# **CANYON COUNTY FY 2025 REQUESTED BUDGET**

Office/Department: Motor Vehicle FY 2024 full-time positions: 24.3

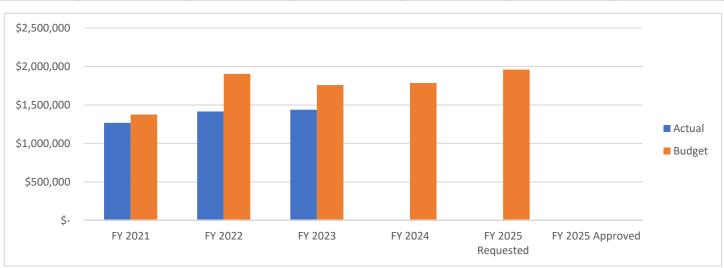
Motor Vehicle is charged with registering motor and recreational vehicles, and with disbursing the applicable licenses and permits.

## **Annual Office/Department Revenues**

					FY 2024	FY 2024
	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	Requested	Approved
Revenues	\$ 1,473,265	\$ 1,335,845	\$ 1,320,421	\$ 1,918,500	\$ 1,753,496	
\$2,500,000						
\$2,000,000						
\$1,500,000						
\$1,000,000						
\$500,000						
\$-						
	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2024 Requested	FY 2024 Approved

# **Actual - Budget Annual Comparison**

							FY 2025	FY 2025
	FY 2021		FY 2022	FY 2023	FY 2024	F	Requested	Approved
Actual	\$ 1,267,229	\$	1,413,337	\$ 1,436,564				
Budget	\$ 1,375,527	\$	1,901,926	\$ 1,757,705	\$ 1,784,445	\$	1,958,840	



