



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.
- 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 1200 persons called three times per year, processing jury qualification forms and calling prospective jurors as requested by the courts.
- Maintaining, protecting and providing public access to the historical records of Bingham County dating from 1885.

FY 2023 Accomplishments

- Maintained certification as a passport facility for the US State Department. Process approximately 10 passports per month.
- Continue to improve Docuware searchable data for Commissioner Minutes and historical records.
- Continued evaluation and projection of revenues for FY 2024 budget showing positive improvement in expenditure and revenue ratio for the county audit. Received a clean audit opinion from WIPFLI, LLC.
- Continued improved process for fleet management tracking and sale of county property. Commissioners approved purchase of Debtbook, a leasing management and tracking program for use by the Clerk's Office in order for reporting to be compliant with



GASB 87.

- The Elected Clerk with deputies Megan Kearsley and Lindsey Dalley worked with Get Found First to design an updated county seal that was approved by the department heads.
- The Elected Clerk and deputies Megan Kearsley and Lindsey Dalley worked with EvoGov over an 18-month period in the design and implementation of a new county website. They also trained internal page managers.
- Benefited from membership in the Government Finance Officers Association with increased training in budget planning and processes.
- Continued work on the Veteran's Honor Project - Patriot Field Website www.patriotfieldmemorial.com to add veteran's names, photos, and stories.
- Tracked new county codes and updated county ordinances through American Legal.
- Tracked and reported expenditures to the US Treasury for the American Rescue Plan Act in the amount of \$2,099,691 to date through June, 2023.
- Continued with a successful tax exemption process in coordination with the Assessor's Office.
- With the disincorporation of Atomic City, the clerk was charged with putting the financial and physical assets of Atomic City into trust being managed by Bingham County and contacting entities of the disincorporation. Involved in the sale of assets of Atomic City and preservation of the Atomic City records and history.
- Created Opioid Settlement Account to receive and track fund for opioid settlement payments. Report to Idaho Attorney General's Office.

FY 2024 Goals and Objectives

- Continue to serve the public in a courteous, helpful and timely manner.
- Continue the scanning project of Commissioner files into Docuware to increase ability to search.
- Continue to work on the historical records management plan.
- Address any ADA compliance issues in programs or facilities.
- Work with Bingham County Historical Society and Eric Jackson, Building Maintenance Director on maintenance for the Historical Museum.
- Continue work with EvoGov on managing the county website.
- Work with legal counsel on managing the assets in the Trust for the Former Atomic City.

Significant Changes to FY 2024 Budget

- Request to continue increase line item 01-01-539-00 for a total of \$80,000 which includes \$20,000 annual maintenance for Debtbook – a leasing management program and NEW \$25,000 to \$28,000 for a budget management software program. \$10,000 Imaging/Contract for historical record book repair and digitizing. This line item also includes the \$3800 yearly maintenance for Docuware which houses the commissioner minutes and other historical records and \$2220 yearly maintenance for the recording



program used in the commissioner chambers. Request \$20,000 to complete the court microfilm digitizing project.

- **5 year Capital Outlay**

The Ricoh copier is been in use for 8 years. In FY 2023 we had to replace two color drums at \$1500 each. Quote for a new Ricoh is \$12,000 and at some point, this year enough may keep going wrong to consider a new copier. It is used by the Clerk's Office, Jury, Elections, and Human Resources. No other 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, 9 Deputy Court Clerks, 8 Deputy Clerks, 1 PT Deputy Clerk



Assessor's Office

General Fund 01-02

Donavan Harrington – Assessor

Property Division

Mission Statement

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.

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.
- Work with the County Planning & Zoning to help recognize and identify division rights remaining on original parcels.
- With the help of the 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.

FY 2023 Accomplishments

- This year in our mapping department we learned (through our County P & Z) that weekly updates had not been happening. This problem has now been addressed and our maps are up to date and backed up on a weekly basis. We have been able to help 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 KIP 7170 Plotter and our scanner were both replaced this last budget cycle and are currently under a simple maintenance contract.

Significant Changes to FY 2024 Budget

This coming year we will start into the 2nd year of our 5-year plan which was approved by the Idaho Tax Commission. We have ordered and received scanners for each of the revaluation team members. This will allow our office to scan in all of the field notes and any information that is found in the hard file folders that the county currently uses. This scanning process will allow the county to go into a digital age once the 5-year plan is completed without any extra scanning effort needed by outside staffing.

We have completed the second year of a three-year process to convert the Farm & Agricultural Lands to a cash rent basis. We will push out the cash rent values for just about 1/3 to 1/2 of the county this year and the remaining Ag ground will be converted with this fiscal year's appraisals. We are estimating that this process will cost the county approximately \$110,000.00 for one additional year. Each parcel will require an in the field look to determine the actual use of the land and how it is irrigated, whether or not the corners are being farmed and the reasons why or why not. We should have some carry over funds which should help defray the costs of this revaluation process.

- We will need to ensure that funds are available for the education of our Revaluation Appraisers. Our staffing in Revaluation is young and will require additional ongoing training in order to be in compliance with State Standards of Education. We are anticipating the need to travel to other parts of the state for continuing education classes. There is always a need to continue the education process with staff in order to stay certified.



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.
- Balance County bank and investment accounts.
- 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 Distrainment on unpaid personal property.
- Administrate bankruptcy cases as they pertain to property taxes.
- Act as public administrator on behalf of decedents without heirs.

FY 2023 Accomplishments

- Continuing Education - Investments, Tax Deed and Warrant of Distrainment.
- Barbara Marlatt and Tanna Beal attended the New Treasurer Training which consist of a day long extensive overview of the operations in the Treasurer/Tax Collector's office.
- Continued to provide courteous and prompt customer service.
- We have opened sweep accounts with Zions Bank and ICCU to take advantage of the increase in interest rates.
- Our office worked diligently to collect on 2019 delinquent taxes.
- We are now to (3) properties for tax deed.
- We only had two Manufactured Home to sell.
- We are working closely with the Sheriff's Office to track expenditures on the jail expansion.
- Hired Lynette George to work part time.



FY 2023 Goal and Objectives

- Create a program for education on property taxes. I have been in contact with Blackfoot High School to teach a class. I will look into presenting in the Senior Centers.
- Continue to provide quality customer service while streamlining the tax paying process.
- Work towards making our front counter ADA compliant.
- Work towards creating a cash flow chart to better forecast when the County will need to access invested funds.
- Work towards finishing the remodel of our office, repairing cupboards and replacing countertops.
- Working towards using a new online payment, credit card, and ACH payment provider. This will consolidate from (3) service providers to one. This will make it easier to balance each month as well as easier accessibility to our customers.

Significant Changes to the FY 2024 Budget

Increase part time salaries to bring them more in-line with other offices that work with the public. Our part time job share positions do much more than just cover the counter and phones. They are preparing deposits for the bank, working on balancing bank statements, collections on our tax deed properties as well as collecting on delinquent manufacture homes.

We are requesting funds to match the funds set-aside by building and grounds to replace our counters. Our cupboards are losing the vinyl veneer as well as the fronts are falling off by the hinges. We also need to expand our counter top so customers have more room to make their payments.

5-year Capital Outlay

- Replace older printers and finish office remodel. We will need to replace desks and chairs with something that is more ergonomic for the staff (desks that allow them to stand).

Employees paid through this fund:

- 1 Elected Treasurer
- 1 Full-time
- 4 Part-time



General Fund 01-05

Whitney Manwaring - Chairman

Mark R. Bair

Eric Jackson

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 2023 Accomplishments

- Fulfilled responsibilities for district and state committees.
- Completed installation of updated camera system within the courthouse.
- Replaced radios for all emergency services.
- Started the process for the jail expansion project, wherein no property tax dollars will be used.
- Allocated \$1.5 Million Dollars to the Eastern Idaho Regional Sewer District expansion project.
- Supported Bingham County employees by absorbing the increased cost for Gem Plan.
- Remained active members of the IAC County Official Institute.
- Completed the final transaction for the Atomic City Disincorporation.
- Obtained fentanyl overdose kits that have been placed in every office throughout the courthouse.

FY 2024 Goal and Objectives

- Allocation of American Rescue Plan Act (ARPA) revenue received from the Federal Government.
- Continue research for economic development opportunities.
- Continue to work on the Area of Impact Agreement with the cities within Bingham County.
- Continue with the jail expansion project, court remodel and public restroom remodel.

FY 2023 Changes

none

Employees paid through this account: 3 Full-time Commissioners



Coroner

General Fund – 01-06

Jimmy Roberts – Coroner

Mission Statement

The Bingham County Coroner office is dedicated to excellence by providing professional, standardized, scientific, and compassionate forensic medicolegal death investigation through a joint effort with law enforcement, EMS, and other agencies in order to protect the interests of decedents and their families and members of the community we serve.

