research, Town Neighborhood, Mixed Agriculture/Rural Neighborhood, and Rural Neighborhood land use designations will be drafted by Code Studio of Austin Texas, as part of the US Department of Housing and Urban Development (HUD) Sustainable Communities Grant issued to the 4-county consortium of Madison, Fremont, and Teton County, Idaho and Teton County, Wyoming (the “Consortium”). This scope is intended to provide a framework for the timely formulation of the Teton County Development Code and avoid a duplication of efforts between the Contractor and the Consortium.

This scope contains the necessary steps to complete the TCDC as it relates to specified areas of the County. It also contains items from Chapter 6 Implementation Key Action of the Plan that are to be completed within 1 year. The scopes are as follows:

Part 1: Analysis of Current Code for Compliance with Idaho State Law.

The Contractor will review the entirety of Title 8 and 9 of the Teton County Code and identify provisions that are in conflict with current state law. This step will coincide with the Consortium’s audit of the Code with the Plan. At the conclusion of this step, the County will review this analysis with the audit to identify all necessary changes to the Code.

Deliverables:

- Draft Analysis for submission to the County Prosecutor, August 1, 2013
- Final Analysis for submission to the County Planning & Zoning Commission and Board of County Commissioners, September 1, 2013.

Meetings:

- October 1, 2013 P&Z Public Hearing
- October 21, 2013 BOCC Public Hearing

Part 2: Prioritization of Comprehensive Plan Goals and Chapter 6 Key Actions to be Completed in 1 year

The Contractor will review the Consortium Audit along with the findings in the State Law Analysis and will make recommendations to and seek input for a code rewrite work plan. This step will identify the parts of the code that need immediate attention and those that will be addressed later. The Contractor will also include the 1-year Key actions identified in Chapter 6 of the Plan and specify how they will be incorporated into the code rewrite. The Contractor will present a draft work plan including these items, seek P&Z and BOCC input, and prepare a final work plan incorporating P&Z/BOCC input.

Deliverables:

- Draft Work Plan for Rural Code Rewrite, October 29, 2013
- Final Work Plan for Rural Code Rewrite, January 1, 2014

Meetings:

- November 5, 2013 P&Z Work Meeting
- November 18, 2013 BOCC Work Meeting
- December 3, 2013 P&Z Public Hearing
- January 6, 2014 BOCC Public Hearing

Part 3: Creation of a Zoning Concept for Rural Areas

The Contractor will review the Mixed Agriculture/Wetland, Rural Agriculture, Waterway Corridor, and Foothill land use designations in the Framework Map and formulate zone types along with a purpose and intent for each zone type. Contractor will review the descriptions for each rural land type in the Plan and recommend appropriate densities, development types, development designs, and general principles for development standards (specific standards will be prepared in Part 4). Contractor will develop public outreach plan for comment on the Zoning Concept and incorporate comment into the draft report & map. Contractor will submit draft report & map, seek P&Z and BOCC input, and prepare a final draft Zoning Concept Report & Map.

Deliverables:

- Draft Zoning Concept Public Outreach Plan, January 1, 2014
- Final Zoning Concept Public Outreach Plan, February 17, 2014
- Zoning Concept Public Outreach Meetings, March-April 2014
- Zoning Concept Draft Report & Map, May 1, 2014
- Zoning Concept Final Report & Map, June 1, 2014

Meetings:

- January 14, 2014 P&Z Work Meeting
- February 3, 2014 BOCC Work Meeting

- At least 3 Public Outreach Meetings in March-Early April 2014, with at least 1 meeting in Tetonia, Driggs, and Victor areas.
- May 13, 2014 P&Z Work Meeting
- May 27, 2014 P&Z Public Hearing (special date)
- June 16, 2014 BOCC Public Hearing

Part 4: Drafting of Code for Rural Areas

The Contractor will prepare a complete zoning code for the rural areas of the County, including the following: permitted, administratively approved, conditional, and special uses; development options in each zoning district; density and dimensional standards; environmental standards; wildlife and natural resource overlays; standards specific to use; landscaping/screening standards; parking standards; subdivision and development design standards; outdoor lighting standards; signage standards; transportation and road standards; grading, drainage, and erosion control standards; utility standards; development review and platting procedures; nonconforming use/structure standards; definitions; enforcement procedures, and; any other standards necessary to carry out Plan goals, particularly those identified in Part 2. Contractor will prepare a public outreach plan for the draft zoning code and may convene a stakeholder group composed of diverse interests to review incremental draft production. Contractor will release draft code for minimum 30-day public review period before P&Z and BOCC review. The P&Z and BOCC will review the proposed draft and provide comment to the Contractor for incorporation into the final document.

