



Clerk's Office

General Fund 01-01

Pamela W. Eckhardt – Clerk

**Auditor, Recorder, Jury Commission, Clerk to the Board of
County Commissioners**

Mission Statement

As the hub of county government, we protect, preserve, and maintain the public records and public funds with integrity and accountability. We are responsive to our citizens with superior customer service.

Program Description

The following services are provided by the Clerk's Office:

- Recording and maintaining all documents relating to property.
- Issuing marriage licenses and alcohol licenses and permits
- Acceptance Agent for processing passport applications through the United States Department of State -three clerks are certified for this processing.
- Auditing functions including claims, tax remittances, revenue acceptance and payroll.
- County budgeting process and certification of county and taxing district levies per Idaho Code 31.
- Responsible for minutes of all Commissioner proceedings, contracts, resolutions and ordinances signed by the Commissioners and maintaining their daily agenda.
- Jury – maintaining the jury list as per Idaho Code 2-206, creating the jury pool of 1500 persons called three times per year, processing jury qualification forms and calling prospective juries as requested by the courts.
- Maintaining, protecting and providing public access to the historical records of Bingham County dating from 1885.

FY 2018 Accomplishments

- Maintained certification as a passport facility for the US State Department. Passport applications remain steady because of our hours and excellent customer service.
- Continued improvement to web based time keeping process.
- Updated Fortis program to Docuware offering searchable data for Commissioner Minutes and historical records.
- Increased evaluation and projection of revenues for FY 2018 budget.
- Contracted Affordable Care Act reporting creating a savings of personnel time.
- Improved processes for fleet management tracking and sale of county property.
- Benefited from membership in Government Finance Officers Association with increased training in budget planning and processes.



- Continued work on the Veteran’s Honor Project in conjunction with the construction of Patriot Field – identified and verified 7800 veterans and 112 Fallen Soldiers from Bingham County.
- Completed codification process with Sterling Codifiers of county ordinances in conjunction with Prosecutor’s Office.
- Updated and consolidated the county alcohol ordinances. Approved and codified.

FY 2019 Goals and Objectives

- Continue to serve the public in a courteous, helpful and timely manner.
- Reorganize Docuware scanning files – scan all Commissioner files to increase ability to search.
- Add remaining Road and Bridge and Sheriff Office employees onto web timekeeping portal.
- Continue to work on the historical records management plan.
- Address any ADA compliance issues in programs or facilities.

Significant Changes to FY 2019 Budget

Request to continue \$10,000 allocation to Imaging/Contract for historical record book repair and digitizing.

5 year Capital Outlay

No capital outlay needs at this time except for the possibility of replacement of printers, desks or chairs not to exceed \$2000.

Employees paid through this account:

- 1 Elected Official
- 10 Deputy Court Clerks
- 6 Deputy Clerks
- 1 PT Deputy Clerk



Assessor's Office

General Fund 01-02

Ronald Simmons – Assessor

Property Division, Motor Vehicle

Mission Statement

- A. The primary mission of the property division in the Assessor's Office is to collect, document, and disseminate accurate information for use by other government entities or departments with major emphasis on the general public (taxpayers) of Bingham County. Our goal is to strive to achieve excellent public service for the constituents of Bingham County.
- B. The primary mission of the Motor Vehicle Division centers on knowledgeable and courteous customer service in all aspects of licensing and titling of vehicles within the boundaries of the State as well as Bingham County.

Program Description

- The Property Division of the Assessor's Office is responsible to plat all property ownership within the county for assessment purposes.
- Keep accurate data relating to taxing district boundaries and the processing of all annexation and boundary changes.
- Process and review deeds to assure all property in the county is transferred properly with correct and accurate legal descriptions.
- With the help of county surveyor, review all new subdivision plats to assure compliance with state and county code.
- Provide computer assistance to reappraisal staff with recording of all assessed values for property within the county.
- Provide the above information to other county, state, and federal offices as needed as well as providing it to the general public.
- The Motor Vehicle Division has the responsibility to make sure that all vehicles within Bingham County are licensed and titled in accordance with all Idaho state licensing laws.
- The Motor Vehicle Division makes sure sales tax laws are adhered to in the titling of motor vehicles within the county and that all funds relating to licensing and titling are accounted for and distribute correctly.
- Motor vehicle personnel must disseminate accurate information in the titling and licensing of all vehicles within the county in a knowledgeable, courteous, and efficient manner.

FY 2018 Accomplishments

- I believe we have achieved our main objectives of great public service for the constituents of Bingham County. Our maps are up to date and we have been able to help a multitude of taxpayers identify their property as well as provide information to help with the many



transactions that take place with those properties. We have also had another successful year, with the help of our computer arts programs, providing taxpayers with their assessment notices and providing other government entities an accurate assessment roll to facilitate their funding needs.

- Our Motor Vehicle Division has also been successful in providing excellent public service in the area of licensing and titling of all motor vehicles. They have also taken on enhanced responsibilities in relation to issuing of titles and handicapped placards as well as a new program for titling of all boats. The responsibilities in this department seem to change each year and our personnel have been very effective in keeping up with those changes.

FY 2019 Goals and Objectives

- Our goals in 2019 will hopefully fall in line with our accomplishments of 2018. We primarily provide public service, so it is imperative that we provide that service in a manner that is complimentary to the needs of the public we serve, whether it be over the phone or over the counter. I see no drastic changes that need to take place at this time, so we will strive on doing the best we can.

Significant Changes to FY 2018 Budget

None

5 year Capital Outlay

- I do not see any significant outlay of capital expenditures over the next few years in the property division or the motor vehicle division.
- We will have several individuals retiring in the next couple of years, but replacement salaries for those positions will most likely hire at a lower pay scale than currently offered.



Treasurer's Office
General Fund 01-03
Tanna Beal – Treasurer/Tax Collector

Mission Statement

Serve to fulfill the statutory requirements of the county Treasurer's Office with professional, ethical and transparent practices. To ensure citizens are given courteous, considerate, and effective service.

Program Description

The following services are provided by the Treasurer's Office:

- Receive and deposit all money belonging to the county.
- Honor county warrants.
- Invest idle funds with safety, liquidity, and yield on available funds in compliance with Idaho Code.
- Prepare and collect property taxes for all taxing districts in Bingham County.
- Collect and account for all current and delinquent taxes.
- Prepare and issue tax deeds.
- Issue Warrants of Distrain on unpaid personal property.
- Administrate bankruptcy cases as they pertain to property taxes.
- Act as public administrator on behalf of decedents without heirs.

FY 2018 Accomplishments

- Made tax bills more user friendly
- Streamlined payment processing during tax season.
- Extended office hours on peak tax payment days.
- Closed Wells Fargo Warrant Account saving money on service charges.
- Cut down on returned checks with remote deposit.
- Worked hard to keep new and renewing investments at 2.75% or higher.
- Jodie Ricks taught a class to 8th graders at the Charter School on how property taxes work.

FY 2019 Goal and Objectives

- Working towards positive pay to protect County funds.
- Keep new and reinvestments at 3%
- Provide more education to local schools on the property tax process.
- Improve the tax deed and warrant of distrain process to insure we comply with Idaho Code.
- Work towards making our front counter ADA compliant.



Significant Changes to the FY 2019 Budget

No significant changes

5 year Capital Outlay

- Replace copy machine at approximately \$2500.
- Dual monitors at each desk at approximately \$1500.



Commissioners

General Fund 01-05

A. Ladd Carter - Chairman

Whitney Manwaring

Mark R. Bair

Mission Statement

The Mission of Bingham County is to provide essential government services based on statutory requirements with the highest priority of public safety, future economic development and long-term fiscal stability at the very least cost to the citizens.

Program Description

The Commissioner's salaries and benefits are paid from this fund. It also contains line items for travel, vehicle expenses and other miscellaneous expenses. Travel expenses are associated with commissioner training.

FY 2018 Accomplishments

- Completed installation of name plaques for veterans killed in action or missing in action on the Fallen Soldier wall at the new veteran's memorial park across from the courthouse named Patriot Field. The nearly two acre park with nine flag poles, walking paths and memorial wall is a tribute to the veterans of Bingham County.
- Continued fundraising campaign for the statue to be placed at Patriot Field – \$92,000 of \$120,000 as of June 15, 2018.
- Fulfilled responsibilities for district and state committees.
- Attended regional and state training opportunities.



Coroner

General Fund – 01-06

Michael Gardner – Coroner

Mission Statement

The Bingham County Coroner office is dedicated to excellence in public service by providing professional, scientific, and compassionate forensic death investigation. To protect the interests of deceased individuals, their loved ones, and the communities we serve.

Vision

Our employees are obligated to observe the highest standards of ethics and to discharge their duties in a professional, efficient, and compassionate manner. Recognizing the best interest of the public we serve must be our primary concern.