Program Description

The Bingham County Coroner’s Office investigates sudden, violent, unexpected, and suspicious deaths that occur in Bingham County. The Coroner’s Office certifies death after investigation and postmortem examination and issues the death certificate as required by law. Complete findings of the death investigation are distributed to families and law enforcement agencies as appropriate. The Coroner’s Office investigates cooperatively with, but independent from, law enforcement and prosecutors. The parallel investigation promotes neutral and objective medical assessment of the cause and manner of death.

The main duties of the Office of the Coroner are to determine the time, cause, and manner of death, and certify deaths that are reported to the Coroner’s Office. The cause of death is the disease process or injury that resulted in death. There are thousands of diseases and injuries that may result in death. The manner of death is a classification in which a determination is made regarding whether the death resulted from natural causes, homicide, suicide, or an accident. On occasion, the manner of death is classified as indeterminate.

Information collected during the investigation helps clarify the circumstances, such as the sequence of events prior to death. Evidence collected during an investigation and/or postmortem examination may help lead to the arrest or successful conviction of a suspect in a homicide case. Because deaths occur around the clock, Coroner’s Office staff members are available 24 hours a day, 365 days a year.

In order to provide the services required of the office it is imperative that each investigator who responds to reports of death be thoroughly trained and qualified to discern time, cause, and manner of death. Basic training and experience to meet the standards set forth by the International Association of Coroners and Medical Examiners (IACME) are what each member of the Coroner’s office will be measured to. With that in mind the following proposal reflects a starting point to bring our coroner office closer to the current and future needs of our growing community. To accomplish the task of the office of the coroner it is imperative that we have educated and skilled individuals from the coroner to the newest deputy lest we fall short of our responsibility to our community.



Autopsies are conducted, when necessary, by following the Forensic Autopsy Performance Standards from the National Association of Medical Examiners (2005.)

The expectations of the work the office is responsible for and how it is completed have continued to increase over the last three decades as seen in the attached material provided. Although the office has been viewed in the past a part time position this is no longer the case based on workload. The goal of this budget proposal is to undertake the task of bringing the Office of the Coroner closer to the national standards of Medicolegal Death Investigations and operations.

The current schedule for coroner coverage was established to have the following (every attempt is made to accommodate each deputy's schedules as this is not their primary source of employment):

- Coroner covers a 48-hour period per week to be the primary responder to calls for death and be responsible to respond or receive telephone consultation from investigators on a 24/7 basis. The coroner also covers for deputies who are attending autopsies, training, or unavailable due to their primary employment obligations that fall on their coverage days.
- The Chief Deputy Coroner also covers a minimum 48-hour period per week and covers for the Coroner when the Coroner is unavailable or out of town for autopsies and also covers for deputies who are attending autopsies that fall on their coverage days as well as review of and completion of cremation authorization reviews and signing.
- Deputy Coroners are responsible to cover a minimum of 24-hours of coverage per week and attend autopsies for their cases that require autopsies.
- The Coroner and the Chief Deputy are responsible to ensure that there is always adequate coverage and in cases where a deputy is unable to cover their own shift the Coroner or the Chief Deputy fulfills that responsibility.

FY 2023 Accomplishments:

- Secure all previous records of the office of the coroner in our computer software and begin backup of all previous cases onto the county server.
- Updated computers within the coroner's office to improve efficiency of investigations and administration.
- Obtain two laptop computers (one from State surplus) for each investigator to use in the field.
- Improved a uniformed response and follow through on all cases.
- Began to standardize uniforms.
- Training with staff on operation of a 24-body capacity mobile morgue via a FEMA grant in FY2022. Cost to the county = \$1.00
- Began office culture improvements by raising training and response standards.
- Began meetings with law enforcement agencies regularly to discuss cases in order to improve performance quality and promote cohesiveness between agencies.



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- Coordinated with the Sheriff's office to repurpose the former animal control vehicle to the coroner's office.
- Equipped the vehicle with gear for response to reports of death.
- Deputy Coroners are now being compensated for services they provide to the office at a rate of \$150.00 per completed case as well as the monthly stipend to remain available to respond when on call.
- Securing of three (3) high quality reconditioned Canon 70D cameras for deputies to use in the investigations of death improving documentation of the scene and decedents. These units normally cost \$1,500 new.
- Established a basic training for investigators along with monthly continuing education to maintain and improve efficiency.
- Establishment of a policy and procedure manual for the operations of the office.

FY 2023 Goals and Objectives

- Continue to ensure 24/7 coverage with timely responses.
- Chief Deputy and Deputy Coroners to be paid \$150.00 for attendance at autopsies. Autopsies take place in Ada County and can often take make for a 12-hour day.
- Obtain a secure area and appropriate power for the Mobile Morgue Unit.
- Provide beneficial basic and advanced training for employees.
- Seek accreditation through the International Association of Coroners and Medical Examiners to be eligible for federal funding sources.
- Improve and provide a uniform response to incidents.
- Manage and increase budget to reflect the responsibilities of the office and compensate investigators for services rendered in a fair and equitable manner.
- Create MOUs with surrounding other county agencies and counties to help facilitate a regional forensic center in Eastern Idaho to ultimately reduce cost for autopsy and transport to Boise.
- Explore procurement of equipment through state surplus entities, when possible, to reduce operating costs.
- Find and secure adequate office space to facilitate the operations of the office. Currently the Coroner's office consists of approximately 144 square feet. Within this 144 sq ft are two desks, 3 filing cabinets (one outside the office due to lack of space) and two supply storage cabinets. Understanding the office positions within the budget are 1-Coroner, 1-Chief Deputy, and 3-Deputies there is not adequate space to conduct a staff meeting or to have more than one investigator conduct business.
- Increase supplies ahead of time and utilize funding assistance through grants and state level resources to reduce cost of expendable materials.
- Conduct a study on ways to improve and overcome fiscal challenges that must be considered when attempting to bring the office of the coroner up to the level of professionalism and expertise deserved and expected by Bingham County citizens.



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- Explore alternatives to fulfill the need for chain of custody, storage, and transport of decedents for transport to autopsy. Currently the County expends \$700.00 per transport for autopsy although the office has transport capabilities in line with most other counties within the state.

Significant Changes to FY 2024 Budget

- Increase of annual autopsy budget to \$85,000.00 to meet the growing cost of autopsies and toxicology expenses as well as an increase in transportation costs of taking decedents to autopsy.
- In the attached material it is seen that rates of autopsies for communities are approximately 1/1,000 of the population. This data excluded major cities. With Bingham County's population reaching near 50,000 in the most recent census essentially, we should be budgeting for 50 autopsy per year (\$150,000.00.) FY 2020 there were 15 autopsies, FY 2021 18, and 2022 17 respectively. In FY 2023 we have already conducted 12 autopsies at the time of this proposal approximately half way through the fiscal year. Even if project to conduct a total of 24 autopsies for the fiscal year that is less than half of the national standard cited above. See attached National Association of Medical Examiners "Forensic Autopsy Performance Standards" (2005.)
- Create line items that separate toxicology, autopsies, transportation, investigation gear and supplies, vehicles, and vehicle maintenance, to track expenditures more easily.
- Create an initial uniform issue for investigators at the sum of \$500.00 per deputy (4 total deputy positions = \$2,000.00) and annual allowance thereafter of \$100.00 (\$400) FY24 \$2,000.00.
- Coroner wages increase to \$45,000.00/year. With an annual increase thereafter over the next three fiscal years to eventually be in parity with all other elected official base rate in the county.
- Although the coroner position is currently listed as part-time, the responsibilities of the coroner must be handled 24 hours a day, 7 days a week basis. Beyond providing at least 72 hours of coverage per week, attending autopsies, training staff, working closely with law enforcement, EMS, and local medical professionals, attending regional and state meetings, fulfilling administrative duties such as finding and procuring alternate funding sources for budget items via grants, state programs, and surplus sources.
- Over the past 9 months an itemized breakdown of hours spent conducting the business of the office has been provided to the County Commissioners and Human Recourses. This information has identified that the Coroner works on average 160-200 hours per month (40-50 hours per week) between investigations and administrative responsibilities that include the above information (See spreadsheets attached). The \$45,000 figure is considerably less than the wage of other full-time elected officials. This proposal is aimed at increasing the salary over time to relieve the immediate burden of a \$51,959.88 increase in a single budget cycle. The position of Coroner must be compensated. By instituting pay parity the position it is more likely that qualified individuals will compete for the position.



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- Continue to maintain an accurate and reasonable budget plan while providing professional services to county members. Provide training to employees and purchase needed supplies while making every effort to function within the set budget.