Deliverables:

- Draft Zoning Code Public Outreach Plan, June 24, 2014
- Final Zoning Code Public Outreach Plan, August 1, 2014
- Zoning Code Public Outreach Meetings, August 2014
- Zoning Code Draft Release, September 1, 2014

Meetings:

- July 8, 2014 P&Z Work Meeting
- July 22, 2014 P&Z Public Hearing (special date)
- August 4, 2014 BOCC Public Hearing
- At least 1 Draft Code open house, with a possibility of multiple stakeholder meetings in August 2014
- September 9, 2014 P&Z Work Meeting
- September 22, 2014 P&Z Public Hearing (special date)
- October 20, 2014 BOCC Public Hearing

Part 5: Reconciliation

The Contractor will prepare an analysis of the Draft Code for inconsistencies, incompatibilities, and conflicts with the code prepared by the Consortium. The

analysis shall contain a definitive list of inconsistencies, incompatibilities, and conflicts with the Consortium code. The Contractor will then present the analysis to the P&Z and the BOCC, at which point each body will provide direction on reconciliation between the two codes.

Deliverables:

- Reconciliation Analysis, November 1, 2014

Meetings:

- November 11, 2014 P&Z Work Meeting
- December 2, 2014 P&Z Public Hearing (special date)
- January 5, 2015 BOCC Public Hearing

Part 6: Adoption

The Contractor will prepare the final draft of the zoning code and zoning map for rural areas for public review and adoption. The final draft will be available for public review for 30 days prior to any P&Z and BOCC hearing.

Deliverables:

- Final Zoning Code/Map document, January 15, 2015

Meetings:

- February 10, 2015 P&Z Public Hearing
- March 2, 2015 BOCC Adoption Hearing

Contingency

In the event that the Contractor does not produce the deliverables according to the schedule contained herein, or in the event that the P&Z or the BOCC continue matters discussed at any of the identified meetings herein to an additional meeting, the Contractor shall prepare a revised Scope of Work to determine the dates by which future deliverables will be submitted as well as a revised public hearing schedule in which the Contractor's deliverables will be reviewed. The revised Scope of Work shall be reviewed by the P&Z and submitted with an official recommendation from the P&Z to the BOCC. The BOCC shall officially approve any revision to this Scope of Work.

TITLE 2
PLANNING AND ZONING COMMISSION

| Subject | Chapter |
|--|---------|
| General Provisions | 1 |
| Member Qualifications and Officer Duties | 2 |
| Joint Planning Commission | 3 |

Chapter 1

General Provisions

SECTIONS:

- 2-1-1: Authority
- 2-1-2: Scope
- 2-1-3: Definitions

2-1-1: **AUTHORITY:** This Title is adopted in accordance with and authorized by Idaho Code Section 67-6504, and subsequent amendments. If any of the provisions of this Section conflict with Idaho Code Title 67, Chapter 65, Idaho Code Title 67, Chapter 65 controls.

2-1-2: **SCOPE:** These rules of procedure shall govern the meetings and transaction of business of the Teton County Planning and Zoning Commission.

2-1-3: **GENERAL DEFINITIONS:**

CHAIRPERSON: The member of the Commission chosen to act as the presiding officer by the members of the Commission.

COMMISSION: The Teton County Planning and Zoning Commission and/or the Board of Adjustment.

JOINT PLANNING COMMISSION: A Planning Commission convened to hear applications within the City of Driggs Area of Impact that consists of two (2) members of the County Planning and Zoning Commission and three (3) members of the Driggs Planning and Zoning Commission.

QUORUM: A simple majority of the Commission.