Program Description

Bingham County Coroner office works with law enforcement agencies, attorney, insurance companies, and the public. To investigate the cause of death resulting from criminal or violent means, accident, or other situations where someone in good health dies, where a death is suspicious or unusual, pursuant to ORC Chapter 313.



Prosecuting Attorney's Office

General Fund – 01-07

Cleve Colson – Prosecutor

Mission Statement

The mission of the Bingham County Prosecuting Attorney's Office is to promote community and public safety for our citizens, in conjunction with facilitating an efficient county government. We are determined to work vigorously to accomplish justice for victims of crime and strive to hold perpetrators of crime accountable for their actions.

Vision

General

- All prosecution and support staff of the prosecutor's office will have a high level of experience and training;
- Members of the community will be informed of the work being done by the prosecutor's office;
- The prosecutor's office will have a positive and productive working partnership with each governmental agency.

Criminal

- A system will be in place where each person, group or agency affected by a criminal act can have input into the prosecution of the matter;
- The prosecutor's office will provide information and assistance to victims throughout the legal proceedings and offer resource information for assistance programs;
- The People of Bingham County will feel safe and confident that crime is appropriately addressed within their community and Bingham County.

Civil

- Provide legal counsel to the Bingham County Commissioners efficiently and effectively.
- Each of the agencies served by the prosecutor's office will have access to the services of the prosecutor's office when needed for legal advice and /or legal document drafting;
- The prosecutor's office will provide training of other county agencies regarding their legal obligations and duties.

Issues and Challenges

The following are major issues and challenges impacting the prosecutor's office now and in the future:

- The steady increase in the number of filings in all of the various types of cases filed by the prosecutor's office;
- The increase of violent crime, to include, murder, sexual assault, crimes against children, kidnapping, aggravated battery, etc.;
- The increase of illegal drug activity including methamphetamine, marijuana, heroin, and cocaine, as well as prescription drug abuse.



- Interstate 15 being a major corridor of known drug traffickers;
- The increased drug activity creates a collateral impact on the community, increasing child neglect/abuse, violent crime and an increase in property crime;
- A lack of sufficient salary resources to halt frequent turnover in deputy attorney positions and to adequately reward attorney and staff based on achievement, experience, and workload.

FY 2018 Accomplishments

- Successful and meaningful convictions for serious crime, including two cases of First Degree Murder, wherein convictions were obtained and lengthy prison sentences were accomplished in order to hold the Defendant's accountable for their actions and most importantly to protect our community.
- Provided greater access of the prosecutor's office, including legal counsel to the Bingham County Commissioners and county entities;
- Promoted community and public safety for our citizens, in conjunction with facilitating an efficient county government;
- Worked vigorously to accomplish justice for victims of crime and strived to hold perpetrators of crime accountable for their actions;
- The Prosecutor's Office has moved in a direction of being paperless in all aspects of our filing system, which creates better efficiencies and savings for taxpayers in the future.
- The remodeling of the office area, to the credit of the Bingham County Commissioners, has allowed us to provide better access for the public and to promote a more efficient and economical work place.
- Effective communication and representation of elected officials for the betterment of Bingham County. A great example of this is the negotiation with Bingham Memorial Hospital that has resulted in Bingham County being compensated at a rate that is more equitable than the prior agreements.

FY 2019 Goals and Objectives

- To continue to obtain:
 - Successful and meaningful convictions for serious crime in order to hold the Defendant's accountable for their actions and most importantly to protect our community;
 - Greater access of the prosecutor's office, including legal counsel to the Bingham County Commissioners and county entities;
 - Promote community and public safety for our citizens, in conjunction with facilitating an efficient county government;
 - Worked vigorously to accomplish justice for victims of crime and strived to hold perpetrators of crime accountable for their actions.
- To continue to increase the salary of current attorney staff, with the option of two-step increases for positive performance.



- To provide training for department heads and agencies regarding legal obligations and duties.
- Continued training of attorneys and support staff.
- Continue effective communication and representation of elected officials for the betterment of Bingham County.

5 year plan

- There will be a need to address the increased felony filings and caseload management. This may result in needing an additional attorney to address increased caseload numbers.
- Increase training to other agencies, law enforcement and community.
- We need to continue to move in the direction of being completely paperless, which we are very close to accomplishing.
- In the near future we will, need to adjust to the court system Odyssey and receive the appropriate training to be able to fully utilize and comply with the new program.

5 year Capital Outlay

- Purchase of additional office furniture to accommodate the increase in personnel when needed.
- Continue to improve our computer systems and keep up with technology trends.



Human Resources/Risk Management Department

General Fund 01-09

David Lane – Director

Elected Official – BOCC

Mission Statement

The Human Resources/Risk Management Department is committed to providing and retaining a skilled, adaptable, and diverse workforce for County departments so that they may deliver superior services to the residents of, and visitors to, the County of Bingham.

Program Description

Reporting directly to the Board of County Commissioners, the Department is responsible for two primary functions, Human Resources and Risk Management.

1. Human Resources

Known simply as “Personnel” for many years, the Department deals with the organization’s most valuable resources, its employees. The term Human Resources, therefore, can generally be defined as the department or division within a company or organization that is focused on activities relating to its employees. These activities typically include recruiting and hiring new employees, orientation, retention, and advancement. Additionally, working in close concert with the County Clerk, the Department assists with the administration of employee benefits including:

- Medical, Dental, Vision, Life, and Disability insurance
- Retirement including PERSI (Public Employee Retirement System of Idaho) and 401 (k)
- Employee Assistance Program (EAP)

Additionally, the Department is charged with assisting Management and employees alike in understanding and applying federal and state laws that are applicable to the management of employees. The more common laws include:

- Family Medical Leave Act (FMLA)
- Fair Labor Standards Act (FLSA)
- Workers Compensation
- Occupational Safety and Health Act (OSHA)
- Mine Safety and Health Administration (MSHA)

The Department is also responsible for the ongoing administration and maintenance of the *Bingham County Employee Handbook* which is a collection of human resource policies. Human Resources is an ever-evolving discipline which requires not only policies to guide it but also vigilance in fairly administering and maintaining those policies. This administration and maintenance is done, in part, through close interaction with the Bingham County Board of County Commissioners, the Bingham County Personnel Board, and the County Prosecuting Attorney.



2. Risk Management

Risk Management is generally defined as the technique or profession of assessing, minimizing, and preventing accidental loss to a business, as through the use of insurance, safety measures, etc. It is important to note that there is no such thing as “risk avoidance”; Bingham County, therefore, is actively and prudently engaged in the practice of risk *management*.

The primary goal of the Risk Management function of the Department is to ensure the safety and/or well-being of those who work for, or interact with, Bingham County. Specific areas of concentration include:

- A close, working relationship with the County’s primary insurer, ICRMP (Idaho Counties Risk Management Program)
- Partnerships with private insurance companies
- Partnerships with state and federal agencies
- Administration of the Americans with Disabilities Act (ADA)
- Ongoing Safety and Drivers Training programs

FY 2018 Accomplishments

- Conducted 23 total recruitments in the first seven months, on pace for 40 (36 in prior FY)
- Processed 22 new employees in the first seven months, on pace for 38 (18 in prior FY)
- Reviewed 240 applications/resumes for employment in first seven months, on pace for 411 (209 in prior FY)
- Employed the use of a written exam for a high profile recruitment
- Made significant changes to the Bingham County Employee Handbook
- Administered the first year of the new Employee Recognition Program
- Eliminated annual employee performance evaluations
- Continued a full review of County ADA programs and facilities
- Partnered with Mountain View Hospital as the County’s Preferred Provider/Case Manager for Workers Compensation claims

FY 2019 Goals and Objectives

- Assist all departments with recruitment and hiring needs
- Assist all departments in interpreting and administering state and federal regulations
- Administer and update the *Bingham County Employee Handbook* as required
- Work closely with the County Clerk and industry partners in managing employee benefits
- Respond to public inquiries
- Conduct special studies and projects as directed by the Board of County Commissioners
- Continue to assess ADA needs Countywide
- Reduced workers compensation claims

Significant changes to FY 2019 budget

None



Building and Maintenance

General Fund 01-10

Eric Jackson – Supervisor

Elected Official – BOCC

Mission Statement

The primary mission of the Bingham County Maintenance Department is to maintain county facilities in such a manner to ensure a safe environment in an effective and efficient manner that will support county employees and the public sector using county facilities.