In closing, regardless of how the Bingham County Coroner's Office had been run in the past the standards that the office is held to are the ones cited in the attached material and expected of today's citizenry and litigators. We must educate ourselves and begin placing resources where needed to meet these standards.

5-Year Capital Outlay Plan

- The Coroner's Office was approved to purchase a retired Sheriff's Department vehicle over FY23,24,25 (\$12,000.00).
- Begin setting aside capital funds for the purchase of a decedent transport vehicle to reduce cost in contacting for this service.
- Identify appropriate capital to be set aside for the acquisition of or building of an office sufficient to conduct the business of the office for the next several decades.

Employees paid through this account:

- 1 Part-time Elected Coroner with Full-time benefits
- 5 Part-time (2 current part-time)



Prosecuting Attorney's Office

General Fund – 01-07

Ryan Jolley – 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.

Program Description

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

- Each person, group or agency affected by a criminal act can have input in 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 and are allowed to come discuss matters with prosecutors at any time.

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 elected officials and department heads regarding their legal obligations and duties.

FY 2023 Accomplishments

- Maintained full staff of 6 attorneys and 6 secretaries.
- Hired Ryan Jolley as the Chief Deputy to manage the office needs.
- The Board approved a significant raise for each of the attorneys to bring the salaries within the range of Idaho hiring expectations.
- Hired Janet Franklin as the SAUSA.



- Had several successful jury trials that resulted in convictions of both drug delivery and lewd conduct.

FY 2024 Goals and Objectives

- Better maintain the office webpage with the new site up and running to allow for press releases and office updates.
- Meet more frequently with Elected Officials to make sure we are meeting the needs of every position in the County.
- Yearly attend KARPEL trainings to keep up on our file maintenance protocol and paperwork management up to speed.
- Continually train and aid each of the attorneys to hold a high standard for Bingham County and help those in the community understand the importance of prosecution.
- To continue to work hard in keeping an open-door policy with the community to show support for victims of crimes.
- Continue effective communication and representation of elected officials for the betterment of Bingham County.
- Reimplement the job evaluations to give employees feedback on ways to improve and observe and reward outstanding performance.

Significant Changes to the FY 2024 Budget

The following are major issues and challenges impacting the Prosecutor's Office now and in the future:

- With the increase of the deputy salaries we will need to prepare to increase line item 0401-0003 Criminal Deputies from \$200k to \$324k.
 - REASONS - This is based on several issues: first, I am acting as the civil attorney and we had \$72k budgeted but we have not used any from that line item of 0401-0002. Second, we rolled the extra attorney under the criminal deputies, which increases the Criminal Deputies line item. Therefore, now having 4 attorneys rather than 3, additionally, an average of \$13k increase for each of them resulted in an additional \$52k for Bingham County. We are now needing to work this into the individual Prosecutor Budget. The increases were discussed in the approval meeting.
- With an increase in the number of attorneys in the office, the training budget of line item 0439-0000 TRAVEL-TRAINING will need to be increased from \$8k to \$12k. This increase is due to Karpel, our filing management system, also provides significant training in use and management tips that help our office with better serving the court and the public.
- Line item 0409-0003 Legal Assistant to be increased from \$258k to \$270k to allow for raises and reclassifications discussed above.
- 0401-0001 Chief Deputy budget increase from \$90k to \$93k to allow for step increase potentially.
- ***Overall, the requested increase is approximately \$80k increase to the prosecutor budget.***



5 year plan

- Increase training to other agencies, law enforcement and community.
- Provide more efficient legal advice to the County.

5 year Capital Outlay

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

Employees paid through this fund:

12 Full-time



Human Resources/Risk Management Department

General Fund 01-09

Laraine Pope – 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.

FY 2023 Accomplishments at a Glance

- Conducted 35 total recruitments since the start of the fiscal year.
- Processed and reviewed 239 applications and approximately 50 additional resumes since the start of the fiscal year.
- Conducted 37 interviews since the start of the fiscal year.
- Processed 27 new employees since the start of the fiscal year.
- Processed the reclassifications of County employees, based on changes to the pay structure and reclassification requests.
- Continued work on exempt employees pay structure
- Made significant changes to the Bingham County Employee Handbook, including: Bereavement Leave policy; Nepotism policy; Paid time off policy.
- Assisted multiple departments/offices through formal disciplinary processes, including terminations. HR was able to help department heads navigate the situations toward voluntary employee separations in most cases, which dramatically reduces risk of liability. Reduced employment-related claims against the County, per ICRMP.
- Enhanced new employee inductions with Respect and 1st Amendment training

Significant changes to FY 2024 Budget

The department currently has a staffing level of 1.5 employees. Previously there were 2.0 whole time equivalents. The work load is greater than a half time technician can complete and the Director is required to do many of the tasks which should be technician based. The HR Director is responsible for 269 employees in Bingham County, with more responsibility for the individual employees than the Dept Heads. I do not speak lightly when I highlight that the Dept Heads manage the day to day tasks of employees in order to fulfill the department remit, which are undoubtedly huge, but it is HR who is responsible for the whole employee from recruitment, benefits, insurances, workers comp, disciplinary action, etc. through to termination. The Director's time management skills are helpful but by definition of the HR role in the organization, and the fact that our departments often want fast responses, many of our tasks are time bound and there is limited flexibility allowed for the completion of the task. The Director's role is too large to be able to spend the amount of extra time needed to perform as much of the Techs role as is currently required and



still be available for all the other responsibilities. When the Director is in other areas it means that the HR office is closed. The HR Director is also the Risk Manager and has the additional role of being the entity's Insurance Agent, working with each department and ICRMP.

A request to replace the budget for full a full time technician will be made so that the Director has the freedom and flexibility to carry out all of her functions and a pay increase will also be requested for the Director position due to not only the level of HR/Risk Management responsibility and current market comparison rates (Bingham County is lower) for HR/ Risk Management Directors but, additionally, the fact that the HR Director, as the entity's ICRMP insurance e-agent generates savings of 8% (\$34,000.00) annually for the County. I believe the previous private insurance agent received \$60,000.00 per annum for this role. When the Director was the full-time technician her role was reclassified to incorporate this added responsibility and her salary increased by 6%. This 6% increase in compensation was lost when she became HR Director at step 1.

I will be requesting an audience with the Board of Commissioners in executive session to discuss this request.

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 will-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 2024 Goals and Objectives

Inasmuch as the Human Resources/Risk Management Department is a service department, that is, it supports the related needs of all County operations, it is difficult to quantify specific goals and objectives. For example, it would be nearly impossible to estimate the number of recruitments to be conducted or the number of new employees to be hired. The primary objectives of the Department, therefore, will be as follows:

- 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
- Administer Employee Recognition Program
- Conduct special studies and projects as directed by the County Board Commissioners.
- Promotion of employee training.

5 Year Capital Outlay plan



Bingham County

FY 2024 Annual Budget

The work of the Department is conducted primarily in an office setting and does not utilize any unique equipment or vehicles. As such, the following standard, office equipment is anticipated to be acquired/replaced within the next five years:

- 1 Executive desk to replace an existing clerical desk, \$650
- 1 Executive chair to replace an existing clerical chair, \$250
- 1 clerical chair to replace an existing clerical chair, \$100

Employees paid through this account: 1 Full-time; 1 part-time shared with Parks and Recreation



Building and Maintenance
General Fund 01-10
Jason Marlow – Supervisor
Elected Official – BOCC

Mission Statement

Our aim is to assist, lead and serve fellow staff members to a safe, efficient and comfortable environment!

Program Description

As a team we strive to develop a safe and efficient working environment that is pleasant to both staff and patrons. Our scope of work includes electrical, heating ventilation, plumbing, aesthetics, security, fixtures and access. We are responsible for:

- Courthouse/Jail, 501 N. Maple
- Probation/Detectives, 50 Lavon St
- Commissioner’s Office, 491 N Oak St
- Extension Office (ISU Outreach), 412 W Pacific St
- Planning and Development, 490 N Maple
- Public Works Building, 245 N 690 W
- Central Transfer Station, 245 N 690 W
- Historical Museum, 190 N Shilling
- Vacant Yard former Park, N Maple ST
- Rental Housing 3; 503 N Oak, 48 Airport Rd,



“The difference between ordinary and extraordinary is that little extra.” -Jimmy Johnson

2023 Fiscal Year Accomplishments:

- Ongoing replacement of corroded pipes to staunch leaks
- Remodeled conference room into two offices
- Replaced kitchen freezer air handler
- Renovated several plumbing fixtures in Jail
- Reevaluated Air Handler 6 (upper floor south end)
- Converted several Light fixtures to efficient LEDs
- Rebuilt all faucets in kitchen (many leaked water)
- Added hand/eye washing station to medical in Jail
- Reorganized Detective’s Janitor closet for Panel access
- Updated two offices for Prosecuting attorneys
- Replumbed and replaced Janitor sink in the Jail
- Flushed cooling coils in the basement (3)
- Assisted I.T. in relocating several cat6 cables
- Assisted I.T. wall mounting server hardware for better cooling and cleanliness
- Added Forced air and filters to server rooms (public works)
- Upgraded Dispatch gate to UL safety standards and better reliability
- Replumbed basement locker rooms and added isolation valves

We are proud of our efforts and see progress made every day! What truly excites us is what tomorrow brings and what we can do to make it better. Although many of our goals from last year proved too lofty for us to achieve; we continue to set them and exert best efforts for success!