VICE-CHAIRPERSON: A member of the Commission chosen to act as chairperson, in the absence of the chairperson, by the members of the Commission.

Chapter 2

MEMBER QUALIFICATIONS AND OFFICER DUTIES

SECTIONS:

- 2-2-1: Member Qualifications
- 2-2-2: Officers
- 2-2-3: Officer Duties

- 2-2-4: Election of Officers
2-2-5: Term of Office
2-2-6: Attendance
- 2-2-1: **MEMBER QUALIFICATIONS:** Member qualifications are as described in Idaho Code Title 67, Chapter 65.
- 2-2-2: **OFFICERS:** The officers of the Commission shall consist of the Chairperson and the Vice Chairperson.
- 2-2-3: **OFFICER DUTIES:** The Chairperson of the Commission shall preside over all meetings and hearings of the Planning and Zoning Commission, sign documents of the Commission, and shall have the duties normally conferred by parliamentary usage on such officers. The Vice Chairperson will assume the duties of the Chairperson in his/her absence.
- 2-2-4: **ELECTION OF OFFICERS:** The officers shall be elected by a majority vote of the members of the Commission. Officers may be elected at the first meeting in October of each year, at the next regular meeting following an un-renewed expiration of the officer's term on the Commission, or if an officer resigns at any time during his/her term of office, a new officer shall be elected at the next regular meeting. (Amd. 01-23-06)
- 2-2-5: **TERM OF OFFICE:** The Commission consists of not less than three (3) nor more than eleven (11) voting members, each appointed for a term of three (3) years, with each new term beginning at the first meeting in October. If a member resigns or is otherwise replaced before the completion of his or her term, the new appointee shall serve only the remaining time left in their predecessor's term, but they may be re-appointed for subsequent terms of three (3) years in accordance with Idaho law. If an additional member position is added before the start of the Commission's regular term, the term of the new position shall commence in the month appointed and the time between their appointment and the first meeting in October shall count as their first year (any additional years remaining in the new position's term shall be calculated thereafter from the first meeting in October following their appointment). No person shall serve more than two (2) full consecutive terms without specific concurrence of the Board of County Commissioners adopted by motion and recorded in the minutes.
- 2-2-6: **ATTENDANCE:** Members are expected to attend all meetings, hearings and work sessions of the Commission. If a member has four (4) absences in one year, the Board may replace that member. (Amd. 01-23-06). If a member cannot attend a meeting, hearing or work session, he or she shall notify the Chairperson in advance of the meeting. In the event that a member of the Commission does not attend and did not give notification of their inability to be present at a meeting wherein a quorum is absent the Commission may ask for resignation of the offending member or the Board may replace that member.

Chapter 3

JOINT PLANNING COMMISSION

SECTIONS:

- 2-3-1: Selection
- 2-3-2: Purpose
- 2-3-3: Procedures

2-3-1: **SELECTION:** The Chairperson of each of the planning and zoning commissions for the City of Driggs and Teton County shall appoint members to the joint planning commission to hear preliminary subdivision applications concerning land within the City of Driggs Impact Area. The Joint Planning Commission shall consist of two (2) members from the Teton County Planning & Zoning Commission and three (3) members from the City of Driggs Planning & Zoning Commission. Consideration should be given to appointing a county representative living within the City of Driggs or the City of Driggs Area of Impact.

2-3-2: **PURPOSE:** The purpose of the Joint Planning Commission shall be to hear preliminary hearings for subdivision applications concerning land within the Driggs Area of Impact. Special meetings may be convened by request of the City of Driggs, Teton County or an applicant and shall follow all applicable noticing and procedural requirements.

2-3-3: **PROCEDURES:** All public hearings of the Joint Planning Commission shall be noticed pursuant to Idaho State Statute 67-6509 or subsequent amendments.



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

Teton County Clerk

150 Courthouse Drive
Driggs, Idaho 83422

July 18, 2013

TO: County Commissioners
FROM: Mary Lou
SUBJECT: Clerk's FY 2014 Budget Memo #6 – Almost Done!