Program Description

We as a maintenance team insure that the employees and patron of Bingham County have a safe and comfortable area to conduct business and work. Responsible for the following facilities:

- Courthouse and Jail at 501 N Maple
- Probation Services Building
- Commissioners Office
- Extension Building
- Bingham County Historical Museum
- Newly acquired home next to Probation Services
- Women’s Transition Home
- Family Transition Home

FY 2018 Accomplishments

1. Remodeled the Prosecutor’s Office area and conference room.
2. Coordinating the maintenance and repairs for the Bingham County Historical Museum for a two matching grants of \$5,000 and \$4,000 received from the Idaho Heritage Foundation.
3. Installed new ceiling and painted in an upstairs room at Bingham County Museum.
4. Replaced carpet in Detective’s Office along with paint and ceiling tiles.
5. Added new sidewalks and replaced old ones at the Extension Office.

FY 2019 Goals and Objectives

- | | |
|--|-----------|
| 1. Replace carpet where needed | \$30,000 |
| 2. Update smoke alarms in courthouse | \$ 8,000 |
| 3. Update lighting to L.E.D. where possible | \$ 5,000 |
| 4. HVAC System and new lights downstairs at Extension Office | \$10,000 |
| 5. Remodel main floor public restrooms | \$20,000 |
| 6. Insulate and sound proof ceiling in dispatch | \$ 5,000 |
| 7. New flooring in probation building hallways | \$ 10,000 |
| 8. Camera system update in probation building | \$ 3,000 |
| 9. Alarm for chiller refrigerant leak | \$ 5,000 |



10. Redo AC in Probation building

\$15,000

Total \$111,000

Significant Changes to the FY 2019 Budget

Continue with line item for overtime pay.

5 year Capital Outlay

1. Upkeep and maintenance of transition housing - \$10,000 to \$30,000 per year.
2. Replace membrane of courthouse roof and jail - \$100,000 to \$150,000 in 2 years.
3. Courthouse parking lot upkeep or repair - \$80,000 in 4 years.



Emergency Management

General Fund 01-11

R. Scott Reese – Director

Mission Statement

The mission of Bingham County Emergency Management is to be a guide in effectively preparing for, protecting against, mitigating the effects of, responding to and recovering from all hazards, putting the highest priority on *preparedness*.

Program Description

Bingham County Emergency Management is a direct link between the State of Idaho, cities, schools and other community partners (law enforcement, fire departments, EMS, hospital, hazmat, Red Cross, just to name a few). Our office works closely with grant programs that come from the federal government and are passed through the State of Idaho for our county's benefit.

FY 2018 Accomplishments

- Oversaw the greenbelt levee repair on the Snake River. (Porterville)
- Passed several FEMA training courses.
- Participated in TTX with the Tribe and BOR for the Blackfoot Reservoir.
- Provided several in car cameras, as well as body cameras to local law enforcement.
- Closed out the \$114,000 grant from FirstNet to move to the new 700 MHz that was being mandated by August 2017.
- Attended the State Idaho Emergency Management Association (IEMA) conference in Boise.
- Participated in monthly WEBEOC communication training.
- Attended the DIGB5 meetings held throughout the year.
- Attended the Mini Emergency Management Workshops (EMW) that was held in East Idaho.

FY 2019 Goals and Objectives

Our office will continue to work with the State of Idaho on the grant programs that benefit the county. We will continue to meet our goals for training and exercises. We will close out the FirstNet grant for the re-banding of all EMS, LE and Fire Departments radios. Update our Emergency Operation Plan (EOP) for the county, which needs to be accomplished every 5 years. We will follow up and make sure the plate reader is installed on I-15. We will also continue to foster positive relationships with our state and federal partners. Finally, we will work closely with our residents of Bingham County in strengthening our mission.



5 year Capital Outlay

- Emergency Operations Plan
- Update the EOC to meet the demands of the future
- Update our Emergency Operations Plan (EOP)
- Update our All Hazards Mitigation Plan (AHPM)
- Replenish the sand bags
- Work on levee repair on the Snake River

**GIS****01-12****Ronald J. Simmons – Assessor**

This fund was newly created for FY 2018. With the increase use of GIS (geographic information systems), expenditures from three different funds – Assessor's, Revaluation, and Rural Addressing were moved to this new fund. The GIS/Surveyor and GIS/Admin-Supervisor position salaries were moved to this fund.

FY 2018 Accomplishments

- Continued upgrades to county GIS system with additional mapping and information for county and public use.
- 2 new plat cabinets were purchased to give additional storage for original surveys and plats housed in the Clerk's Office.
- Updated 22 election computers and tablets with GIS to assist poll workers with voter address information. Held two training sessions with poll workers on use of GIS

For FY 2019 – this fund will be moved as a sub fund under Fund 20-Revaluation.



Information Technology

General Fund 01-14

Tracy Reifschneider – Supervisor

Elected Official – BOCC

Mission Statement

To provide transparent and accountable information and support to the employees of the county so they can serve the public and carry on the business of the County that is useful, timely and accurate. Also, maintain a safe and secure network.

Program Description

Bingham County I.T. Department manages 32 servers to help the County run at its best. Manages the ongoing, day-to-day operations of computer information systems departments; develops, implements and interprets policy, establishes guidelines; develops processes and procedures designed to enhance efficiency and effectiveness of information systems.

Oversees and participates in the daily operation, maintenance and management of various systems infrastructure features and components including operating systems, networks software and hardware, (SQL) servers, firewalls and security.

FY 2018 Accomplishments

- Upgraded the County Antivirus Software from ESET to Viper. This has been a positive change.
- Hired a new Systems Network Administrator, Scott Mensching. He has gone through our Network and found necessary changes that need to be done, checks all backups every day. Makes sure the backups are completing. He is a real asset to the I.T. Department.
- Replaced the old Barracuda Backup with a new Barracuda 995 model server that could back up the entire SAN with a good retention Policy and would give us more grow room and be able to backup key PC's such as Dispatch. Total Cost for the Barracuda Model 995 was \$122,204.16. With rebates and incentive the cost was \$104,509,67.
- VMware updating to version 6.5 from 5.5 because the end of life the 5.5 is August 1, 2018.
- We now have Two Factor Authentication (DUO) on some of the servers which adds an additional layer of protection for our network. I.T.'s goals is to someday in the future have all servers on Two Factor Authentication.

FY 2019 Goals and Objectives

- Add two employees: County Network Technician and LAN/WAN Support Specialist
- Keep Bingham County's Barracuda Backups up to date and data and servers are continually backed up.
- Start replacing Windows 7 with Windows 10. Windows 7 end life is Jan 14, 2020.



- Replace all switches with 10 GB fiber so that all switches are same and running smoother together.
- Ensure there is a password policy in place to change every 90 days to help ensure security as well as a policy in place for leaving your desk or not working on your computer after 15 minutes will go to lock.
- Add a new Dell Server and Software to replace a server that is out of warranty.
- Replace the firewall with a secure SonicWall firewall.
- Upgrade Microsoft Office to ensure we are all on the same version and are on software assurance.
- Start replacing 75 workstations per year to keep them under warranty.

*** some of the above goals and objectives are on-going for continuous improvement.*

Significant Changes to FY 2019 Budget

- Hiring of an IT Network Tech and LAN/WAN Specialist as county employees and end support contract with Computer Arts.
- Substantial repairs and maintenance.
- Purchase of storage and switches.
- Major upgrades in software and workstations.

5 year Capital Outlay

- Scheduled computer and IT related equipment replacement throughout the county.
- Server upgrades
- Upgrade to server room to allow for increased servers and technology needs for the courts.



Elections

General Fund 01-15

Danette Miller – Director

Elected Official – County Clerk

Mission Statement

Bingham County Elections Department's purpose is to serve the people of Bingham County with their voter rights and privileges, as well as ensure that the elections and related activities are handled in an honest, timely and professional manner.

Program Description

Idaho Code, Title 34, cites the statutory requirements for elections. These include voter registration, absentee voter requests, issuing and tracking of absentee ballots, and early voting. Other requirements of the elections office are recruiting, training and administering all election activities and workers. Maintain voting records for all federal, state, county and special taxing district elections.

FY 2018 Accomplishments

Successfully administered four elections throughout the year, which included a highly contested Primary election for Governor, County Commissioner Seats #1 and #3, as well as a State Representative race for Legislative District #31. Absentee voter requests continue to increase substantially. Successfully hired a part-time election clerk, with many valuable assets, to our team!

FY 2019 Goals and Objectives

- Upgrade all poll worker computers to tablets with faster access to GIS mapping.
- Coordinate more efficiently with the Jury Department to justify voter/juror eligibility.
- Improve ADA access for voters.
- Continue to update and maintain street cleanup in the State Voter Program.

Significant Changes to the FY 2019 Budget

Propose an increase in salary for our poll workers from \$9.00 to \$11.00. No increase has been made in several years.

5 Year Capital Outlay

Replace twenty-three (23) election mapping laptops with tablets.