**Entity:** 001-06-213-14 - Motor Vehicle

Format: Annual Budget

 Year:
 Fy2025

 Scenario:
 Actual

 Per. End:
 JUN

 Units:
 1

 Currency:
 USD

 Date Exported:
 17-Jun-24

Level - Account Mode	2021	2021	2022	2022	2023	2023	2024	2025	2024-2025
DESCRIPTION	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Reqested	Change
322535 Recreational vehicle license	50,965	42,500	35,087	45,000	18,915	45,000	15,000	17,500	2,500
32XXXX Total 32 Revenues	50,965	42,500	35,087	45,000	18,915	45,000	15,000	17,500	2,500
333170 CARES Act	968	0	0	0	0	0	0	0	0
33XXXX Total 33 Revenues	968	0	0	0	0	0	0	0	0
341303 Title fees	364,069	305,000	334,933	122,000	398,548	125,000	643,500	459,996	-183,504
341305 Sales tax	23,788	30,000	22,418	25,000	20,692	25,000	30,000	25,000	-5,000
341306 Postage	144,653	70,000	62,282	95,000	490	65,000	5,000	1,000	-4,000
341307 Administration fees	878,877	892,500	881,126	900,000	881,777	1,250,000	1,225,000	750,000	-475,000
341310 Title Admin fees	0	0	0	0	0	0	0	490,000	490,000
341620 Other misc charges and fees	9,945	0	0	0	0	0	0	10,000	10,000
34XXXX Total 34 Revenues	1,421,332	1,297,500	1,300,759	1,142,000	1,301,506	1,465,000	1,903,500	1,735,996	-167,504
Revenue	1,473,265	1,340,000	1,335,845	1,187,000	1,320,421	1,510,000	1,918,500	1,753,496	-165,004
411010 Elected officials	14,609	14,298	15,705	14,298	17,272	15,312	16,905	17,412	507
412030 Regular employees	734,886	687,722	871,646	823,854	916,654	896,277	1,055,978	1,080,719	24,741
412035 Overtime	19,227	10,000	3,081	10,000	8,277	7,500	5,000	0	-5,000
413050 Part-time	0	0	8,185	15,000	16,182	15,000	73,000	16,900	-56,100
413060 Temporary	6,249	0	12,079	15,000	3,744	0	0	16,000	16,000
413075 Compensation program	0	24,711	0	82,542	0	203,724	26,627	0	-26,627
413080 New/reclassified positions	0	120,000	0	5,000	0	0	0	150,000	150,000
413090 Covid-19	3,229	0	0	0	0	0	0	0	0
41XXXX Salaries	778,200	856,732	910,697	965,695	962,129	1,137,813	1,177,510	1,281,031	103,521
421000 Social security	56,631	56,360	66,717	73,493	70,964	87,043	90,080	84,007	-6,073
422000 Retirement	91,873	88,755	106,174	112,609	110,466	135,815	127,335	131,776	4,441
423101 Health insurance	239,008	237,201	266,265	283,940	238,620	282,852	283,940	283,940	0
423102 Dental	20,418	20,297	22,659	24,296	20,418	24,203	24,296	24,296	0
423104 Disability	2,981	2,691	3,559	3,219	3,677	3,479	3,979	4,064	85
423105 Life	2,725	2,752	3,170	3,296	3,322	3,552	4,100	4,168	68
424000 Workers compensation	1,742	4,294	1,550	7,476	1,753	10,349	7,706	4,946	-2,760
425000 Unemployment	0	4,696	0	6,152	0	0	0	0	0
42XXXX Benefits	415,377	417,045	470,094	514,481	449,220	547,292	541,435	537,196	-4,239
Salaries & Benefits	1,193,577	1,273,777	1,380,790	1,480,176	1,411,349	1,685,105	1,718,945	1,818,227	99,282
521120 Misc professional services	0	2,500	0	1,000	0	1,000	1,000	1,000	0
522301 Document shredding	828	2,000	1,008	2,000	864	2,000	2,000	1,000	-1,000
52XXXX Total 52 Expenses	828	4,500	1,008	3,000	864	3,000	3,000	2,000	-1,000
533301 Service contracts	1,210	5,000	0	12,500	4,091	6,000	6,000	8,000	2,000
533310 Copiers contract	0	2,000	0	2,000	0	2,000	1,000	1,000	0
535501 Construction contracts	0	0	0	160,000	0	0	0	87,000	87,000
53XXXX Total 53 Expenses	1,210	7,000	0	174,500	4,091	8,000	7,000	96,000	89,000
542203 Cellular phone	165	0	0	2,000	18	2,000	2,000	2,000	0
543305 Postage	44,190	45,000	13,493	65,000	4,394	30,000	10,000	6,996	-3,004
543308 Freight charges	0	0	0	0	0	0	0	500	500
545501 Meals	243	250	86	250	0	500	1,000	1,000	0
545502 Mileage	127	1,500	511	1,500	483	1,500	0	667	667
545505 Hotel	405	0	0	0	0	0	1,000	1,000	0
546610 Education and training	2,199	3,000	0	3,000	0	3,000	3,000	2,000	-1,000
546635 Subscriptions	240	500	0	500	0	500	500	500	0
548012 Interpreter fees	610	0	63	1,000	0	1,000	1,000	500	-500
548401 Employee appreciation	0	0	0	0	0	0	0	2,500	2,500

54XXXX Total 54 Expenses	48,179	50,250	14,153	73,250	4,895	38,500	18,500	17,663	-837
551010 Office supplies	2,516	7,000	2,736	5,000	3,025	6,500	5,000	5,000	0
554100 COVID-19	12,505	5,000	328	0	0	0	0	0	0
554403 Repair and maint supplies	509	0	0	1,000	0	1,000	1,000	250	-750
55XXXX Total 55 Expenses	15,530	12,000	3,064	6,000	3,025	7,500	6,000	5,250	-750
577100 Computer equipment	4,166	15,000	11,932	11,500	9,864	12,000	17,500	16,200	-1,300
577120 Small office equipment	652	10,000	1,127	2,000	582	1,600	1,500	1,500	0
577121 Office furniture	3,087	3,000	1,263	3,500	1,894	2,000	2,000	2,000	0
57XXXX Total 57 Expenses	7,905	28,000	14,322	17,000	12,340	15,600	21,000	19,700	-1,300
680410 Machinery	0	0	0	8,000	0	0	10,000	0	-10,000
684221 Computer/networks/software	0	0	0	30,000	0	0	0	0	0
686220 Office buildings	0	0	0	110,000	0	0	0	0	0
68XXXX Capital	0	0	0	148,000	0	0	10,000	0	-10,000
Non Personnel	73,652	101,750	32,547	421,750	25,215	72,600	65,500	140,613	75,113
Total Expenses	1,267,229	1,375,527	1,413,337	1,901,926	1,436,564	1,757,705	1,784,445	1,958,840	174,395