1. The attached *Budget Summary as of July 15, 2013* reflects the decisions made during your July 8 and 11 meetings. It shows a \$47,195 surplus in the *Funds Receiving General Property Tax Revenue* and balanced budgets in the *Funds With Dedicated Revenue*. Please notice that I have significantly increased the amount budgeted for the Building Fund next year because we are not paying LEC bills as quickly as I had anticipated. This budget will be paid with Remaining Cash not spent during FY 2013.
2. The amounts currently included in the budget may or may not be sufficient for the following: \$52,000 for the contract planner; \$85,000 for Tri-County Probation; \$18,000 for Law Clerk. I will adjust these amounts when I hear back from the appropriate people.
3. Possible uses for the \$47,195 surplus include: merit raises, begin digitizing the county's microfilm records, provide funds for expenses related to expanded PZC and more frequent meetings (minutes, stipends), pay for upgrades/repairs at the emergency services building, increase \$120,000 contingency fund, additional planning staff, or ???.
4. The budget includes \$10,000 for the county's share of a Jobs Accelerator Grant. Does anyone know whether that has been awarded?
5. The attached Employee Salaries spreadsheet provides 3 options for allocation of Merit Raises; many other scenarios are possible. I recommend keeping the expenditure for merit raises at \$25,000 or below. I also recommend trying not to penalize employees if they are currently being paid a rate significantly below the market/proficient rate (by not giving them merit raises). If \$25,000 in merit raises are combined with the equity raises, there will be an overall 2.5% increase in the county's payroll budget.
6. HR Attorney John Simmons says we cannot change the renewal date of the county's health insurance policy to Dec. 1. American Insurance is scheduled to provide an update to the Board on Thursday, August 15. In addition, Travis and A.J. have been invited to join the Board and Elected Officials for lunch at the Senior Center at noon that day.
7. In order to publish the budget August 15 and 22, I need to send it to the paper no later than August 9. Therefore, I hope you can make final budget decisions today. I will re-allocate the payroll taxes & benefits, and the amounts budgeted for computer purchases before publication.
8. There were a couple errors in the Cell Phone Stipend spreadsheet that you reviewed July 8. They are corrected in the attached spreadsheet. (Extension Agent requested a data plan stipend, not a basic cell stipend; Coroner requested a data plan stipend, not a data plan county phone.)
9. I have estimated the amount of Remaining Cash that will be available in each fund as of 9-30-13. It's always interesting to see how accurate my estimate turns out to be.