Planning and Zoning

General Fund 01-21

Allen Jensen – Department Head

Elected Official – BOCC

Mission Statement

We will meet our community's needs through the efficient and professional delivery of quality services, with pride and integrity, in an open, honest spirit of teamwork, respecting the self-worth of the individual and the environment. Our goal is to assist our citizens in determining a desired lifestyle and quality of life via informed management of the use of land and building safety.

Program Description

Building Division: responsible for safeguarding public health, safety and welfare in the building environment of the adopted codes by the County and Idaho Statutes as they apply to the construction of building and related structures. This is accomplished by a staff of four including the Building Official/Department Head, the Chief Building Inspector/Plans Examiner, the Building Inspector I and the Permit Tech.

Planning Division: prepares, monitors and implements the County's Comprehensive Plan and Zoning Ordinance including compliance review, zone changes, special use, variance and code enforcement. This is accomplished by a staff of three including the Zoning Administrator/Department Head, the Assistant Zoning Administrator/GIS and the Permit Tech.

2018 Accomplishments

- Certified Building Inspector.
- Completed Building Ordinances for Code Book
- Completed the Comprehensive Plan Map

2019 Goals

- Continue training of staff and promote additional certifications
- Amend and clarify existing Zoning Ordinance.
- Finish and publish the Comprehensive Plan

There are NO significant changes to the 2019 Budget other than adding a line item for a potential part time inspector

Capital Outlay Plan

Over the next five years we will need to replace one vehicle as the existing one is approaching 200,000 miles and a new copy machine will be needed as the existing one is no longer serviceable. Each of these items will cost \$ 10,000 to \$15,000.



Road and Bridge – Public Works

02-40 General

02-46 Crusher

02-47 Shop

Dusty Whited – Public Works Director

Elected Official – BOCC

Mission Statement

Public Works employees deliver cost effective, safe, reliable and sustainable projects, programs and quality services with a focus on our communities and provide support services that are competitive, attentive, responsive, efficient and safe to enable County Public Works Department to provide high quality services to the public.

Program Description

1. Maintain 1400 miles of improved and unimproved roadways
2. Service and maintain all county vehicles to a safe operating standard
3. Provide pavement management on 80+ miles of improved roadways annually
4. Maintain 320 bridge structures
5. Work with other cities and agencies within Bingham County
6. Install and maintain all traffic signs and striping
7. Manage numerous aggregate sources and crusher needs

FY 2018 Accomplishments

- Rebuilt Degiulio Bridge
- Improved 5 miles on Coffee Point Road
- Improved 1 mile of Driscoll Road
- Chip sealed approximately 45 miles of roads throughout the county
- Micro surfaced approximately 45 miles of paved roads throughout the county
- Closed and built a new cell at the Rattlesnake Landfill

FY 2019 Goals and Objectives

1. Implement all new pavement management programs
2. Continue fleet improvements
3. Continue reducing equipment downtime
4. Crush 100,000 tons of material for county roads as needed

Significant Changes to the FY 2019 Budget

Combine some sources such as tires and repair line items to the shop budget



5 year Capital Outlay

- Upgrade Fleet
- Increase Pavement Management Program
- Software for Public Works record keeping
- Update paint on all Road and Bridge heavy trucks and trailers



Sheriff's Office

05-02 Sheriff

05-03 Jail

05-04 Grants

05-05 Dispatch

Craig T. Rowland – Sheriff

Mission Statement

It is our commitment to provide professional law enforcement services to all citizens of Bingham County through a trained, motivated, and focused work force of men and women dedicated to public service.

Program Description

Patrol

The Patrol Division is responsible for providing the following services to the citizens of Bingham County.

- Ensure the safety of all citizens within Bingham County.
- Respond quickly and safely to calls for service at all hours of the day.
- Treat the public with respect and dignity.
- Provide prompt, professional assistance to other first responders within our means.
- Patrol, monitor and enforce traffic issues throughout the county daily.
- Maintain a safe environment for those citizens in custody.
- Provide safe transportation to the proper facilities for those in custody or being detained.
- Provide the security and integrity of crime scenes.

Long-term Goals

- Provide continued quality service to the citizens of Bingham County.
- Provide a safe working environment for Bingham County employees.
- Provide modern up to date equipment for Patrol Deputies.
- Continue needed maintenance on issued and non-issued equipment.
- Replace worn out aging equipment as needed.
- Continue growth in our current pay scale.

It is imperative that we get to and keep up with “market value”. If our goals revolve around employee retention and being an attractive employer to applicants in today’s competitive job market we must be diligent, dedicated, and fully engaged in getting to market value and staying in market value. We have been successful in maintaining our current pay scale that was set in place in 2015 but we are falling further behind in the “Market Value” Money talks.



FY 2019 Objectives and Accomplishments

- Fill the three vacant patrol deputy slots. Due to budget cuts in 2018 we lost a patrol deputy slot.
- Maintain and retain a full staff. (on track)
- Replace and equip three of the five patrol vehicles that are currently over 100,000 miles.

5 year Plan

The Bingham County Sheriff's Office has 33 assigned Patrol related vehicles. 2 vehicles that are used for traveling to and from trainings. 4 vehicles assigned to the Detective division.

2018

Replace 4 Dodge Chargers (Patrol), 1 animal control truck, possibly 1 Dodge truck for waterways.

2019

Replace 4 Dodge Chargers (Patrol), 1 Dodge truck (Patrol), possibly 1 Dodge Durango (Patrol Sgt.)

2020

Replace 3 Dodge Durangos (Patrol), replace 2 Dodge Chargers (Patrol), possibly 1 Ford Expedition (Chief Deputy).

2021

Look to replace vehicles that were new in 2017. Current year (2017) replacement value to include vehicle equipment and installation is \$53,708 for a Dodge Durango.

Personal issued equipment - \$11,444 per patrol deputy.

Detention Division

Mission Statement

The Bingham County Jail shall be operated in accordance with the Idaho Jail Standards as well as additional ICRMP Standards. By doing so, we strive to assist in protecting our communities, as part of the Bingham County Sheriff's Office Mission Statement, providing employees a safe work environment and holding inmates in a manner which protects their self-respect and dignity. All inmates entrusted to our care are treated fairly and justly without regard to their race, gender, religion, age or social status. The health, safety and wellbeing of these individuals is the main priority.

Sheriff's Office – Jail – Primary Services:

The Bingham County Sheriff's Office Detention personnel are responsible for providing the following in the most cost effective manner:

- Required security with the jail and courthouse
- Transporting inmates to and from other facilities



- Accurate inmate account management
- Inmate booking/custody records
- Professional and consistent service to the public and courts
- Meeting necessary nutritional requirement of inmates
- Providing necessary clothing and personal hygiene items
- Maintaining a clean/sanitary environment
- Ensuring the safe humane custody of inmates
- Providing basic medical services such as mental health and dental
- To support any other services as requested by the Sheriff

Long-term Goals

1. Manage equipment costs by replacing aging equipment.
2. Provide an efficient and safe work environment.
3. Provide a safe, secure and humane environment for inmates; maintain a clean and sanitary environment.
4. Provide a safe and secure environment for citizens, professionals and visitors to the jail.
5. Maintain adequate staffing levels for both certified deputies and non-certified support positions in accordance with the volume of work and number of open housing units.
6. Manage inmate population numbers to stay within the approved number of inmates assigned to the jail, housing units and cells.
7. Complete command systems upgrade.
8. Complete necessary repairs to heating unit in sally port.
9. Replace on transport vehicle.
10. Complete all approved video security upgrades.

5 year Capital Outlay

1. Replace all vehicles and trailer in possibly the following order
 - a. Work Crew Trailer/porta-potty
 - b. Blue Transport Car
 - c. Work Crew Van
 - d. Transport Van
2. The following list of equipment will be replaced on a five year basis to ensure that these items are in good working quality. This list is in no particular order.
 - a. Hobart Mixer \$17,000 - \$20,000
 - b. Southbend double ovens \$9,000
 - c. Southbend 4 burner stove \$3,500
 - d. Flat Top \$3,000
 - e. Grill \$3,000
 - f. Kettle Cooker \$10,000
 - g. Prodigy Ice Maker \$3,800
 - h. Milnor Washers \$10,000 - \$15,000 for two



- i. Milnor Dryers \$10,000 for two
- j. Hot Water Heater \$2,500
- k. Replacement Food Trays \$2,000
- l. Sally Port Heater \$9,000
- m. Indoor Recreation Room Heater \$7,500
- n. Booking Fingerprint Machine \$10,000/Applicant Fingerprint Machine \$5,000



District Court Fund
06-50 District Court
Sheri Landon – Court Supervisor
Elected Official – County Clerk

Mission Statement

As the third branch of the government, we provide access to justice by ensuring fair processes and the timely, impartial resolution of cases.