2024 Goals and Objectives:

- Research options for updating the heating and ventilation for the future
 - Hold regular/thorough inspections
 - Organize simple and effective task management for our expanding team
 - Focus on finding ways to improve
 - Start a reserve fund for the Courthouse Roof Replacement 10,000
 - Replace flooring where needed 8,000
 - Update HVAC hardware for efficiency and reliability 16,000
 - Fencing replaced and added for security and aesthetics 8,000
 - Add an Air Handler for the jail command server room 8,000
 - Holding Cells sewer pipes replumbed 3,000
 - Patching curbs and sidewalks 3,000
 - ADA and cabinetry rework 10,000
 - PZ basement bathroom added 2,000
 - Upgrades to the Kitchen and Laundry anticipating addition 4,000
 - Remodel locker room sinks/faucets and countertops 8,000
- Total: 80,000

Significant Changes to the FY 2024 Budget

All of the staff in maintenance has been changed this last year. Eric Jackson was Supervisor and has left the department and Jason Marlow has taken his place. Dallen Allgood has been hired as a specialist and there is still an open position for a second specialist. Pam Eckhardt has secured a grant for building Heating and Ventilation efficiency upgrades in the amount of 70,000\$. This will greatly improve our ability to update the facility.

5-year Capital Outlay



Bingham County

FY 2024 Annual Budget

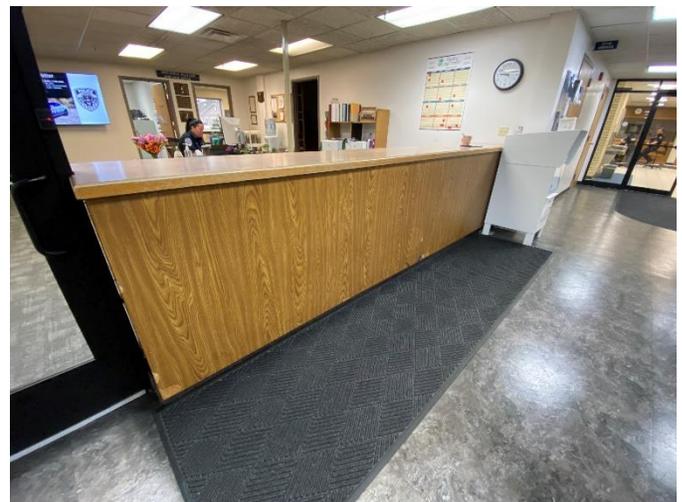
- Parking lot upkeep and repair 4year \$42,000 total \$10,500
- Courthouse Roof replacement reserve fund \$110,000 total 10-year plan. \$11,000
- Countertop/Cupboard Renovation and ADA access for the Treasurers, Sherriff and Blackfoot City Police over the next 3 years 30,000 total. \$10,000

The Treasury Department



Many of these doors are in disrepair and there are no ADA height stations.

Sherriff and City Police





2024 Account Change Proposal:

<i>Expenses-Labeled</i>	<i>Original Amount</i>	<i>Proposed Change Amount</i>
• 0441-0000 Supplies- Cleaning	\$11,000	\$13,000
Cleaning supplies are under an NCPA Gov contract which only changes pricing for products once a year. This last year paper products increased 20-30% with other cleaning supplies increasing 5-15%. This is why I propose a 18% increase.		
• 0443-0001 ADA Improvements	\$20,000	\$20,000
No change is needed for this account, especially with the upcoming renovations.		
• 0449-0000 Supplies- Other	\$20,000	\$20,000
This account is sufficient for our hardware, tools and consumables and needs no change.		
• 0460-000 Utilities- Fuel for Heating	\$35,000	\$35,000



Bingham County

FY 2024 Annual Budget

Intermountain Gas increased their prices twice last year; once in Sep (24%) and again in Feb (17%). At this time they stated that they don't for see any more increases. I'm hoping the same.

- 0465-0000 Utilities- Electricity \$82,000 \$82,000
 Last year we over anticipated the increase cost of Electricity. So far this year we are under budget for this expense so changing the budget for this isn't warranted.

- 0469-0000 Utilities- City of Blackfoot \$55,000 \$66,000
 This includes; Water, Sewer and Garbage. All of these services underwent major changes in billing. Water increased from \$42.50 to \$50.78 per 15,000 gal which is over 19%. Blackfoot required us to add another garbage bin and increase how frequently they get picked up. This increase just gets us up to cost and doesn't plan for any other increases.

- 0470-0000 Vehicles- Repairs & Gasoline \$4,000 \$4,000

- 0494-0000 Repairs/Maint- Bldng,Fixtures\$140,000 \$148,000
 Even though we've seen inflation hit 9% this year and then start to decrease. We haven't seen the same trend in cost of our vendors and supplies. Electricians, Plumbers and HVAC companies charge around 100-175\$ per hour. Consequently, we have increased our efforts to narrow down exact problems and then prep as much as possible so that when we do outsource work, it takes less time.

- 0506-0000 Jail- Repairs \$55,000 \$58,000
 Our Jail is in good working order and will remain so but many of the door locks and hardware is becoming outdated and expensive.

- 0559-0000 Other Miscellaneous \$4,000 \$4,000

- 0670-0000 Contracts Janitorial \$180,000 \$180,000
 Our contract with AAA-Giles will not end for another three years.

- 0701-0005 Rental Houses \$10,000 \$10,000
 Total: \$616,000 \$640,000

This would be a 3.9% increase of the budget moving into 2024



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 2023 Accomplishments

- All Hazards Mitigation Plan was finalized and final approval was given by FEMA. This will have us in compliance for the next 5 years for federal funding
- Handled the Spring flooding effort by providing communication, coordination, & cooperation to residents of Bingham County
- Completed an agreement with the Army Corp of Engineers to have Bingham County house sandbags for all Southeast Idaho. We have received our first 50 thousand bags from the Corp
- Coordinated and participated in an active shooter drill at Snake River High School with multiple agencies participating
- Passed several FEMA training courses
- Attended IEMA week long training in Boise
- Attended the IOEM conferenced with the new city of Blackfoot police & fire chiefs, along with Sheriff Gardner
- Provided several portable radios for county LE, EMS, & Fire
- Received an additional \$18,000 from IOEM on our EMPG Grant
- Participated in monthly WEBOC communication training
- Attended the DIGB5 meetings held throughout the year
- Attended the Emergency Management Workshops (EMW's) that were held in Ease Idaho
- Updated our Emergency Operations Plan (EOP) to keep us in compliance with our state and federal partners



FY 2024 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 also continue to foster positive relationships with our state and federal partners.
- We will attend the annual IEMA and IOEM conferences.
- Finally, we will work closely with our residents of Bingham County in strengthening our mission.

No Significant Changes to the FY 2024 Budget

5-year Capital Outlay

- Continue the process of updating our All-Hazards Mitigation Plan (AHMP). This needs to be done every 5 years to remain eligible for federal grants.
- Update the EOC to meet the demands of the future

Employees paid through this account:

1 Full-time director who also is the director of Parks and Recreation & PIO



Bingham County Extension and 4-H Office
General Fund 01-13
Julie Buck – Director
Elected Official – BOCC

University of Idaho Extension – Mission Statement

University of Idaho Extension in Bingham County improves people’s lives by engaging the University and our communities through research-based education. Our areas of expertise are 4-H Youth Development, Agriculture, Livestock, and Family and Consumer Sciences.

Bingham County Extension - Program Description

University of Idaho Extension, Bingham County helps citizens through research-based, locally relevant information and programs. Clients learn through classes, office visits, phone calls and online resources. We offer programming in:

- 4-H and youth development
- Health and nutrition
- Food safety/food preservation
- Financial management
- Crops
- Horticulture
- Livestock

These programs reach thousands of Bingham County citizens each year.