Budget Summary: All Funds

FISCAL YEAR 2014 as of July 15, 2013

| Fund / Department | Actual Expenses FY 2011 | Actual Expenses FY 2012 | Approved Budget FY 2013 | FY 2014 Budget Request | FY 2014 Budget after June meetings | FY 2014 Budget after July 8 & 11 meetings | | | |
|--|-------------------------|-------------------------|-------------------------|------------------------|------------------------------------|---|---|---|--|
| 01-General Fund | | | | | | | | | |
| 1-Clerk / Auditor | 111,639 | 107,866 | 114,345 | 117,212 | 115,712 | 116,312 | | | |
| 2-Assessor | 194,976 | 195,748 | 191,818 | 209,293 | 206,207 | 204,481 | | | |
| 3-Treasurer / Tax Collector | 124,276 | 123,466 | 141,765 | 141,422 | 141,422 | 141,422 | | | |
| 4-Sheriff | 772,912 | 780,661 | 728,822 | 934,701 | 843,841 | 837,341 | includes \$75,000 for 3 new vehicles | | |
| 5-Commissioners | 143,470 | 146,997 | 148,767 | 132,319 | 132,319 | 132,435 | | | |
| 6-Coroner | 19,389 | 22,127 | 22,490 | 31,720 | 28,770 | 29,394 | | | |
| 7-Prosecuting Attorney | 152,187 | 159,546 | 177,640 | 184,571 | 183,071 | 184,747 | | | |
| 8-Public Works Director | 0 | 81,974 | 79,551 | 81,301 | 81,301 | 85,001 | | | |
| 9-New Courthouse & Grounds | 87,160 | 85,151 | 84,800 | 129,254 | 126,274 | 126,178 | | | |
| 10-Old Courthouse & Grounds | 36,353 | 38,014 | 22,350 | 11,080 | 11,330 | 11,330 | | | |
| 11-Emergency Mgt | 58,550 | 47,841 | 48,839 | 51,339 | 48,839 | 51,339 | | | |
| 13-County Agent | 55,543 | 47,181 | 46,661 | 48,465 | 47,085 | 46,989 | | | |
| 14-Information Technology | 127,532 | 133,176 | 170,800 | 244,416 | 224,716 | 224,646 | | | |
| 15-Elections | 35,776 | 43,426 | 43,760 | 48,710 | 45,810 | 45,810 | | | |
| 17-Law Enforcement Center | | | | 30,470 | 17,660 | 18,510 | | | |
| 18-General | 825,556 | 768,960 | 1,105,309 | 1,106,007 | 1,071,007 | 1,069,808 | includes extra \$20K for PERSI, extra \$40K for med ins | | |
| 19-Dispatch | 214,189 | 183,839 | 231,844 | 281,796 | 246,845 | 246,845 | includes \$20,000 for new LEC furniture | | |
| 20-Jail | 156,292 | 90,938 | 107,000 | 115,713 | 110,113 | 110,113 | | | |
| 21-Planning | 106,686 | 114,602 | 133,687 | 136,380 | 136,380 | 96,240 | REVENUE PROJECTIONS | | |
| 22-Building | 85,023 | 91,317 | 94,882 | 93,038 | 93,434 | 93,302 | Estimated Non-Prop Tax Revenue | Remaining Cash budgeted to be spent during FY 2014 | |
| 23-GIS | 70,064 | 69,131 | 75,654 | 144,660 | 99,660 | 99,760 | | | |
| 31-Emergency Services Bldg | 0 | 3,310 | 5,700 | 18,650 | 10,650 | 10,650 | | | |
| Total General Fund | \$3,377,573 | \$3,335,271 | \$3,776,485 | \$4,292,517 | \$4,022,446 | \$3,982,653 | \$1,488,786 | | |
| 02-Road & Bridge | | | | | | | | | |
| 06-Court & Probation | | | | | | | 951,000 | | |
| 1-District Court | 245,362 | 284,334 | 311,241 | 348,392 | 342,914 | 345,458 | 144,525 | | |
| 2-Juvenile Probation | 171,108 | 172,996 | 178,595 | 204,243 | 193,241 | 193,934 | | | |
| 16-Indigent & Charity | 27,973 | 29,454 | 102,724 | 102,646 | 102,646 | 102,646 | 1,000 | | |
| 20-Revaluation | 114,995 | 116,790 | 116,800 | 116,800 | 116,800 | 116,800 | | | |
| 21-Special Planning Projects | 62,402 | 150,089 | 1,000 | 0 | 52,000 | 52,000 | | contract planner | |