Program Description

The Bingham County Courts are responsible for both civil and criminal filings, collecting fines, fees, restitution and bonds from parties owing the County, State and City governments as well as individuals. We also have an archiving department that handles requests for records from various departments and individuals. The Clerk of the District Court employs fifteen full-time employees, two part-time employees and provides part-time on the job training to two high school students each year.

All courts in the State of Idaho will be switching to a new case management system call Odyssey. Bingham County and the 7th Judicial District will be moved to the new system in October, 2018.

FY 2018 Accomplishments

- Implemented a new collection plan to increase funds coming into the County. Starting in January 2018 we started placing all misdemeanor and felony cases on a payment plan. Each month defendants are required to make their monthly payment agreement or appear before the Judge and explain why they did not make their payment.
- Implemented a new collection plan on old misdemeanor, felony and BAC cases to notify defendants by mail that we are attempting to collect a debt and asking them to voluntarily sign up on a payment agreement.
- In the process of cleaning up ISTARs and testing Odyssey to make sure we can transfer over to our new system October 2018 smoothly as possible.
- Approved engineers to come and give us an assessment regarding Courtroom 1 and hopefully (if cost effective) other courtrooms as well.

FY 2019 Goals and Objectives

Odyssey case management, video conferencing, and FTR gold recording are becoming technically complicated. The Supreme Court will be implementing the new case management system in the



7th Judicial District which includes Bingham County in the fall of 2018. Continue perfecting and improving collections of fees and fines on both Felony and Misdemeanor cases.

- Request for an additional employee to help with increase in felony case load, collections and Odyssey.
- Request for \$15,000 overtime for Odyssey implementation. There will be some mandatory overtime. We are trying to complete assignments, testing and clean up during regular working hours but the closer we get the more we will need to complete some of these items after work or on the weekends.

5 year Capital Outlay

Implementation of Odyssey in the next five years may increase financial costs. The State of Idaho Supreme Court should cover most of the costs for equipment. Learning from counties already on Odyssey, we may need to purchase additional scanners and bar code label printers.



District Court Fund
06-54 Adult Misdemeanor Probation
Shawn L. Hill – Director
Elected Official – BOCC

Mission Statement

It is the mission of Bingham County Probation Services to supervise, assist, and support the habilitation or rehabilitation of juvenile and adult offenders in an effort to help those individuals become contributing members of society.

Program Description

Effective July 2008, Idaho Code 31-878 makes it a county responsibility to contract for or provide Adult Misdemeanor Probation services. The Seventh Judicial District, Bingham County Magistrate Division relies on the Adult Misdemeanor Probation Department to provide risk appropriate community supervision to individuals placed on misdemeanor probation. In January 2011, the Idaho POST Academy started the Adult Misdemeanor Probation Academy which is mandatory for all Probation Officers. All of our Misdemeanor Probation Officers are POST certified. The ability for the courts to utilize probation instead of jail is not only a financial saving for the County but provides offenders with a positive reinforced pathway for remaining in the community while being held accountable by POST certified Probation Officers. The Adult Misdemeanor Probation department supervises 291 clients per month on average.

FY 2018 Accomplishments

- All Probation Officers became firearms certified by qualifying with a POST certified firearms instructor.
- Added POST Certified Firearms Instructor.
- Outfitted and purchased new body armor for all Probation Officers.
- During FY 2017-2018 The Bingham County Commissioners requested the probation departments track the number of probationers that live within the City limits versus the number of probationers that reside within the County boundaries. The probation departments have been tracking these numbers and the numbers appear to be consistent with about 43% of the individuals placed on probation reside within the City limits of Blackfoot.

FY 2019 Goals and Objectives

Goal: It is the goal of Bingham County Adult Misdemeanor Probation to effectively supervise offenders placed on misdemeanor probation while providing services in a fair, efficient and cost effective manner.

Objectives:



- Proactively supervise clients by continuing to conduct home/field/office visits in an effort to increase public safety by monitoring probation compliance and holding clients accountable.
- Continue yearly training and Probation Officer development.
- Continue to evaluate Probation Officer competence.

Significant Changes to the FY 2019 Budget

- 0006-54-0554-0000 Uniforms: We increased this amount from last budget year to compensate for the purchase of new body armor which needs to be done about every five years. The body armor was purchased as planned and therefore, this line item can be reduced by \$1,150.
- 0006-54-0556-0000 Weapons / Ammunition, ETC: This line item has been set in the past without truly knowing the expected expenditures based on the fact that firearms and ammunition are new to the department as of October 5, 2016. Firearms are a specialized tool that requires practice in order to acquire appropriate training and effectiveness. The practice required involves each probation officer spending at least several hours at the range quarterly to maintain sufficient dexterity and skill. The current budget does not support the required practice and training. We will need to increase this line item by \$500 for a total line item of \$3000 in order to support the training needed.

5 year Capital Outlay

At some point in the next 5 years or so we will need to look at possibly purchasing a new sectional desk to replace one of the sectional desks in the front office area. The sectional desk that is there now is over 20 years old and is being held together by strings.

District Court Fund**06-55 Juvenile Probation****Program Description**

In July 1995, Idaho Code 20-501 was signed into law. The law created the Idaho Department of Juvenile Correction and mandated certain responsibilities to local County Juvenile Probation Departments.

Bingham County Juvenile Probation Department provides court ordered supervision and related support services to adjudicated and non-adjudicated (Diversion) offenders and their families. Juvenile Probation provides services to 85 offenders per month on average. Services provided or facilitated by the Juvenile Probation Department include: Social History Investigative Reports, intensive offender supervision, drug and alcohol education and treatment, mental health counseling, GED preparation and testing, the



Short-Stop Program, the Youth Court program, diversion supervision, Our Girls Program, community service projects, electronic monitoring, home detention, shoplifting class, anger management class, NOT Program (Not on Tobacco), urinalysis drug testing, restitution monitoring, victim mediation and detention.

The Seventh Judicial District, Bingham County Magistrate Juvenile Division relies on the Juvenile Probation Department to provide risk appropriate community supervision to individuals placed on juvenile probation. In January 2002, the Idaho POST Academy started the Juvenile Probation Academy which is mandatory for all Probation Officers. All of our Juvenile Probation Officers are POST certified. The ability for the Juvenile Court to utilize probation instead of detention is not only a financial savings for the County but provides offenders with a positive reinforced pathway for remaining in the community while being held accountable by POST certified Probation Officers. The Juvenile Probation Department operates under the Restorative Justice and The Balanced Approach Models, as adopted by the Idaho Department of Juvenile Corrections. Restorative means that the harm done to the community and victims is restored and The Balanced Approach requires a balance between, community protection, offender accountability and competency development.

*NOTE: With a reduction in workload identified over the last ten years and in an effort to be financially responsible to the Bingham County Taxpayers, a reduction in workforce will occur effective July 1, 2018. The reduction in workforce will translate to the part-time Youth Court Coordinator's position being eliminated and this caseload being transferred to the supervision of an existing full-time Probation Officer. This change makes it possible to eliminate the Youth Court Budget 0062-00, and move existing budget line items to this budget for consolidation purposes.

FY 2018 Accomplishments:

- All Probation Officers were outfitted and new body armor purchased.
- During FY 2017-2018 The Bingham County Commissioners requested the probation departments track the number of probationers that live within the City limits versus the number of probationers that reside within the County boundaries. The probation departments have been tracking these numbers and the numbers appear to be consistent with about 43% of the individuals placed on probation reside within the City limits of Blackfoot.



FY 2019 Goals and Objectives

1. GOAL:

It is the goal of Bingham County Juvenile Probation Department to effectively supervise offenders placed on juvenile probation or diversion while providing services in a fair, efficient and cost effective manner.

2. Objectives:

- Pro-actively supervise clients by continuing to conduct home / school / office visits in an effort to increase public safety by monitoring probation compliance and holding clients accountable;
- Continue yearly training and Probation Officer development;
- Continue to evaluate Probation Officer competence;

Significant Changes to the FY2019 Budget:

- With the reduction in workforce effective July 1, 2018, the Youth Court Budget 0062-00 will be eliminated and the necessary Budget Line items below added to this budget for funding purposes. The elimination of the Youth Court Budget 0062-00 results in the elimination of \$22,432.00 and the additional request overall of \$1000 in the Juvenile Probation Budget District Court 0006-55. This will include 0567-0001 Youth Court Scholarships in the amount of requested funds \$4,000. 0567-0002 Youth Court Food & Refreshments in the amount of requested funds \$1,500. There is a slight increase of \$300 in this line item simply because we seem to be maintaining more youth volunteer judges. 0567-0003 Youth Court Equipment and Supplies in the amount of requested funds \$1000.



Preventative Health

11-00

BOCC

Program Description

Idaho Code 31-862 states that the board of county commissioners is authorized to levy a special tax not to exceed four hundredths per cent (.04%) of market value for assessment purposes of all taxable property in the county, to be expended solely and exclusively for preventative health services by county or district boards of health.