Bingham County Extension – FY 2023 Accomplishments

Health & Nutrition – Julie Buck, Educator & County Chair

Position Description 80% Extension/Outreach
35% Food Safety
45% Health and Nutrition
20% 4-H Youth Development
15% University Service and Leadership
5% scholarship and creative activities

Teaching Accomplishments:



Bingham County

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Areas of Specialization:

- Health and Wellness
- Food Safety and Preservation
- 4-H Youth Development

Courses Taught:

- Food Preservation, FCS 475, University of Idaho, 2023.
- Food Preservation, FCS 475, University of Idaho, 2022.

Non-Credit Classes, Presentations, Workshops, Seminars, Invited Lectures, etc.:

Health and Wellness

- Buck, J. Dining with Diabetes reunion, Pocatello, Idaho, July 20, 2022.
- Buck, J. Freezer meal bootcamp, Blackfoot, Idaho, May 17, 24, 2022.
- Buck, J. Dining with Diabetes, Fort Hall, Idaho, May 11, 18, 25, June 1, 2022.
- Buck, J. Diabetic cooking, Pocatello Demonstration Contest, Pocatello, Idaho, May 2, 2022.
- Buck, J. Dining with Diabetes, Pocatello, Idaho, March 30, April 6, 20, 27, 2022.
- Buck, J., L. Sant, L. Blanch. American Heart Association Healthy for Life, Online, March 3, 10, 17, 24, 2022.

Food Safety

- Buck, J. Freezing and Drying foods, Pocatello, Idaho, March 23, 2023.
- Buck, J. Freezing and Drying foods, Rigby, Idaho, March 22, 2023.
- Buck, J. Freezer jam, Blackfoot, Idaho, October 26, 2022.
- Buck, J. Pressure canning: Food safety and technique, Idaho Falls, Idaho, September 22, 2022.
- Buck, J. Preserve@Home online course, June 2022.
- Buck, J. Pressure canning, Blackfoot, Idaho, June 22, 2022.

4-H Youth Development and Volunteer Development

- Buck, J. AG Safety Days, Blackfoot, Idaho, May 2, 2023.
- Buck, J. Tobacco and Vaping Prevention, Blackfoot, Idaho, May 3, 2023.
- Buck, J. Welcome to the real world, Firth, Idaho, September 22, 2022.
- Buck, J. School pantry cook-off, Blackfoot High School, Blackfoot, Idaho, May 23-25, 2022.

Family Economics:

- Buck, J. Welcome to the real world, a youth budgeting program presented in each of the following classes: Firth Middle School, Firth, Idaho, September 19, 2022.

Publications, Exhibitions, Performances, Recitals:

Peer Reviewed/Evaluated:

Journals:

Laura E. Balis, Shari Gallup, Heather Norman-Burgdolf, Julie H. Buck, Pam Daniels, Dan Remley, Lisa Graves, Margaret Jenkins, and Gayle Price. 2022. Unifying Multi-State Efforts Through a Nationally Coordinated Extension Diabetes Program. Human Sciences and Extension is now available online (Volume 10, Number 1).
[https://urldefense.com/v3/https://scholarsjunction.msstate.edu/jhse_!!JYXjzlvb!g7Aby_u_UWxm8Ya-PJ7oJc_thTd7jTVzSc3_TK8VgG3zjQTurXaSkv5re-9mZuzYkuF_kYBG0jyjZgZg\\$](https://urldefense.com/v3/https://scholarsjunction.msstate.edu/jhse_!!JYXjzlvb!g7Aby_u_UWxm8Ya-PJ7oJc_thTd7jTVzSc3_TK8VgG3zjQTurXaSkv5re-9mZuzYkuF_kYBG0jyjZgZg$)



Laura E. Balis, Bailey Houghtaling, and Julie Harker Buck. 2022. Evaluating Fidelity to the National Extension Dining with Diabetes Program: Challenges and Opportunities. Human Sciences and Extension is now available online (Volume 10, Number 1).
[https://urldefense.com/v3/ https://scholarsjunction.msstate.edu/jhse ;!!JYXjzlvb!g7Aby_u_UWxm8Ya- PJ7oJc thTd7jTVzSc3 TK8VgG3ziQTurXaSKv5re-9mZuzYkuF_kYBG0jyjZgZg\\$](https://urldefense.com/v3/https://scholarsjunction.msstate.edu/jhse_!!JYXjzlvb!g7Aby_u_UWxm8Ya-PJ7oJc_thTd7jTVzSc3_TK8VgG3ziQTurXaSKv5re-9mZuzYkuF_kYBG0jyjZgZg$)

Extension Publications:

Curricula:

- **Buck, J.,** R. Powell, and K. McDonald. 2023. Tobacco and Vaping Prevention Lesson. University of Idaho Extension. <https://www.uidaho.edu/-/media/UIDaho-Responsive/Files/Extension/publications/ecs/ecs0021.pdf?la=en>
- Jensen, K., M. Toomey, S. Johnson, **J. Buck**, L. Blanch, S.G. Lee, and K. Tiff. 2022. Five for Five - Five Minutes to Better Health - A Physical Activity Add-on Curriculum. University of Idaho Extension. <https://www.uidaho.edu/extension/publications/publication-detail?id=ecs0018>
<https://drive.google.com/file/d/1QvMDolPfAfmzZcsggpFilK8zw21zwcc/view>

University of Idaho Extension Impact Statements:

- **Buck, J.,** R. Powell, K. McDonald. August 2022. Tobacco and vaping prevention taught to Bingham County elementary youth.
- **Buck, J.,** L. Sant. March 2022. Diabetes Email Challenge provides remote learning throughout the United States.

Displays and Posters:

- Witman, G., **J. Buck**, and T. Anderson. Satisfy Your Sweet Tooth: The Science of Sugar and Chocolate. 2023 PNW 4-H Conference, Conjuring Collaborations. Boise, Idaho.
- Remley, D., L. Graves, M. Economos, B. Stefura, A. Barton, **J. Buck**, M. Jenkins, and B. Routh. Implications of Teaching a Diabetes Education Program Virtually versus In-Person. National Health Outreach and Engagement Conference. 2023.

Professional Meeting Papers, Workshops:

- **Buck, J.** Tobacco, and Vaping Prevention. April 4, 2023. 2023 PNW 4-H Conference, Conjuring Collaborations. Boise, Idaho.
- Toomey, M. and **J. Buck.** Five for Five, Five minutes for better health. April 4, 2023. 2023 PNW 4-H Conference, Conjuring Collaborations. Boise, Idaho.
- Remley, D., **J. Buck**, B. Jackey, S. Gallup, and G. Crum. 2022. National Dining with Diabetes Training. National Extension Association of Family and Consumer Sciences Conference, Raleigh, North Carolina.
- Lee, S.G., G. Manker, and **J. Buck.** 2022. School Pantry Mystery Food Box Cook-Off: Educating youth on food insecurity and healthy meal preparation. National Extension Association of Family and Consumer Sciences Conference, Raleigh, North Carolina.
- **Buck, J.,** S. Sawyer, M. Nagele, and J. Madkin. 2022. Dining with Diabetes Email Challenge provides remote learning. University of Idaho Extension Annual Conference Ignite session.



- Jensen, K., M. Toomey, S. Johnson, **J. Buck**, L. Blanch, S.G. Lee, and K. Tiff. 2022. Five for Five - Five Minutes to Better Health - A Physical Activity Add-on Curriculum. University of Idaho Extension Annual Conference Ignite session.

Grants and Contracts Awarded:

- Lindstrom, J., T. Ewers, N. Shelstad, C. Sponseller, M. Toomey, R. Baumgartner, and J. Buck. Engaging and Supporting Youth. Idaho Department of Health and welfare, 2021-2022, \$2,000,000 (\$3,850 spending authority).
- Lindstrom, J., T. Ewers, N. Shelstad, C. Sponseller, M. Toomey, R. Baumgartner, and J. Buck. Engaging and Supporting Youth: Bingham County Outreach and Summer Enrichment Programs. Idaho Department of Health and welfare, 2021-2022, \$2,000,000 (\$1,000 spending authority).
- Lindstrom, J., & J. Buck, Idaho Department of Health and Welfare, 2021-2022, \$2,000,000 (spending authority, \$2,150).

Internal Funding Awarded:

- Buck, J. Mildred Haberly Endowment Award, School of Family and Consumer Sciences, 2023, \$965.36 (\$965.36 spending authority).
- Buck, J. University of Idaho Extension Eastern District Enhancement Funds 2023, \$1000 (\$1000 spending authority).
- Buck, J. University of Idaho Extension Support Endowment, 2023, \$500 (\$500 spending authority).

