

RESOLUTION NO. _____

A RESOLUTION OF CANYON COUNTY, IDAHO, INCREASING AN ADMINISTRATIVE FEE CHARGED BY THE CANYON COUNTY ASSESSOR FOR VEHICLE TITLE SERVICES

The following Resolution was considered and adopted by the Canyon County Board of County Commissioners (hereafter “Board”) on this 1st day of October, 2024.

Upon the motion of Commissioner _____ and the second by Commissioner _____, the Board resolves as follows:

WHEREAS, Idaho Code § 31-801 grants general powers and duties, subject to the restrictions of law, to the Board; and

WHEREAS, Idaho Code § 31-828 grants the Board authority “to do and perform all other acts . . . which may be necessary to the full discharge of the duties of the chief executive authority of the county government”; and

WHEREAS, Idaho Code § 31-870(1) authorizes the Board to “impose and collect fees for those services provided by the county which would otherwise be funded by ad valorem tax revenues”; and

WHEREAS, Idaho Code §§ 49-202 and 31-870(4) allows the County, as a public entity to charge an administrative fee for the issuance of a motor vehicle title required by law; and

WHEREAS, Idaho Code §§ 31-870(1) and 63-1311 require that the fees imposed and collected by the County must be reasonably related to, and not exceed, the actual cost of the services being rendered; and

WHEREAS, on May 30, 2023, the Board approved Resolution No. 23-145, which established an administrative fee of \$6.00 to be charged by the Canyon County Assessor (“Assessor”) for the handling of motor vehicle titles; and

WHEREAS, the Assessor has determined that the operation costs to run the Department of Motor Vehicles (“DMV”) exceeds the funds received through the administrative fee; and

WHEREAS, the Assessor has determined that the administrative fee should be increased from \$6.00 to \$7.00 to support the associated costs to run the DMV; and

WHEREAS, Idaho Code § 63-1311A requires the Board to publish notice of and hold a public hearing prior to approving a fee increase that exceeds five percent (5%); and

WHEREAS, the Board caused to be published in the Idaho Press-Tribune on the 20th day of September, 2024 and the 27th day of September, 2024 a notice of a public hearing to be held on the 1st day of October, 2024 regarding the adoption of the proposed fee; and

WHEREAS, the Board held a public hearing on the 1st day of October, 2024, regarding the increase of the proposed fee.

NOW, THEREFORE, THE BOARD RESOLVES AND ORDERS that the DMV administrative fee for motor vehicle titles be increased to Seven Dollars (\$7.00).

IT IS FURTHER ORDERED that this Resolution shall be effective the 1st day of October, 2024.

CANYON COUNTY BOARD OF COUNTY COMMISSIONERS

- _____ Motion Carried Unanimously
- _____ Motion Carried/Split Vote Below
- _____ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
_____ Commissioner Leslie Van Beek	_____	_____	_____
_____ Commissioner Brad Holton	_____	_____	_____
_____ Commissioner Zach Brooks	_____	_____	_____

ATTEST: RICK HOGABOAM, CLERK

By: _____
Deputy Clerk

FY25 - Canyon Title Admin Fee Example

Total Transaction in FY2024 (Estimating September)		76,000
Transactions / Hour		4.5
Average Minutes Per Transaction		13
Hours Required to Process		16,889
Total Employee Hours per Year	2,080	
Less: Productivity Adj (Breaks, Vacation, Sick, etc)	75%	
Net Employee Hours for Title Transactions		1,560
Number of Employees Needed to Process Titles		10.83
Round Up to Nearest Person, Review Very Carefully		11.00
Employee Labor Hours	2,080	
Average Hourly Rate Canyon Employee - With Benefits	\$34.65	
Total Annual Hourly Cost		\$72,066
Total Ave Cost of Employee		\$72,066
Total Cost of Employees Needed to Complete Title Transactions		\$792,725
Employee Cost per Title Transaction		\$10.43
Current Title Fee by I.C.		\$3.00
Title Admin Fee		\$7.00

RESOLUTION NO. _____

A RESOLUTION OF CANYON COUNTY, IDAHO, INCREASING THE ADMINISTRATIVE FEE CHARGED BY THE CANYON COUNTY ASSESSOR FOR VEHICLE REGISTRATIONS

The following Resolution was considered and adopted by the Canyon County Board of County Commissioners (hereafter “Board”) on this 1st day of October, 2024.