There are seven health Districts in the state, Bingham County is a member of the Southeastern Idaho Public Health District along with Bannock, Bear Lake, Butte, Caribou, Franklin, Oneida and Power County. Commissioner Manwaring serves on the Southeastern Idaho Public Health Board. \$289,851 is budgeted for the health district assessment.

The following donations are also paid for with this fund are:

Aberdeen Senior Center:	\$28,000 per year
Blackfoot Senior Center:	\$50,000 per year
Shelley Senior Center:	\$28,000 per year
Board of Guardians:	\$900 per year
Foster Grandparents:	\$700 per year



Indigent Services

16-00 Indigent Services

16-01 Jail Medical

Laura Lora – Director

Elected Official – County Clerk

Mission Statement

To provide resources and assistance to residents of Bingham County in partnership with community, state, and federal entities. We serve the constituents of Bingham County to promote the betterment of individuals and families, while being good stewards of public funds.

Program Description

Bingham County Indigent Services (BCIS) is a program designed to assist qualified Bingham County residents in paying their catastrophic medical bills. In addition, we provide assistance for non-medical needs, such as rent, utilities, prescriptions, and cremations.

BCIS also provides assistance to all US veterans. We aid veterans in applying for health benefits through the VA Health System, as well as provide guidance to those wanting to apply for benefits through the VA Benefits Administration.

BCIS works together with the Bingham County Board of Community Guardians to provide guardian and conservatorship to those individuals who have been appointed by the 7th Judicial District Court.

FY 2018 Accomplishments

BCIS changed its operating hours in the mornings from 9 am to 8 am. This change has allowed us to become more accessible to the public we serve.

BCIS staff participated in a Microsoft Excel training provided by the IT department. This training served as a great refresher and training tool.

BCIS Director completed PRIMA training in October 2017. She was awarded a plaque of certification.

BCIS Administrative Assistant was trained and certified as a County Veterans Service Officer; this new certification will allow us to better serve our members of the military by having not only one certified service officer, but two.

Lastly, BCIS provided veteran outreach at the 2017 Eastern Idaho State Fair.



FY 2019 Goals and Objectives

BCIS main goal for FY 2019 is to continue to provide assistance to our residents and veterans as well as stay knowledgeable about resources in our community and state.

BCIS will continue to work with the state Catastrophic Fund Program to provide outreach to local counties and hospitals so that we may offer the best assistance available to our county residents.

BCIS would like to become more involved with community events related to veterans. One example is participating in Blackfoot's Annual Community Resource Fair held at the Performing Arts Center (BPAC). Our office would represent Bingham County as Veteran Service Officers in conjunction with the Office of Veterans Advocacy.

Significant Changes to the FY 2019 Budget

Badger Medical serves as the jail in house medical provider; in FY 2018, Badger Medical increased their quarterly contract rate from \$51,250 to \$62,500. For FY 2019, BCIS will need to make some large adjustments in its indigent and jail medical budgets to cover the increased costs associated with this medical contract.

BCIS jail medical budget needs an overall increase of \$30,000. To cover this increase, the proposed indigent budget has been reduced by an overall \$35,000.

With these adjustments, BCIS believes it is still able to cover the 2% cost of living adjustment for its staff.

5 Year Capital Outlay Plan

Within the next five years, we may need to upgrade desk printers, scanners, and other computer accessories.



Indigent Defense

16-03

Contract Public Defenders:

David Cannon, Trevor Castleton, Manuel Murdoch, James Archibald

Conflict Public Defenders:

Nathan Rivera, Kevin Petersen

1st Appearance Public Defender: Jeromy Pharis

Elected Official – BOCC

Program Description

Idaho Code 19-849 through 19-864 guides Indigent Defense in Idaho. At this time, Bingham County has chosen to continue with the option to contract with attorneys for Indigent Defense. Legislation in 2016 allowed counties to move their public defender costs into the Indigent Services Fund for FY 2017.

Bingham County received the following revenue to assist in the costs of public defense:

\$61,420 in reimbursement ordered through the courts.

\$47,951 in compliance money from the Idaho Public Defense Commission.

Significant Changes to the FY 2019 Budget

Increase of \$40,000 for the 1st Appearance Attorney in compliance with the Public Defense Standards.



Parks & Recreation

18-00

R. Scott Reese – Director

Elected Official – BOCC

Mission Statement

The mission of Bingham County Parks & Recreation is to improve the quality of life in Bingham County through outdoor recreation and resource stewardship.

Program Description

Bingham County Parks & Recreation maintains five different parks throughout the county. North Bingham County Park (NBCP) and Sportsman Park both provide boat ramps, shelters for large groups, walking paths, shower facilities, and overnight camping. Springfield, Moreland, and Rose Pond are also maintained by the county, as day use facilities with no overnight camping. Also, the county and city maintain a 10.5 mile greenbelt.

FY 2018 Accomplishments

We worked with Pam Eckhardt and Martha Overdorf on getting the names ordered for Patriot Field. We also worked on acquiring enough funding for the statue for Patriot Field. This culminated in several years of planning and a lot of effort by several parties. We hired a new employee to run Sportsman's Park in Aberdeen. We once again implemented an aggressive spraying program to rid the parks of weeds and dandelions. This will be an ongoing effort to improve the overall look of the parks. We saw record funds collected at both NBCP and Sportsman's. Finally, the parks had several trees trimmed and dead ones removed.

Goals for FY 2019

We will continue to work with the spaying efforts in all five parks. Also, the parks will see improvements in meeting the needs of the disabled. We will continue to be proactive in tree trimming and pruning. We will work diligently on making sure that we set aside enough funding, for replacing the playground equipment for NBCP tot lot. Finally, we will continue to meet and exceed our customer's expectations.

5 Year Capital Outlay

- Seal coat the greenbelt
- New mowers
- Playground equipment (NBCP)
- Weed eaters / leaf blowers / edger's
- Snow plow ATV and small trailer



Revaluation – Reappraisal Department

20-00

Ronald J. Simmons – Assessor

Mission Statement

The primary mission of the reappraisal department is the uniform assessment of property in Bingham County for tax purposes and to carry out that assignment within the parameters set forth by Idaho Code and the rules of the Idaho State Tax Commission.

Program Description

- A. Appraisers in this department assess all property within Bingham County using appraisal cost manuals and current sales data and depreciation tables to arrive at a fair market value of the property for tax purposes.
- B. Carry on a 5 year appraisal program in which every property in Bingham County is physically reappraised at least once within that 5 year cycle, or in other words, 20% of the parcels in the county must be reappraised annually.
- C. Monitor all available sales data within the county of various types of property using sales data formulas (ration studies) to determine if all categories of properties are in compliance with Idaho State Tax Commission guidelines.
- D. Meet with property owners on an annual basis, or as requested, to discuss issues relating to the market value of their property.
- E. Attend all board of equalization hearings to defend appraisals before the board.
- F. Attend all state board of tax appeals hearings and defend appraisals before that board.

FY 2017 Accomplishments

- A. 2018 was the first year of our 5 year appraisal cycle and we have completed it within the guidelines set forth by the Idaho State Tax Commission with no adjustments to the plan required for compliance.
- B. We have kept our appeals to the board of equalization at a minimum and in 2017 no property owner appealed their value to the State Board of Equalization.
- C. Ration studies for 2018 show that we are in compliance with Idaho Code and State Tax Commission Guidelines. Those studies show that we have kept an acceptable assessment level showing little or no bias to different types of properties. This assures that taxes are more equitably spread across the taxpayer in the county.
- D. I believe with the years of appraisal staff experience, we have shown a high level of competence in the appraisal process as well as dealing with the property owner with their assessment concerns.



FY 2019 Goals and Accomplishments

- A. Our goals will continue to build upon the accomplishments we have achieved in the past year as well as many of the previous years. We will do our best to make sure the property owner is taken care of in a courteous manner and they can leave our office feeling confident that the value they have on their property is not out of line with comparable properties in Bingham County.
- B. In 2019 we will embark on our second year of the reappraisal cycle. It will be our goal to meet our reappraisal projections for 2019 and show that we are in compliance with our plan submitted to the state tax commission.
- C. We will do our best to limit board of equalization hearings but if we must have a hearing we will submit clear and substantiated evidence to defend our values.

5 year Capital Outlay

Need for a replacement appraisal vehicle in 2020 at around \$20,000.



Solid Waste

23-00

Steven Ricks – Supervisor

Dusty Whited – Public Works Director

Elected Official – BOCC

Mission Statement

To manage Bingham County's current and long-term solid waste disposal needs in an environmentally responsible and cost-effective manner while reducing reliance on landfills by implementing waste reduction, reuse, and recycling strategies through dedicated and caring teamwork.