Scholarship Honors and Awards:

- Lee, S.G., G. Maker, **J. Buck**, N Ghimire, L. Foist, C. Jayo, and S. Ettesvold. Innovative Youth Development Programming Award. 1st Place Western Region, 3rd place National Winner. National Extension Association of Family & Consumer Sciences, 2022.

SERVICE:

Major Committee Assignments:

International/National

- National Extension Dining with Diabetes Working Group, 2015-present
- Curriculum Sub-Committee Chair, 2020-2021.
- Extension Disaster Education Network, 2019-present
- University of Idaho Extension Disaster Education Network Delegate, 2019-present

Regional:

- Chronic Disease & Comprehensive Coalition, Southeast Idaho Public Health, 2015-present.
- Diabetes Alliance of Idaho, 2019-present.
- Western Region Physical Activity Collaborative, 2019-present.

District:

- Eastern District Family and Consumer Sciences Working Group, 2015-present
- Treasurer, 2018-
- Eastern District Shooting Sports coordinator, 2016-2020.
- Oral Health Network. Southeast Idaho Public Health, 2015-present.



- Healthy Eating Active Living, 2014-present.

County/Local:

- Chronic Disease Coalition, Southeast Idaho Public Health, 2017-present.

Professional and Scholarly Organizations:

- National Epsilon Sigma Phi, 2015-present
- Professional Development Committee, 2019-present.
- National Extension Association of Family and Consumer Sciences, 2014-present.
- Society for Nutrition Education and Behavior, 2016-present
- Academy of Nutrition and Dietetics, 1985-present.
- Idaho Academy of Nutrition and Dietetics, 1993-present.

Outreach Service:

Classes, Workshops, Seminars, Share Fairs and Tours Organized:

- Buck, J. 4-H Bingham County Fair poultry show, Blackfoot, Idaho, August 1, 2022.
- Buck, J. University of Idaho Extension introduction. Blackfoot Mayor's Council, July 27, 2022.
- Buck, J. 4-H Alpine Camp cook, Alpine, Wyoming, June 13-16, 2022.
- Buck, J., L. Blanch, L. Sant. American Heart Association Healthy for Life, online, March 3, 10, 17, 24, 2022.
- Buck, J., L. Blanch. Eastern Idaho State Fair Demonstration Contest, Blackfoot, Idaho, September 5, 2022.
- Buck, J. Bingham County Advisory. January 12, 2023.
-

Miscellaneous Extension Publications:

Bingham County Extension Newsletter:

- 2-minute Walk Breaks, May 2023.
- Why we need Breakfast, April 2023.
- National Nutrition Month, March 2023.
- National Heart Month, February 2023.
- Healthy New Year Eating, January 2023.
 - Self-care, December 2022.
- Mental Health First Aid, November 2022.
- Global handwash day, October 2022.
 - Mindful meal preparation, September 2022.
- How much water do I need to drink? July 2022.
- Mental health, June 2022.
- Older Americans month, May 2022.
- 25 ways to improve your day, April 2022.
- National Nutrition Month, March 2022.
- Wellness, February 2022.
- Mindfulness, January 2022.

Popular Press:

- One egg at a time. Idaho State Journal, October 23, 2022.
- What's in your cupboard. October 16, 2022.



- Safe food from farm to plate. Idaho State Journal, October 9, 2022.
- Safety in a storm. Idaho State Journal, October 2, 2022.
- Food safety in our schools. Idaho State Journal, September 25, 2022.
- After the flood. Idaho State Journal, September 18, 2022.
- Time to prepare is now. Idaho State Journal, September 11, 2022.
- In a pickle. Idaho State Journal, September 4, 2022.
- Another option for food service. Idaho State Journal, August 28, 2022.
- Not on the menu. Idaho State Journal, August 21, 2022.
- Some things last forever. Idaho State Journal, August 14, 2022.
- Drying foods. Idaho State Journal, July 31, 2022.
- Hot dog safety. Idaho State Journal, July 24, 2022.
- Outdoor water safety. Idaho State Journal, July 17, 2022.
- Food safety during the pandemic. Idaho State Journal, July 10, 2022.
- Baking food safely. Idaho State Journal, July 3, 2022.
- Eating etiquette. Idaho State Journal, June 26, 2022.
- Summer traveling with food safe from foodborne illness. Idaho State Journal, June 19, 2022.
- Pressure in the kitchen. Idaho State Journal, June 12, 2022.
- Keeping young children safe from foodborne illnesses. Idaho State Journal, June 5, 2022.
- Refrigerator cleaning made simple. Idaho State Journal, May 29, 2022.
- Safe infant formula. Idaho State Journal, May 22, 2022.
- Reduce lunch waste. Idaho State Journal, May 15, 2022.
- Safe travels with food. Idaho State Journal, May 8, 2022.
- Food safety while fermenting foods. Idaho State Journal, May 1, 2022.
- Reducing food waste for beginners. Idaho State Journal, April 24, 2022.
- Eggs are in the news. Idaho State Journal, April 17, 2022.
- Frozen foods are a great choice. Idaho State Journal, April 10, 2022.
- Rediscover the benefits of frozen foods. Idaho State Journal, April 3, 2022.
- Safety first with infant feeding. Idaho State Journal, March 27, 2022.
- Chronic illness requires more food safety. Idaho State Journal, March 20, 2022.
- Food production chain. Idaho State Journal, March 13, 2022.
- Safe Recipe Style Guide. Idaho State Journal, March 6, 2022.
- Don't Wing It, use safe poultry handling. February 20, 2022.
- Safety with electric pressure cookers. February 13, 2022.
- Super Bowl safety. Idaho State Journal, February 6, 2022.
- Choosing a cutting board. Idaho State Journal, January 30, 2022.
- Food safety resolutions. Idaho State Journal, January 23, 2022.
- Food recalls. Idaho State Journal, January 16, 2022.
- Clean and sanitize. Idaho State Journal, January 9, 2022.
- Sustainability. Idaho State Journal, January 2, 2022.
- **Review Activities:**

University of Idaho Extension Publications reviewer, 2019-present.

Community Service:

- Blackfoot Mayor's community council, 2019-present.



- Blackfoot Community Pantry, 2019-present.
- Bonneville Interagency Council, 2019-present.
- Blackfoot Community Pantry, 2019-present.

PROFESSIONAL DEVELOPMENT:

Teaching:

- American Diabetes Association 2023 Standards of Care. January 19, 2023.
- National Extension Association of Family & Consumer Sciences Annual Virtual Conference. September 12-15, 2022.
- Idaho Academy of Nutrition & Dietetics Annual Conference. April 2-22, 2022.
- Food safety for the real world. Partnership for Food Safety Education. March 2, 2022.

Administration/Management:

- Purpose driven productivity: Start and end with purpose. Ohio State University Extension, January 23, 2023.
- Protecting children: Hiring staff who work with minors. United Educators. September 28, 2022.
- Protecting children: Shine a light. United Educators. September 28, 2022.
- Protecting children: Identifying and reporting sexual misconduct. United Educators. September 28, 2022.
- Writing survey questions. University of Idaho Extension. February 15, 2022.
- University of Idaho Search Committee Training (Online). January 24, 2022.
- University of Idaho Minimizing Unconscious Bias on Committees. January 24, 2022.
- Civil Rights and Diversity: Know Your Civil Rights. University of Idaho. January 14, 2022.

Crops/ Forage / Horticulture – Reed Findlay, Extension Educator

Position Description 80% Extension/Outreach
60% Crops
40% Horticulture
15% Leadership
5% Research

Quantitative Accomplishments

Scholarship and Creative Activities

- 3 refereed UI Extension Bulletin(s) [coauthored]
- 1 UI Extension Impact Statement(s) [authored]
- \$53,998 in external funding with \$0 in spending authority
- \$24,706 in internal funding with \$5,000 in spending authority
- 1 regional scholarly presentation
- 7 2 regional / 5 state scholarly posters,- (2 peer reviewed)
- 1 video production

Outreach and Extension

- 78 presentations planned and conducted (50 in-person, 28 web-based synchronous) 3 tours organized



Bingham County

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- 6 engagement/facilitation activities
- Provided additional education through 35 newsletter articles, 1 newspaper article
- 5,205 (435 minority) direct contacts reported, including 4,678 teaching and 527 engagement contacts
- 13,1476 indirect contacts
- Member of the Food Production and Horticulture/Small Farms Priority Extension Theme groups.