Upon the motion of Commissioner _____ and the second by Commissioner _____, the Board resolves as follows:

WHEREAS, Idaho Code § 31-801 grants general powers and duties, subject to the restrictions of law, to the Board; and

WHEREAS, Idaho Code § 31-828 grants the Board authority “to do and perform all other acts . . . which may be necessary to the full discharge of the duties of the chief executive authority of the county government”; and

WHEREAS, Idaho Code § 31-870(1) authorizes the Board to “impose and collect fees for those services provided by the county which would otherwise be funded by ad valorem tax revenues”; and

WHEREAS, Idaho Code §§ 49-202 and 31-870(3) allows the County, as a public entity performing vehicle registration services, to charge an administrative fee for the issuance of vehicle registrations required by law; and

WHEREAS, Idaho Code §§ 31-870(1) and 63-1311 require that the fees imposed and collected by the County must be reasonably related to, and not exceed, the actual cost of the services being rendered; and

WHEREAS, on December 14, 2022, the Board approved Resolution No. 22-243, which set an administrative fee of \$9.50 to be charged by the Canyon County Assessor (“Assessor”) for the handling of vehicle registrations; and

WHEREAS, the Assessor has determined that the operation costs to run the Department of Motor Vehicles (“DMV”) exceeds the funds received through the administrative fee; and

WHEREAS, the Assessor has determined that the administrative fee should be increased from the current \$9.50 to \$12.00 to support the associated costs to run the DMV; and

WHEREAS, Idaho Code § 63-1311A requires the Board to publish notice of and hold a public hearing prior to approving a fee increase that exceeds five percent (5%); and

RESOLUTION INCREASING
DMV VEHICLE REGISTRATION
ADMINISTRATIVE FEE

RESOLUTION NO. _____

WHEREAS, the Board caused to be published in the Idaho Press-Tribune on the 20th day of September, 2024 and the 27th day of, September, 2024, a notice of a public hearing to be held on the 1st day of October, 2024 regarding the proposed fee increase; and

WHEREAS, the Board held a public hearing on the 1st day of October, 2024 regarding the proposed fee increase;

NOW, THEREFORE, THE BOARD RESOLVES AND ORDERS that the DMV administrative fee for vehicle registration be increased to Twelve Dollars (\$12.00).

IT IS FURTHER ORDERED that this Resolution shall be effective the 1st day of October, 2024.

CANYON COUNTY BOARD OF COUNTY COMMISSIONERS

- _____ Motion Carried Unanimously
- _____ Motion Carried/Split Vote Below
- _____ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
_____ Commissioner Leslie Van Beek	_____	_____	_____
_____ Commissioner Brad Holton	_____	_____	_____
_____ Commissioner Zach Brooks	_____	_____	_____

ATTEST: RICK HOGABOAM, CLERK

By: _____
Deputy Clerk

FY25 - Canyon Registration Admin Fee Example

Total Registration Transactions in FY2024 (Estimating September)		71,725
Transactions / Hour		4.0
Average Minutes Per Transaction		15.00
Hours Required to Process		17,931
Total Employee Hours per Year	2,080	
Less: Productivity Adj (Breaks, Vacation, Sick, etc)	75%	
Net Employee Hours for Reg Renewal Transactions		1,560
Number of Employees Needed to Process Registration Renewals		11.49
Round Up to Nearest Person, Review Very Carefully		12.00
Employee Labor Hours	2,080	
Average Hourly Rate Canyon Employee - With Benefits	\$34.65	
Total Annual Hourly Cost		\$72,066
Total Ave Cost of Employee		\$72,066
Total Cost of Employees Needed to Complete Reg Transactions		\$864,791
Employee Cost per Registration Transaction		\$12.06
FY25 Registration Admin Fee		\$12.00