Program Description

The Bingham County Solid Waste program consists of the Moreland Central Transfer Station, Rattlesnake Transfer/Landfill and the Aberdeen Transfer/Landfill.

The purpose of the Solid Waste program is to receive the municipal solid waste, construction and demolition waste, and composting materials generated within Bingham County and process it to be either buried in the Rattlesnake or Aberdeen landfills or transported to the landfill in Bannock County.

FY 2018 Accomplishments

- Completed the construction of a Solid Waste Office at the Central Transfer Station. Remodeled the workers changing station and installed a new decontamination shower area.
- Established a long term (5 year) contract with McNabb Trucking to haul an estimated 26,000 tons annually of MSW from our Moreland Transfers Station to the Landfill in Bannock County.
- Purchased two additional walking floor trailers from IMCO in Burley to better enable us to transport the MSW to Bannock County. This now gives us a total of four walking floor trailers.
- Purchased a new 1 ton dually truck which will now enable us to transport tires to Liberty Tire Recycling in Ogden, Utah and leachate to Bannock County in a safe and timely manner.
- Transported in excess of 500 tons compost material from the Central Transfer Station to the Rattlesnake Landfill. This was accomplished with assistance from the Bingham County Road and Bridge Department.
- Installed new used oil burning furnaces in the Rattlesnake and Aberdeen Landfill shops which provides us with heated shops for our equipment and reduces the cost of disposing of used oil to an outside facility.
- Operated within our assigned budget.



- Opened a new C&D Cell at the Rattlesnake Landfill with an estimated lifespan of 5 to 7 years.
- Reduced DEQ violations.
- Swapped out a semi that was not needed at the Transfer Station for a loader that was needed at the Rattlesnake Landfill.

FY 2019 Goals and Objectives

1. Recycle 10% of all material.
2. Operate within our annual budget.
3. Become 100 % Compliant with all State and Federal Regulations.
4. Update older equipment with newer, more efficient and reliable equipment.

5 year Capital Outlay

1. Scale house improvements for both the Rattlesnake and Aberdeen Landfills.
2. Update old equipment with new (newer), more dependable/reliable equipment.
3. Update the Central Transfer Station with a pressurized water system that will enable us to clean the facility have a reliable water system during the burning of branches.



Veterans Memorial

25-00

Elected Official – BOCC

Program Description

Funds from this budget were used to help with the creation and maintenance of Patriot Field. This public park is located across from the courthouse and is a place of reflection and tribute to the veterans of Bingham County. The budget will be maintained in FY 2019 at \$6,000. This will cover the Idaho Power bill for lighting and the City of Blackfoot utility charges for water. Also any associated charges with maintenance and repair of the park.

FY 2018 Accomplishments

- 120 Nameplates for veterans Killed in Action or Missing in Action were installed on the Fallen Soldier Wall.
- Unveiling and dedication ceremony held on July 4, 2018.
- Continued Honor Project of identifying veterans.

FY 2019 Goals

- Upgrade Patriot Field Memorial Website to add stories to veteran names.
- Continue fundraising for the final \$25,000 of the \$125,000 needed for the statue.



Weed Fund

27-60

Noxious Weed Department

Dan G. Eldredge – Superintendent, Kraig Edwards – Assistant

Dusty Whited – Public Works Director

Elected Official – BOCC

Mission Statement

Working together to preserve our local resources.

Program Description

- To ensure the control of noxious weeds on all lands in Bingham County.
- Idaho State law places the responsibility of such control on the landowner or land manager, and places responsibility on the County to ensure that control efforts are carried out.
- Education and public awareness result in early detection and prevention, reducing treatment costs in the future.

To accomplish these, we:

- Put noxious weed notice in the newspaper, send out noxious weed letters and make visits with landowners. We also coordinate with the State and local property owners as well as other counties and government.
- Map infested noxious weed areas and make contact with landowners. BCW also needs to offer contract work if private applicators are not available. Also, rental of: wick applicator, backpack sprayers, tanks, slide in tanks (for pickups) are options.
- Educate by offering community forums, irrigation aquatic forums. We also work with high school agriculture departments. The FFA Chapters host Ag Expo's that we get involved in with our CWMA Noxious Weed Education trailer. We have over 1300 kids and teachers go through. During Weed Awareness week in May, we stage and staff a noxious weed education trailer in different parts of the county and get the media involved also. We advertise via the county website, Facebook, newspaper, letters, flyers, etc.

FY 2018 Accomplishments

- Applied fall chemical applications
- Organized Second Annual Bingham County Aquatic Weed Workshop and had great success.
- Updated spraying Maps
- Designed an advertising banner and purchased, Designed and purchased Noxious Weed magnets
- Research with the noxious weed, Flowering Rush not looking good



- Monitor the new invasion of Yellow Starthistle. Educate and assist landowners.
- Applied for ISDA Cost Share funds (Yellow Starthistle project, Chemical Cost Share).
- Assist with Eastern Idaho noxious weed Fair Booth, we are making some improvements this year.
- Work on Equipment: Updated all roadside trucks with: spray trackers, rear strobes, backup alarms, in cab pump shutoff.
- Plowed and Sanded County Parking
- Presented to High School Agriculture Plant Science Classes
- Remodeled building on new property
- Attended Idaho Noxious Weed Conference and the U of I Pesticide Stewardship Conference.
- Presented at Forums, Organized community weed meetings
- Posted Noxious Weed Notice in News Papers in March
- Spring Roadside spraying: aiming at Puncturevine and Bareground
- Summer Roadside spraying: Spot spray all county roads.
- 2018 Surplus 9608 Chevrolet 3500 156,471 miles went to Road and Bridge and the Weed department bought 1008 Ford Truck from Solid Waste \$11000.

5 Year Plan 2018- 2022

- Spot spray all roadsides 3 or 4 times, using different chemicals. Spray County properties where needed.
- Educate Public About Noxious Weeds and Landowners responsibilities
- Maintain Equipment and update
- Apply for ISDA Cost Share funds.

5 year Capital Outlay Goals

- 2018 - 2019 Mower (purchased 2008). Update on New Mower \$27000, for 0111 Tractor
- 2018 – 2019 Surplus 9607 Dodge pickup 186,000
- 2018 – 2019 Update office laptop
- 2019 - 2020 Look at updating 2500 Pickup \$30000 (2008 Chevy 0818, 126000 miles will replace 9810 as it will be sold/surplused (9810 Dodge 169,000)
- 2019 – 2020 0146 Update Sander box
- 2020 – 2021 Look at updating unit 0850 Ford F450 141,400 miles, Spray truck
- Used Cabover 1-2 ton \$27000 or New \$98000
- 2021 Update desktop computer
- 2021 Update Sprayer Unit 0307 Ford F450 106,481 miles
- 2022 Surplus 0111 John Deere Tractor 5600 hours.



Payment in Lieu of Taxes (PILT)

50-00

Elected Official – BOCC

Program Description

“Payments in Lieu of Taxes” (PILT) are Federal payments to local governments that help offset losses in property taxes due to non-taxable Federal lands within their boundaries. The original law is Public Law 94-565, dated October 20, 1976. This law was rewritten and amended by Public Law 97-258 on September 13, 1982 and codified at Chapter 69, Title 31 of the United States Code. The law recognizes the inability of local governments to collect property taxes on Federally-owned land can create a financial impact. The formula used to compute the payments is contained in the PILT Act and is based on population, receipt sharing payments, and the amount of Federal land within an affected county. PILT payments are in addition to other Federal revenues (such as oil and gas leasing, livestock grazing, and timber harvesting) the Federal Government transfers to states.

PILT Received FY18	% of PILT Land	PILT Entitlement Acres	PILT Amount per acre
\$813,900	22.4%	300,336	2.71

FY 2018 Accomplishments

PILT money was used to pay or help pay for the following in 2017:

- Patriot Field nameplates for the Fallen Soldier Wall - \$8,700
- Water Shares for Bingham County - TBD
- Out of County housing for jail inmates - \$36,412
- Purchase of law enforcement vehicles - \$181,210
- Purchase of property for county use - \$89,160
- Repairs of the Bingham County Historical Museum - \$4,000

FY 2019 Goal and Objectives

This budget will remain the same with \$750,000 available to use as needed for FY 2019.



Drug Court

54-00

Cody Lewis Coordinator

7th Judicial – Paul Meigio

Mission Statement

Bingham County's Drug Courts operate based on the 10 key components benchmarked by the National Association of Drug Court Professionals. These essential elements establish the foundation from which policies and operating procedures have formed.

A statewide Drug/DUI Court model established in Idaho designed to target non-violent substance abusing defendants who without drug courts, would be bound for state prison, county jail, or subject to other sentences.