| 24-Tort | 103,986 | 100,889 | 110,032 | 116,607 | 116,607 | 116,607 | | | |
| 27-Weeds | 70,872 | 69,456 | 86,443 | 86,550 | 86,550 | 86,700 | 3,000 | | |
| 41-Building Fund | 215,647 | 161,101 | 2,383,500 | 1,026,500 | 1,026,500 | 1,826,500 | | 1,826,500 | |
| 82-County Fair/Fair Board | 30,413 | 42,293 | 26,700 | 50,250 | 34,700 | 34,700 | 14,000 | | |
| | \$5,727,835 | \$5,631,743 | \$8,241,785 | \$7,546,382 | \$7,330,564 | \$8,094,158 | \$2,602,311 | \$1,826,500 | |
| TOTALS for Funds receiving general property tax revenue | | | | | | | 2013 Estimated Property Tax Assessment (with 3% increase) \$3,813,935 Less 10% not collected until FY 2015 & 2016 \$381,394 Plus 50% of delinquent property taxes + penalty + interest \$280,000 TOTAL PROJECTED REVENUE \$8,141,353 LESS TOTAL BUDGET REQUESTS \$8,094,158 BUDGET SURPLUS (Shortfall) for funds receiving general prop taxes \$47,195 | | |
| | | | | | | | REVENUE PROJECTIONS | | |
| | | | | | | | Estimated Non-Prop Tax Revenues | Estimated Taxes, Fees, Penalty & Interest collectd during FY 2014 | Remaining Cash budgeted to be spent during FY 2014 |
| 15-Election-State Funds | 46,668 | 33,004 | 60,000 | 58,171 | 63,000 | 63,000 | 63,000 | | |
| 23-Solid Waste | 1,179,220 | 1,148,676 | 1,191,783 | 1,428,159 | 1,448,583 | 1,448,583 | 498,583 | 710,000 | 240,000 |
| 33-Road, Special | 657,797 | 746,748 | 1,180,000 | 1,215,000 | 1,215,000 | 1,215,000 | 13,000 | 1,005,000 | 197,000 |
| 36-Prosecutor's Special Drug Fund | 7,100 | 0 | 15,000 | 15,000 | 15,000 | 15,000 | | | 15,000 |
| 43-Road Improve-Developer Donator | 8,400 | 10,882 | 100,000 | 100,000 | 100,000 | 100,000 | | | 100,000 |
| 44-E 911 Communications | 80,831 | 117,498 | 104,778 | 184,600 | 184,600 | 184,600 | 110,000 | | 74,600 |
| 50-Ambulance Service District | 614,823 | 607,828 | 636,250 | 635,298 | 635,298 | 630,636 | 58,000 | 510,000 | 62,636 |
| 51-Mosquito Abatement District | 331,409 | 271,074 | 311,000 | 310,672 | 309,172 | 309,172 | | 261,000 | 48,172 |
| 54-Waterways/Vessel Fund | 1,375 | 6,918 | 5,000 | 7,000 | 7,000 | 15,000 | 15,000 | | |
| 60-Housing Authority | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 61-FEMA Teton Creek Restoration | | | 800,000 | 618,000 | 618,000 | 618,000 | 618,000 | | |
| 62-Idaho E911 Grants | | | 126,000 | 93,000 | 132,000 | 132,000 | 132,000 | | |
| 75-County Hospital Operation | 88,273 | 0 | 0 | 0 | 0 | 0 | | | |
| 84-Teton Valley Arena | 5,537 | 1,721 | 246,000 | 246,500 | 246,000 | 246,000 | | | 246,000 |
| 86-Grants Fund | 149,378 | 199,202 | 202,019 | 350,496 | 304,221 | 304,221 | 304,221 | | |
| 90-93Capital Improvement Fees | | | 162,000 | 137,000 | 147,000 | 167,000 | | | 167,000 |
| | \$3,170,811 | \$3,143,551 | \$5,139,830 | \$5,398,896 | \$5,424,874 | \$5,448,212 | \$1,811,804 | \$2,486,000 | \$1,150,408 |
| TOTALS for Funds with dedicated revenue | | | | | | | TOTAL PROJECTED REVENUE \$5,448,212 LESS TOTAL BUDGET REQUESTS \$5,448,212 BUDGET SURPLUS (Shortfall) for funds with dedicated revenue \$0 | | |
| GRAND TOTAL for all Funds | | | | | | | | | |
| | \$8,898,646 | \$8,775,294 | \$13,381,615 | \$12,945,278 | \$12,755,438 | \$13,542,370 | | | |