#### Notes for Parent Entity: 001-06-213-14 Including Entity Children

Entity: 001-06-213-14 Account: 413050 Year: 2025 Scenario: Requested

\$16,900 19.5 hrs x 4 weeks x12 Months @ 18.00

Entity: 001-06-213-14 Account: 542203 Year: 2025 Scenario: Requested

Supervisor and 2 Assistants @ \$55

Entity: 001-06-213-14 Account: 680410 Year: 2025 Scenario: Requested

None for FY25

Nemo\_Q - Qeueing software

\*\*\*Move to Director Britton's Budget\*\*\*

\$10,000 Improve lighting

\$5,000 Replace FLooring Breakroom and Batchrooms w/ Counter Replacement in Bathrooms

\$50,000 Remodel East Wing Desks

\$2,000 Build Additional Desk West Side off counter

\$5,000 Remodel Lobby Area

\$15,000 Widen Parking Lot - South Entrance

\$2,500 - \$100 ea for 24 Employees years of Service Recognition

Entity: 001-06-213-14 Account: 413080 Year: 2025 Scenario: Requested

#### bstender 5/20/2024 5:06:56 PM

\*\*\*Currently Reclassification Project Underway\*\*\*

Drop to \$135,000 (Includes Wages, Persi, Work Comp, SS, Insurance, etc.

Entity: 001-06-213-14 Account: 413075 Year: 2025 Scenario: Requested

#### bstender 6/5/2024 3:17:37 PM

Place Holder - COLA Adjustment 3%?? Adjust once overall comp adjustments are determined.

Amount was removed but no "NEW" note was not entered:)

17-Jun-2024 11:39 AM Page 1



## **FY2025 BUDGET NARRATIVE**

Please fill this out and return by May 20<sup>th</sup>. If you already completed the items in the excel workbook, you can simply copy and paste into this document. You may insert graphs and/or pictures into this document. Please save the document by the name of your division, underscore, and FY2025 as follows: FAIR\_FY2025

# INTRODUCTORY INFO/HIGHLIGHTS/GOALS

1. Please list the name of your department/division and provide a statement of what your department is responsible for, your mission statement, and any highlights from the current and prior fiscal year for your department. Please add what your goals and objectives are for the next fiscal year:

## **Responsibilities:**

- Maintain a variety of motor vehicle transactions, including but not limited to title transfers and lien changes, renewals, conditions and helping other departments like parks and rec.
- Act as an authority to receive, examine, prepare and process a variety of legal documents in support of motor vehicle registrations and titles.
- Acting as an agent for other agencies such as parks and rec, Idaho state tax commission, US
   Customs services, dealers, financial institutions, Mortgage companies

## Mission:

 Utilize knowledge, integrity and compassion to provide the highest level of individualized customers service.

#### **Highlights:**

- Innovation and Team Work Award from ITD
- Implementation of Appointments
- Usage of Express Lane for Renewal Transactions
- 87,000 customers served w/ Avg Wait of 8:25 in FY22
- 94,500 customers served w/ Avg Wait of 11:23 in FY23
- Provided "Triage" @ Greeter Position to minimize wait time
- Increased Customer Satisfaction w/ DMV Experience

#### Goals:

- Equitize pay for current staff to assist with retention
- Continue to Improve the Customer Experience, while maintaining level of customer service and continuing to adapt to ITD policy changes
- Less than 5 Min Avg Customer Wait Time
- 2<sup>nd</sup> Location in Nampa
- Ergonomic Workstations
- 2. Please provide any relevant data measures or key performance indicators or any metrics by which you measure production and performance in your department.
  - See Motor Vehicle Addendum Document
- 3. Please provide a brief SWOT analysis for your department. List STRENGTHS, WEAKNESSES, OPPORTUNITIES, and THREATS to your department. (See an example to the right of a SWOT analysis for NETFLIX.)