The Bingham County Drug/DUI Court will strive to help alcohol & drug offenders in the criminal justice system and provide community protection with cost effective, integrated care. Our Drug/DUI Courts will assist offenders to achieve long-term recovery empowering participants to become law-abiding citizens and successful family/community members.

Program Description

Drug/DUI Courts are an innovative alternative to incarceration with emphasis on accountability and motivation to change. Drug/DUI Courts intervene in the traditional methods of the criminal justice system and provide an opportunity to avoid jail or prison and receive treatment services designed to promote education and change. This is achieved by placing clients in a new type of courtroom environment where they undergo treatment and counseling, make regular appearances before a judge and are taught proven methods to live a clean and sober life style. Substance abuse is not simply a law enforcement or criminal justice issue, it is a significant and prominent public health issue. Drug/DUI Court programs see the courts, specifically the judge, as filling a role that goes beyond that of adjudication. The court promotes education, motivation and a positive productive life style.

FY 2018 Accomplishments

- We started a DUI specific program to address repeat DUI offenders, increasing supervision providing specific treatment and reducing DUI offences by repeat offenders and increasing safety in the community.
- We achieved an overall reduction in UA costs to Drug Court participants resulting in a significant decrease in cost to the program allowing the funding received from the state to cover 83% of the total UA costs of the program.
- Increased program enrollment in the new Felony DUI court program.
- Increased graduation/success rates over previous years.
- Reduced jail days spent by drug and alcohol offenders.



- Maintained the increase in state program treatment funds and state funding for UA's, reducing total cost to Bingham County.
- Reduced total UA costs for Drug Court specific participants.
- Reduced transitional housing costs.
- Implementation of a new alcohol testing program providing a significant increase in testing and monitoring while reducing overall cost to the program.

FY 2019 Goals and Objectives

- Reduce recidivism rates among drug and alcohol related charges in Bingham County.
- Reduce participant contact with the criminal justice system.
- Reduce overcrowding in the Bingham County Jail.
- Reduce State and County costs associated with incarceration.
Reduce costs associated with criminal case processing and rearrests.
- Promote self-sufficiency and empower Drug Court clients to become employed, productive and self-sufficient members of the community.
- Increase training among Drug Court team members.
- Over the course of the next five years I would like to look into and orchestrate a five K fundraiser/community awareness walk run in Blackfoot for the County Drug Court program. I feel that this would bring awareness to the community that the county is actively addressing substance abuse issues in Bingham County for the betterment of the community. I don't plan on having this up and running in 2019 but I do plan on working on this project over the next couple years.

Significant Changes to the FY 2019 budget

- For fiscal year 2018-2019 I would like to combine the Felony travel and training line item (0543-0001) with the Misdemeanor travel and training line item (0533-0001) to have one over all line item for all travel and training.
- I would like to increase the spending authority for travel and training for fiscal year 2018-2019 from \$ 4,000 to \$ 10,000 to be able to send three team members a year to the national Drug Court conference as discussed by the Governing Board.
- There is an increased need for the travel and training budget as per the discussion of the Governing Board to send three members to the National Drug Court Conference each year. The addition of the DUI court program will require additional training for DUI court team members. DUI training will be needed to provide an effective program with adequately trained staff to promote efficiency, knowledge and increased expertise and effectiveness in this area. To assist with training costs, I would also like to explore the possibilities of other county departments using their own travel and training money to



send their employees who are part of the drug court team to the national conference in the future.

- Due to one of the programs recent achievements of lowering the overall cost of UA's for Drug Court clients, I have been able to significantly reduce the amount of funds needed to support UA testing. For this reason I feel that we can reduce the spending authority of UA testing line items (0742-0001) and (0742-0002) to better allow the programs spending authority to match the revenue the program receives. I believe the line item for Felony Drug Testing (0742-0002) can be reduced by \$8,000.00 and the line item for Misdemeanor Drug Testing (0742-0001) can be reduced by \$5,000.00.
- It is my understanding that there is a possibility that the revenue source of D7 rent (0371-0000) could be reduced by half and given to the county lab testing fund. I would like to request that this be reconsidered. There are multiple reasons for the great need of the D7 rent revenue to fund the Drug Court program. With the advent and implementation of the Odyssey program and the priority of payments for FY 2019, will greatly effect program revenue. The revenue from Drug Court client fees averages \$30,000 a year in revenue. With priority of payments prioritizing restitution and court fees above Drug Court fees, this revenue source will most likely be significantly reduced by as much as the full amount of the projected revenue. This is why it would be prudent to wait for next fiscal year before making any changes to the D7 revenue source at this time. It is also pertinent to mention that the primary reason D7 treatment is a funding source is due to the numerous number of clients of the Drug Court program and D7 would not be here without the Drug Court program.

5 year Capital Outlay Plan

It is anticipated that a mobile computer may be needed for the Drug Court Coordinator as the new court software system Odyssey may require that the Coordinator enter court notes during court. It has not yet been determined if this is in fact the case or if the court Clerk will be able to enter notes into the new Odyssey system but the possibility is high.

**Bingham County Lab****61-00****Shawn L. Hill – Director****MISSION STATEMENT**

It is the mission of Bingham County Lab to provide urinalysis screening in an unbiased, accurate and secure manner.

Program Description:

In October 2010 Bingham County contracted with Siemens Healthcare and began operating our urinalysis screening lab. The lab's main purpose is to provide urine screening to the various entities that need the service. The lab involves a machine, the Viva-Twin Analyzer, which processes 80 samples at one time. This process involves assays the machine uses to detect substances in samples. It takes approximately 7-8 hours to process 80 samples depending on the number of drugs tested for. All samples are frozen and securely stored after processing, for one week, just in case a sample is needed for further testing. All positive samples are frozen and securely stored for one month. The lab technician also sends off samples to Redwood Toxicology in the event sample results need to be verified by a certified lab. The lab provides services to the following customers: Bingham County Adult Misdemeanor Probation, Bingham County Juvenile Probation, Bingham County Misdemeanor Drug Court, Bingham County Felony Drug Court, Bingham County Misdemeanor / Felony Mental Health Court, Idaho Department of Corrections – Probation and Parole, Department of Health and Welfare Child Protection, Pre-Trial Services and Fort Hall Shoshone-Bannock Tribal Probation. The lab processes approximately 1000 samples per month. The lab also provides limited funding for Pre-Trial Services due to the fact there is not a designated Pre-Trial Services fund.

FY 2017-2018 Accomplishments:

The Sheriff's Office took over the facilitation and management of the Bingham County Pre-Trial Services Program effective October 2017.

FY 2018-2019 Goals and Objectives**GOAL:**

It is the goal of Bingham County Lab to provide the best service possible in the screenings of urine samples.

**Objectives:**

- Pro-actively follow all procedures and protocols in the lab to ensure the proper handling of samples and insure the integrity of the lab is maintained at its highest level.
- Continue training as needed.

Significant Changes to the FY 2018-2019 Budget:

Line item 0061-00-0406-0000 was increased last year to \$12,000 with anticipation that we would be utilizing the part-time staff to assist with the facilitation and management of the Pre-Trial Services caseload. However, last October the Bingham County Sheriff's Office took over the management of the Pre-Trial Services program. Therefore, it is projected that we will only be utilizing our part-time staff to continue to collect urine samples as part of our morning testing program and to assist from time to time in helping prepare the samples in the Bingham County Lab. This reduction in utilization translates to a proposal to reduce this line item from \$12,000 to \$6,000.

5 Year Capital Outlay Plan:

Line item 0061-00-0553-0000 Maintenance & Repair was utilized this last year to replace most of the bathroom and sink faucets throughout the building with new sensor regulated faucets. The sensor regulated faucets were installed for several reasons as opposed to traditional faucets. There have been numerous times in the past when faucets have been turned on by the public and left on. Many of these faucets are utilized during the course of urine sample collection and when people are handling urine samples, it helps tremendously for sanitary and convenience reasons to have sensor regulated faucets. This has been a huge improvement. This line item was reduced several years ago from \$10,000 down to \$5,000 due to limited utilization. This line item mostly exists for when the need arises for repairs that may include significant costs. At this time, throughout the building we have an outdated camera system that is not user friendly and needs to be updated. This camera system could be replaced with one that includes modern cameras and audio. These cameras are utilized to help monitor probationer movement around the facility and to monitor security areas throughout the building. These cameras have been reviewed many times in the past in an effort to hold people accountable for inappropriate behavior. A newer, updated camera system would modernize the current system and make it more usable and more user friendly. This effort would be in collaboration with the maintenance department. Eric Jackson has requested I propose an expenditure of \$2100 in my budget and he would include the rest of the overall expenses in his budget. Therefore, the line item as it currently stands could absorb the expenditure of \$2100 without increasing the total for the line item itself.