Mary Lou Hansen

From: Mary Lou Hansen
Sent: Thursday, July 11, 2013 3:52 PM
To: Stephen Loosli
Subject: FY 2014 Budget Amounts?

3 of 6

Importance: High

Stephen: We have tentatively inserted \$52,000 into the FY 2014 budget for your contract (\$50/hour x 20 hrs/week x 52 weeks). Is that an accurate number?

The planning department budget includes money for one monthly meeting of the PZC (board packets, meeting room/microphone set-up, minutes, stipends, legal notices, etc.). Please let me know how many additional PZC meetings will be required for your scope of work and I will budget accordingly.

I also need to know if you anticipate any other expenses related to your contract and scope of work so funds can be included in the FY 2014 budget.

Thanks,

Mary Lou

Mary Lou Hansen
Teton County Clerk
208-354-8771
150 Courthouse Drive #208
Driggs, ID 83422
FAX: 354-8410

Page 4
 Merit raises
 is Confidential

5 of 6

Cell Phone Stipends & County Cell Phones: Approved for FY 2014

| Department | Name | Position | STIPEND | | COUNTY PHONE | | |
|------------------|--|-------------------------------------|-----------------|----------------|--------------|-----------|----------|
| | | | \$22 Basic Cell | \$52 Data Plan | Basic Cell | Data Plan | Provider |
| Ambulance | 2 phones w/2 tablets | | | | | 2 | AT&T |
| Building | Tom Davis | Building Official | 1 | | | | |
| Commission | all | Commissioner | | 3 | | | |
| Commission | Dawn Felchle | Assistant, Facilities Mgr, Data Mgr | | 1 | | | |
| Coroner | Tim Melcher | Domestic Violence Investigator | | 1 | | | |
| Court/Probation | Brittany Campbell | Chief JPO | | | | 1 | AT&T |
| Court/Probation | Colin Luke | Magistrate Judge | | 1 | | | |
| Court/Probation | Phyllis | Court Supervisor | | 1 | | | |
| Court/Probation | Gabby & Susan | Court Clerks | 2 | | | | |
| Emergency Mgt | Greg Adams | Emergency Mgt Coord | | | | 1 | AT&T |
| Extension | Ben Eborn | Extension Agent | | 1 | | | |
| Facilities | Troy Jones | Custodian | 1 | | | | |
| Fire District | On county plan, but paid 100% by Fire District | | | | 1 | 3 | AT&T |
| Information Tech | John Leidorf | IT Technician | | 1 | | | |
| Prosecutor | Kathy Spitzer | Prosecutor | | 1 | | | |
| Prosecutor | Chris Lundberg | Deputy Prosecutor | | 1 | | | |
| Prosecutor | Lindsey Moss | Prosecutors Investigator | 1 | | | | |
| Public Works | Jay Mazalewski | Director | | | | 1 | AT&T |
| Road & Bridge | Clay Smith | Supervisor | | | | 1 | Verizon |
| Road & Bridge | 8 equip operators | Equipment Operators | | | | 8 | Verizon |
| Road & Bridge | Denise | Office Manager | | | | 1 | Verizon |
| Sheriff | Tony Liford | Sheriff | | | | 1 | |
| Sheriff | Valee Wells | Admin. Mgr. of Ops | | | | 1 | |
| Sheriff | Kelly Wells | Chief Deputy | | | | 1 | |
| Sheriff | various | Sworn Deputies | | | 8 | | |
| Solid Waste | Saul Varela | Solid Waste Supervisor | | | | 1 | |
| | TOTALS | | 5.0 | 11 | 9 | 22 | |