#### Strength:

- Highly knowledgeable and consistent Staff, often called upon by peers around the state.
- Individualized Customer Service, to improve the customer experience.
- Continuous training concepts, meeting on a weekly basis to ensure employee consistency
- Appointment and Walk-in ability for Customers (Appointment is highly recommended)
- Offer Multiple outlets for Customers to complete Transactions by Phone, Email, & Mail.
- Single Location for all services to morph depending on services that need to be completed
- Adaptive Staff

#### Weaknesses:

- Employee Retention Compensation Level
- Vendor for ITD Zero control of issues
- Lack of Dealer Training Large Staff resource to process incomplete Dealer paperwork.
- Lack of Training from ITD
- Lack of Consistent information & support from ITD
- Lack of Experienced Staff at ITD
- "Centralized" Transactions not working correctly. Ex. Online Renewals not delivered
- Cost of "Free" Transactions covered by our office.

- Single Location with 25-30 people waiting increases staff pressure versus Multi locations with same wait count not as severe.
- Compact workstations constructed prior to new desktop machinery requirements, lack of space creates less efficiency.

#### Opportunities:

- 2<sup>nd</sup> Nampa location Lessen Customer Drive Time Spread Customer Load
- Virtual Appointments
- Assist in Training Other County Partners
- Job Sharing with other Counties
- Retain Local Dealer's Titles for Revenue

#### Threats:

- Employee Burnout
- What is the future of Localized Motor Vehicle Offices?
- Lack of ITD Plan for 1,3 & 5 year for Localized Motor Vehicle Offices
- ITD's Continued "Centralization" of Motor Vehicle Services

### **REVENUES**

- 4. Please describe department generated revenues and how current events have impacted revenue receipts:
  - ITD's Centralization has reduced the number of annual renewal transactions that are used to offset the cost of providing service to our customers. ITD has assumed responsibility of handling Internet, QR, and renewal by mail renewal transactions.
  - See Motor Vehicle Addendum Document
- 5. Please outline anticipated department revenues for fiscal year 2025 including projected impacts from present circumstances:
  - See Motor Vehicle Addendum Document
- 6. Have you had any recent fee adjustments that you included in your projections? Do you anticipate requesting fee adjustments in the upcoming fiscal year?
  - As we progress through final months of FY24, we will review transactional costs associated with in-person registration and title admin fees. Potential of a \$1 increase in the title admin fee and also a \$0.50 increase in the Registration Admin Fee.

# "A" BUDGET - PERSONNEL BUDGET

Please use the work/spreadsheet for requesting new positions or reclassified positions. You can copy/paste the graph into this document. Please note that we are working on a benefit calculator to apply to the cost of salaries. For the time being, please identify the salary grade. Please make sure to

budget for all ancillary costs in onboarding a new employee. Please note such "B" budget costs associated with a new employee in your "B" budget itemization.

- 7. Please explain the need for all new position requests. Please highlight each request if more than one request:
  - No additional positions for FY25. With ITD's on going "Modernization" and "Centralization" it is extremely hard to forecast what our staffing needs will be next fiscal year and impossible to look further down the road.
- 8. Please provide information for step-in-grade adjustments and promotions from one grade to a new grade:
  - Currently working with HR on a reclassification front-line positions from a single "Customer Service" job description into a tiered "Motor Vehicle Specialist" position which will compensate our employees as they gain valuable experience only gained from working in a Motor Vehicle office. Listed below will be the recommend wage changes upon completion of the project.

The Reclassification project is formulated with a 10-year spread between Min & Mid and 20 years between Mid and Max.

MV Manager – PCN 538 - Range of position \$70,720-\$97,594, Midpoint \$84,157. The position is at 50% of the Grade, with 15 years in Position. Requesting an adjustment to bring Employee to \$87,516.

MV Assistant Manager – PCN 646 – Range of position \$60,320-\$83,242, Midpoint \$71,781. The position is at 33% of the Grade, with 10 years in Position. Requesting an adjustment to bring employee to \$71,781.