University Service and Leadership

- **Served** on 28 committees (8 state, 5 college, 13 eastern District, 2 county/local) including mentoring 3 early-career Extension educators
- Member of 6 professional organizations and held 1 leadership positions in those organizations (interim secretary/treasurer IACAA)
- Attended 12 in-person and 7 web-based professional development events/activities
- Contributed information for the 2022 UI Extension Trends for the Bannock and Bingham County sections
- County chair of the UI Extension office in Bannock County. Supervised county staff, met regularly with the Bannock County Commissioners and worked with them to negotiate the FY2023 Standardized Extension Agreement. Upgrades: \$40,000.00 budgeted for Ag Extension Building updates, replace all outside lighting, replace all inside lighting with new led ballasts and bulbs, replace portable heaters in restrooms with adjustable heating elements, paint building, moving Heating regulator to quiet office setting, received an ask for new van for coming year, worked with commissioners to give a 7% raise to county staff (limited the cut to the travel budget to accomplish the raise).
- Provided oversight to 18 volunteers
- Reviewed 6 works [5 UI publications, 1 out of state P&T review]
- 7 applied research/demonstration trials that will lead to future scholarly products

Qualitative Program Accomplishment Narrative

Forage Research- We completed our fourth year of the teff grass agronomic study. We continued to collaborate with specialists including Dr. Albert Adjesiwor, Dr. Pamela Hutchinson, and Dr. Jared Spackman. We carried out the second year of the herbicide phytotoxicity study of this new crop. We also took additional yield and agronomic data during this study. Few pesticides are labeled for teff in Idaho, mostly because it is such a minor crop. It is now legally classified in the same group as other cereal grains, and chemical companies will need phyto data to add it to their herbicide labels. Chemical companies are reticent to initiate work on a compound without multi-year initial data. The results from the second year of data gathering will be critical in the development of herbicide labels for this crop as well as developing an integrated pest management plan and best practices for tef.

Our Forage Cereals Team pivoted its research from harvest date effects on forage cereals to fertility issues. We specifically focused on calcium and nitrogen effects on forage cereals. This research was carried out at two locations (Aberdeen and Rexburg). Results are being analyzed at this time. The results will be published in 2023.



My largest forage research continues to focus on the emerging and shifting threat of thrips on our area alfalfa crops. This year I supported previous field research with a study that analyzed the effect of thrips feeding on alfalfa quality parameters. I studied 12 different quality factors including crude protein, digestibility, ash, and nutrient content of the resultant hay. The results were shared at area forage schools and national meetings as well as popular press articles and magazines.

I also helped organize and teach at area forage schools. I delivered information on thrips in alfalfa at the Regional Hay and Forage Conference in Reno, Nevada by presenting results in the poster session. Joseph Sagers and I also had another poster on cereal forage results at this meeting.

Idaho Outlook Conference- This program includes forecasts for all the major crops we grow in Idaho, as well as sessions on environmental and weather forecasting. I have presented the forage and hay component for this program for seven years and am on the agenda to give the hay outlook for the coming sessions. This year we will again be delivering the program via Zoom.

Farm Management- I assisted in the delivery of the farm management and estate planning program for 12 weeks at various locations. This year the program was delivered via zoom.

Agriculture- This fall I helped Jared Spackman and other researchers to initiate a soil moisture study on Southern Idaho dryland farmland. We garnered funding from the IWC for this research and have great support from industry and grassroots farmers for this project. We took the initial soil samples (16 farms with around six sampling areas per farm) this fall, in order to get baseline soil moisture data. The research will evaluate the effects of tillage, previous crop, land aspect and slope, and moisture regime on the moisture status of dryland areas in Idaho.

I also worked with district educators to provide pesticide applicator training (PAT) recertification seminars. Students have requested that the PAT seminars be provided by Zoom. I assisted with all area cereal schools, potato school, and forage schools, and hosted the forage School in Blackfoot. I assisted area beef growers with bull grading, and pasture issues. I was invited by Joseph Sagers and the UI Potato School planning committee to speak and present at the Spanish Sessions of the conference. I spoke on the development and use of economic thresholds in potato production management.

Small Farms and Horticulture- I secured priority extension theme funding to support grafting research. Past Master Gardener students had expressed interest in graft placement. I studied the mortality rate of grafts of various species (3 root stock, and 6 scion wood species) placed at the node or on the internode location. Results are being analyzed this fall.

Our regional Master Gardener (MG) program was delivered to two extension districts and 4 counties. We expect that the regional MG classes will expand to other counties for the 2023 program year. We used Zoom coupled with an OWL camera to offer the program remotely. My Master Gardener volunteers each give around 30 hours of service each per year for around 360 total service hours. We have around 30 MG students between Bannock and Bingham counties. Bonneville county contributes similar numbers with



other counties having fewer students on the Zoom. We supplement the Zoom MG classes with hands on classes such as grafting, pruning, fall management, and harvesting.

Ron Patterson and I initiated an on-line Zoom designed for clients and students to forward pictures and issues for discussion and management suggestions. This program is called "Plant Talk Tuesday," and is loosely designed around the PNR radio program "Car Talk." It has been well attended and is useful for area gardeners and homeowners.

4-H Youth Development- I assisted in the Bannock/Bingham County Fairs. I served as chair of the dairy goat show, co-chair of the working ranch show, and team member of the livestock judging contest. This year we again had gaps in our event leadership due to resignations. I assisted where I could in some of the events to cover for gaps in our leadership. I also assisted at the Alpine, Wyoming 4-H Youth camp opening and closing workdays, as well as assisted at the two county 4-H camps. I taught shooting sports, plant identification, and weaving at the camps this year.

University Service and Leadership- I Serve as County Chair in Bannock County. I put special effort into maintaining great rapport with commissioners, as well as focus on creating an effective office team. I have continued to put extra effort into maintaining our relationship with the Fairground and Event Center Administrator. We have developed great working relationships with the new administrator. We depend on good teamwork with all county departments and put extra efforts in this area. We hired a new Extension Educator this fall. I took time to help get her set up in the office, introduced her to everyone in the county, and showed her where to look on-line for UI and County policies. I went over the budgets and other pertinent information she will need to be successful.

I have been a member of mentoring committees for David Callister, Ron Patterson and Bracken Henderson. I am the chair for Bracken. I put special effort into mentoring this year and have meet individually and with the other committee members with each of these educators. I assisted them in evaluating their progress toward promotion, setting goals, and integrating their talents into current teams and Extension programing.

This year I again volunteered to serve in the interim position of IACAA Secretary/Treasurer to cover the resignation of our current secretary from Extension. I was the previous secretary and I have good working knowledge of the responsibilities of this office. I also served as a promotion and tenure (P&T(reviewer for multiple candidates, and serve as chairman of our own district P&T committee as well as on the College P&T committee.

Review Activities- I signed up as a UI Fast Track reviewer and assisted in the review of various Extension papers and journal articles for publication.

Extension Visibility- I put in a request to the County for additional signage. New signs are in the process of being manufactured. These signs will have arrows to assist clients in finding our office.

Livestock & 4-H – Carmen Willmore, Extension Educator



Quantitative Accomplishments

Position Description

5% Scholarship and Creative Activities

85% Outreach and Extension

10% Service and Leadership

Academic Administrative Appointments:

Idaho SARE Co-Coordinator. January 2020 – Present.

Grants and Contracts Awarded:

Willmore, C. J. *Enhancing Processing and Access to Local Food in Idaho*. Western Region SARE 2020-21 State Professional Development Program Grant. 2021-2023. **\$90,00**

Abstracts and Proceedings:

Willmore, C., J. Sprinkle, J. Hall, R. Lewis, D. Tolleson, and M. Ellison. *Implacements of Beef Cattle Efficiency on Rangeland*. Western Region NACAA- AMPIC. Tucson, Arizona. October 12, 2022. Abstract.

Miscellaneous Extension Publications:

Bingham County Extension Newsletter

- Willmore, C.J. Winter Parasite Management for Sheep and Goats. January 2023.
- Willmore, C.J. The beginning of the rancher's pharmacy. October 2022.

Progressive Cattlemen

- Willmore, C. Implications of More Efficient Cattle on Range.
<https://www.agproud.com/articles/55881-implications-of-more-efficient-cattle-on-rangeland>
- Willmore, C. West: Cheap Fall Feed Options. October 2022.
<https://www.agproud.com/articles/55993-cheap-fall-feed-options>
- Willmore, C. West: Is fall calving an option for you? September 2022.
<https://www.agproud.com/articles/55828-west-is-fall-calving-an-option-for-you>
- Willmore, C. West: Making your cow herd vaccination plan. August 2022.
<https://www.progressivecattle.com/news/regional-roundup/west-making-your-cow-herd-vaccination-plan>

Teaching Accomplishments-



PowerPoint/Slide Presentations:

- Willmore, C.J. 2023. *Grazing Goats Sustainably: Utilizing Forages and Pasture Rotation*.
- Willmore, C.J. 2023. *Understanding New Antibiotic Rulings*.
- Willmore, C.J. 2023. *Field Management of Cheatgrass*.
- Willmore, C.J. 2023. *Forage Intake and Digesta Kinetics of Beef Cattle Differing in Feed Efficiency While Grazing Idaho Rangelands*.