| FY 2013. Remaining Cash | | | | |
|---------------------------------|---------------------------|----------------------------------|-----------------------------------|---|
| Fund | Remaining Cash on 7/15/13 | PLUS Projected Revenue thru 9/30 | Less Projected Expenses thru 9/30 | 7/15 Estimate of 9/30/13 Remaining Cash Amounts |
| 01 General * | 2,100,777 | 300,000 | 1,090,000 | 1,310,777 |
| 02 Road & Bridge | 285,231 | 210,000 | 320,000 | 175,231 |
| 03 Road & Bridge Reserve | 27,215 | 0 | | |
| 06 Court & Probation | 296,742 | 25,000 | 140,000 | 181,742 |
| 15 Election-State Funds | 61,260 | 0 | 0 | 61,260 |
| 16 Indigent & Charity | 97,078 | 0 | 0 | 97,078 |
| 20 Revaluation | 59,265 | 0 | 35,000 | 24,265 |
| 21 Special Planning Projects | 1,000 | 0 | 0 | 1,000 |
| 22 Solid Waste Self Assurance | 300,000 | | | |
| 23 Solid Waste | 776,530 | 95,000 | 450,000 | 421,530 |
| 24 Tort | 72,773 | 0 | 0 | 72,773 |
| 25 Solid Waste Reserve | 240,668 | 0 | 0 | 240,668 |
| 27 Weeds | 102,709 | 1,000 | 50,000 | 53,709 |
| 33 Road, Special | 850,072 | 2,000 | 500,000 | 352,072 |
| 36 Prosecutor's Spec. Drug Fu | 20,360 | 0 | 0 | 15,000 |
| 41 Building | 2,239,219 | 0 | 600,000 | 1,639,219 |
| 43 Road Improve Developer D | 117,926 | 0 | 0 | 117,926 |
| 44 Emergency Comm. | 107,282 | 33,000 | 20,000 | 120,282 |
| 50 Ambulance | 440,247 | 7,000 | 130,000 | 317,247 |
| 51 Mosquito Abatement | 245,974 | 2,000 | 65,000 | 182,974 |
| 54 Waterways Vessel | 14,187 | 1,500 | 5,000 | 10,687 |
| 60 Housing Authority | 10,750 | 0 | 0 | 10,750 |
| 61 FEMA Teton Creek | (34,139) | 40,000 | 400,000 | -394,139 |
| 75 Hospital | 17,500 | 0 | 0 | 17,500 |
| 82 Fair Board | 8,350 | 8,350 | 15,000 | 1,700 |
| 84 Arena Fund | 247,129 | 0 | 0 | 247,129 |
| 86 Grants | 14,347 | 16,000 | 16,000 | 14,347 |
| 90 Impact Fees - Rec Facilities | 13,701 | 500 | 0 | 14,201 |
| 91 Impact Fees-Sheriff | 27,493 | 2,500 | 0 | 29,993 |
| 92 Impact Fees-EMS Facilities | 3,603 | 200 | 0 | 3,803 |
| 93 Impact Fees-Circulation Fa | 135,432 | 6,000 | 0 | 141,432 |
| | \$8,900,681 | \$750,050 | \$3,836,000 | \$5,814,731 |

MEMO



DATE: July 17, 2013
TO: Board of County Commissioners
FROM: Tom Davis
SUBJECT: Law Enforcement Center

PROGRESS REPORT

- * The storm drainage system is installed and backfilled. Excess material has been removed from the site.
- * The foundation for the emergency generator has been poured, and the slab will be poured this week.
- * Underground wiring to the street lights is being installed and the concrete piers for the lights will be laid out this week and poured next week.
- * They will begin laying out curbs and gutters this week and will pour them next week.
- * We are ready for Silverstar to move the telephone pole to the S side of the lot, at which time the overhead phone line will be re-routed underground thru conduit.
- * Roof sheathing has been installed on the N half of the N wing.
- * The roof joists are in place on the S half of the N wing. They will begin sheathing it at the end of the week.
- * They will start installing roof joists and sheathing on the S wing next week.
- * I have provided an analysis to the City of the visual impact created if the AC units are moved up onto the roof. This will eliminate pouring a slab and building an enclosure wall. The City Design Review Advisory Committee will look at it Thur, July 18th.

TRADE CONTRACT CHANGE ORDERS

TCCO #11—We will need to provide the City with a sample of this product before ordering it. Also, Arden is considering getting quotes on Galvalume, an aluminized steel that looks much like stainless and may provide more savings than the Kynar 500. This is still a work in progress but it looks as if we can realize some savings by going away from the stainless.

TCCO #12—This change was necessary to comply with the City Lighting Ordinance.

TCCO #13—Installation of temporary power to the site from the Road & Bridge property.

TCCO #14—Revised door access into secure areas.

Thank you,
Tom Davis, Teton County Building Official

From: Harley Wilcox [<mailto:harleyw@silverstar.com>]

Sent: Thursday, July 18, 2013 12:37 PM

To: Dawn Felchle

Cc: 'JR Wood'

Subject: RE: BOCC Monday the 22 - Written Request

I sent 1300 cash with Lane to purchase the bleachers and they were to track the expenses for travel and labor reimbursement. I have not contacted Lane for copies of his receipt.

The volunteer that has been cutting in the track for the figure 8 race is not available this year and we will need to cancel the event unless the road and bridge will be available to help with that on Saturday the 10th of Aug.

The fair board would like to request county help to control dust at the events.

(We would like an open discussion with the bocc as to direction and support for our building plans at the fairgrounds.)

1:30

Harley