MV Assistant Manager – PCN 539 – Range of position \$60,320-\$83,242, Midpoint \$71,781. The position is at 10% of the Grade, with 3 years in Position. Requesting an adjustment to bring employee to \$63,759.

MV Lead – PCN 659 – Range of Position \$48,930-\$54,478, Midpoint \$51,704. This position is at 32% of the grade, with 9 years in position. Requesting an adjustment to bring employee to \$51,556.

MV Lead – PCN 647 – Range of Position \$48,930-\$54,478, Midpoint \$51,704. This position is at 4% of the grade, with 1 year in position. Requesting an adjustment to bring employee to \$49,228.

MV Specialist III – PCN 318 – Range of Position \$46,405-\$51,668, Midpoint \$49,036. This position is at 63% of the grade, with 19 years in position. Requesting an adjustment to bring employee to \$50,220.

MV Specialist III – PCN 654 – Range of Position \$46,405-\$51,668, Midpoint \$49,036. This position is at 33% of the grade, with 10 years in position. Requesting an adjustment to bring employee to \$49,172.

MV Specialist III – PCN 989 – Range of Position \$46,405-\$51,668, Midpoint \$49,036. This position is at 20% of the grade, with 6 years in position. Requesting an adjustment to bring employee to \$47,984.

MV Specialist III – PCN 290 – Range of Position \$46,405-\$51,668, Midpoint \$49,036. This position is at 20% of the grade, with 6 years in position. Requesting an adjustment to bring employee to \$47,984.

MV Specialist III – PCN 658 – Range of Position \$46,405-\$51,668, Midpoint \$49,036. This position is at 13% of the grade, with 4 years in position. Requesting an adjustment to bring employee to \$47,458.

MV Specialist II – PCN 651 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 7% of the grade, with 2 years in position. Requesting an adjustment to bring employee to \$42,244.

MV Specialist II – PCN 987 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 7% of the grade, with 2 years in position. Requesting an adjustment to bring employee to \$42,258.

MV Specialist II – PCN 665 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 10% of the grade, with 3 years in position. Requesting an adjustment to bring employee to \$42,545.

MV Specialist II – PCN 661 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 7% of the grade, with 2 years in position. Requesting an adjustment to bring employee to \$42,258.

MV Specialist II – PCN 655 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 10% of the grade, with 3 years in position. Requesting an adjustment to bring employee to \$42,545.

MV Specialist II – PCN 292 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 10% of the grade, with 3 years in position. Requesting an adjustment to bring employee to \$42,545.

MV Specialist II – PCN 988 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 3% of the grade, with 1 years in position. Requesting an adjustment to bring employee to \$41,971.

MV Specialist II – PCN 986 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 3% of the grade, with 1 years in position. Requesting an adjustment to bring employee to \$41,971.

MV Specialist II – PCN 656 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 3% of the grade, with 1 years in position. Requesting an adjustment to bring employee to \$41,971.

MV Specialist II – PCN 291 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 3% of the grade, with 1 years in position. Requesting an adjustment to bring employee to \$41,971.

MV Specialist II – PCN 837 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 3% of the grade, with 1 years in position. Requesting an adjustment to bring employee to \$41,971.

MV Specialist II – PCN 293 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 3% of the grade, with 1 years in position. Requesting an adjustment to bring employee to \$41,971.

MV Specialist II – PCN 317 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 0% of the grade, with 0 years in position. Requesting an adjustment to bring employee to \$41,684.

- 9. Please provide helpful information about any current vacancies that have been vacant for 6 months or more and reasons contributing to the prolonged vacancy. Is this position still needed? Are there adjustments needed to help fill this position?
  - 5 Month Temp Position that has been vacant for several months now. Cautious to rehire with an uncertain future but wish to hold onto position in FY25, in the event transactions continue to remain strong in our office.

# "B" BUDGET - OPERATING EXPENDITURES

Please provide narrative for B budget requests. Please copy/paste "B" budget information into notes in Power Plan. Please create an itemized worksheet in the workbook/excel that you can copy/paste into this word document. You can also save the spreadsheet and send additionally for our reference.

- 10. How does your total B budget this year compare to last year? Please list the net difference. Please note any significant adjustments among various line items:
  - FY24's Budget we replaced a Multi-Function Printer, No Additional for FY25
  - FY25 Need to Happen
    - Improve Light Fixtures
    - Replace Flooring Breakroom and Bathrooms, Counters
    - Widen Parking Lot Entrance-South Entrance
  - FY25 Uncertain Future of Motor Vehicle Office, but needs addressed
    - o Remodel East Wing Desks with more room and ergonomic design
    - Remodel Lobby Area

# "C" BUDGFT - CAPITAL BUDGFT

Please describe any property, equipment, project or similar items with an estimated useful life in excess of one year and an initial cost greater than \$5,000.

- An individual item \$5,000-\$15,000 use 680 expense codes and are not depreciated.
- An individual item \$15,000 and over use 681, 682, 683, 684 codes and are depreciated.

Please copy/paste "C" budget information into notes in Power Plan using the code designations identified above. You can either copy/paste from excel or use the graph below:

Item or Project	Estimated Cost	Priority – see rating scale
Human Capital – Employee Retention	\$130,000	1
Improve Lighting	\$10,000	1
Breakroom and Employee Bathroom Project	\$5,000	1

Widening Parking Lot – South Entrance	\$15,000	1
Remodel East Wing Desks	\$50,000	II
Remodel Lobby Area	\$5,000	IV

# **Priority Rating Scale**

# **Priority I: Imperative** (Must-do)

 Corrects a public health or safety condition, satisfies legal obligation, prevents severe damage to county property, essential to providing mandated services

# Priority II: Essential (Should-do)

 Repairs or replaces an obsolete facility or item, reduces future operating or maintenance costs, leverages funding sources

## **Priority III: Important** (Could-do)

 Provides new or expanded services, reduces energy consumption, enhances cultural or natural resources

## Priority IV: Desirable (Would like to do)

- o Would be beneficial to operations but not an urgent need
- 11. How does the asset support or further the core mission of the county?
- 12. What are the estimated ongoing operational costs and cost savings?

# **FY25 Motor Vehicle Addendum**

Highlights – Page 1, June 3<sup>rd</sup> 2024 – Highest Walk-in Customer Count

# **Summary per Hour**

Hour		Issued	Tickets		S	Service Level			Waiting Time		Transaction Time		
	Printed		No Shows	Queue	< SL			Average	Highest	Average	Highest	Total	Time in
7:00-7:59	47	47	0	0	47	0	100.0	00:00:56	00:06:17	00:10:01	00:39:49	07:50:56	00:10:57
8:00-8:59	53	50	0	3	50	0	100.0	00:00:04	00:01:04	00:11:33	01:18:52	09:37:34	00:11:37
9:00-9:59	76	63	0	13	63	0	100.0	00:05:35	00:14:20	00:11:13	00:42:56	11:47:00	00:16:48
10:00-10:59	82	89	3	-10	92	0	100.0	00:08:55	00:21:52	00:09:50	00:40:00	15:05:10	00:18:45
11:00-11:59	76	50	0	26	50	0	100.0	00:13:49	00:30:26	00:09:47	00:38:48	08:09:51	00:23:36
12:00-12:59	64	75	4	-15	79	0	100.0	00:20:57	00:29:16	00:08:09	00:42:15	10:44:52	00:29:06
13:00-13:59	84	96	2	-14	98	0	100.0	00:09:00	00:21:23	00:08:44	00:58:15	14:16:17	00:17:44
14:00-14:59	81	77	1	3	78	0	100.0	00:01:51	00:06:08	00:09:13	00:39:30	11:59:31	00:11:04
15:00-15:59	54	60	0	-6	60	0	100.0	00:01:06	00:05:43	00:09:03	00:34:13	09:03:09	00:10:09
16:00-16:59	3	3	0	0	3	0	100.0	00:00:18	00:00:46	00:20:19	00:44:48	01:00:59	00:20:37
Totals	620	610	10		620	0	100.0					99:35:19	
Average								00:07:21		00:09:44			00:17:05