Non-Credit Classes, Presentations, Workshops, Seminars, Invited Lectures, etc.:

Livestock:

- Willmore, C.J. *Grazing Goats Sustainably: Utilizing Forages and Pasture Rotation*. Packgoats.com Lifesteading Conference. (Zoom Recording). April 10, 2023.
- Willmore, C.J. *Understanding New Antibiotics Ruling*. Dubios Cattle Producers. (Zoom). February 27, 2023.
- Willmore, C.J. *BQA Management Practices Training*. Blackfoot, ID. February 7, 2023.
- Willmore, C.J., J. Sprinkle, J. Hall, R. Lewis, D. Tolleson, and M. Ellison. *Forage Intake and Digesta Kinetics of Beef Cattle Differing in Feed Efficiency While Grazing Idaho Rangelands*. Society for Range Management Meeting. Boise, ID. February 14, 2023.
- Willmore, C.J. *BQA Management Practices Training*. College of Southern Idaho, Twin Falls, ID. December 7, 2022.
- Willmore, C.J. *Approach to Pasture, Livestock and Weed Management*. Pesticide Training. Burley, ID. November 30, 2022.
- Willmore, C.J. *Approach to Pasture, Livestock and Weed Management*. Pesticide Training. Twin Falls, ID. December 1, 2022.
- Willmore, C.J. *BQA Management Practices Training*. Blackfoot, ID. November 18, 2022.
- Willmore, C.J. *BQA- Transportation Training (7 modules)*. Blackfoot, ID. November 18, 2022.
- Willmore, C., J. Sprinkle, J. Hall, R. Lewis, D. Tolleson, and M. Ellison. *Implacements of Beef Cattle Efficiency on Rangeland*. Western Region NACAA- AMPIC. Tucson, Arizona. October 12, 2022.

Forages:

- Willmore, C.J. *Field Management of Cheatgrass*. Butte County SWCD. (Zoom). February 16, 2023.

4-H Youth Development:

- Willmore, C.J. *Rabbit Nutrition*. Bingham County Rabbit 4-H club. Blackfoot, ID. May 5, 2023.



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- Willmore, C.J. *Poultry Nutrition*. Bingham County Poultry 4-H club. Blackfoot, ID. April 13, 2023.
- Willmore, C.J. *Chickens 101 – Egg Life Cycle and Identifying Fertile Chicken Eggs*. Blackfoot, ID. April 6, 2023.
- Willmore, C.J. *Sheep & Goat Quiz Bowl - Sheep & Goat Education Day*. Shoshone, ID. April 1, 2023.
- Willmore, C.J. *Dabble in Dissection – Fetal Pig Dissection*. Blackfoot, ID. March 27, 28, & 29, 2023.
- Willmore, C.J. *Chickens 101 – Chicken Breeds*. Blackfoot, ID. March 16, 2023
- Willmore, C.J. *Dabble in Dissection – Frog Dissection*. Blackfoot, ID. March 13 & 15 2023.
- Willmore, C.J. *Dabble in Dissection – Crawdad Dissection*. Blackfoot, ID. March 7, 2023.
- Willmore, C.J. *Chickens101 – Incubating Eggs*. Blackfoot, ID. March 2, 2023
- Willmore, C.J. State 4-H Livestock Management Skill-A-Thon Competition, Jerome, ID. January 21, 2023

Hay Judging – Junior and Senior Division

Nutrition and Feeding (Team Activity) – Junior and Senior Division

- Willmore, C.J. Eastern District Livestock Management Skill-A-Thon Competition, Rigby, ID. December 10, 2022.

Wool Judging – Junior and Senior Division

Keep/Cull Scenario – Junior and Senior Division

4-H – Office staff

Youth Members of Organized 4-H Community Clubs	Youth Members of Organized 4-H In-School Clubs	Youth Members of Organized 4-H After School Clubs	Youth Members of Military 4-H Clubs	Total 4-H Club Membership
383	0	0	0	383

Youth Participating in 4-H Special Interest / Short-Term Programs	Youth Participating in 4-H Overnight Camping Programs	Youth Participating in 4-H Day Camping Programs	Total Youth Participating in 4-H Camping Programs
0	0	29	29

Youth Participating in School Enrichment Programs	Youth Participating in Individual Study / Mentoring / Family Learning Programs	Youth Participating in After-School Programs Using 4-H Curricula / Staff Training	Youth Participating in Instructional TV / Video / Web Programs
0	0	0	0

Total (with

School Grade

Kindergarten	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Post HS	Not in school	Special	Total
13	11	20	43	46	35	44	35	30	40	23	12	11	0	0	0	363

Gender of 4-H Youth Participants

Male	Female	Total
148	215	363



Day camps-

150	# PROJECTS
119	#CB PROJECTS

4-H Camp

Fort Hall	18 campers	6 TCC	1 CB
Bonneville	29 campers	9 TCC	
Bingham	28 campers	10 TCC	1CB

SCHOOLS

Actual Totals for the year 2021-2022

	Groveland	Ridgecrest	Aberdeen	Stalker	MVMS	Stuart	Stoddard	Rockford	Id Science & tech	BHS	Firth HS	Firth MS	SRJH	Totals
Blue	0	46	44	0	41	0	40	0	0	231	101	0	0	503
Red	0	22	2	0	0	0	9	0	0	30	22	0	0	85
White	0	10	2	0	0	0	0	0	0	6	9	0	0	27
CB		0												0
														615

Kids PARTICIPATED:

Traditional: 462

462

Bingham County Extension – FY 2024 Goals & Objectives

1. Contribute to Bingham County prosperity by providing research-based information and education where people live, work, and attend school to help create a safer, healthier, and more productive citizenry.
2. Provide prompt, courteous, high quality, and cost-effective customer service via social media, email, telephone, face-to-face conversations, and web access.



Bingham County

FY 2024 Annual Budget

- Utilize Extension Advisory group to inform programs and community needs to Extension faculty so we can respond to emerging issues. Develop, design, implement, and support the continuous evaluation process to assess outcomes and return on investment for UI Extension programs.

Bingham County Extension – Significant changes to FY 2024 Budget

- 1-13-409-006 Increase part-time position to 19 hours per week due to the increased interest in the county for 4-H participation (an increase of 100 animal projects from previous year)
- 1-13-449-00 \$1,500 decrease in cost with new maintenance contract for Sharp printer. Newer printer less charged for maintenance.
- 1-13-801-00 \$4,000 decrease due to no longer needing – we have 2 vehicles for usage now. Van is being repaired.

Bingham County Extension – 5 year Capital Outlay plan

Name	Description	Year bought	Who Bought	Expected Life	2024	2025	2026	2027	2028
Van	10 Dodge Caravan - WHITE (seats 7) vin # 2D4RN4DE2AR353016 fleet #1006	transferred 2019	County	150,000 miles					
Truck	11 Toyota Tundra Truck- Red (seats 5) vin # 5TFDY5F13BX186487 #1106	transferred 2020	County	175,000 miles					
Copier	Sharp BP-70C55 Id# P18459 color & blk/wht copier	2022/2023	County	700,000-100,000 copies					
Reed Think pad T 14 Gen 1	think pad PF22PETN #2051-541M00	2021	UI	5 yrs					replace
Fair Printer (copier use during co fair)	Canon D530	2016	County						
Reed Printer	Pantum M6552NW	1/2022	County	5 yrs+					
Carmen Laptop	Thinkpad Lenovo D618620 #PF-3CUB29A	1/1/2023	UI	5 yrs					replace
Julie desktop	Dell Lenovo Think Station UI# 0621541		UI	5 yrs					replace
Julie laptop	dell latitude E6440 service #88041412	1/1/2023	UI	5 yrs					replace
Julie ipad	ipad model a1954, bcga1954 serial : dmpwva22jmxk	11/1/2018	UI start up	5 yrs					
Heather Laptop	Dell Latitude 3520 , COEX152 property # 03768	2022	County	5 yrs					replace
Krista Desktop	Dell Optiplex 5060 service # dh19kq2, coex137 property # 03241	12/11/2018	County	5 yrs				replace	
Teresa Desktop	Dell Optiplex 5060 service # dh3ckq2, coex136 property # 03240	12/11/2018	County	5 yrs				replace	
Surface Tablet	Dell xps	2016	UI	5 yrs					replace ?
Surface tablet (D616448)	microsoft surface pro 4	2016	UI	5 yrs					
Laptop - camp/fair	Dell latitude service #gtjxcs1	4/23/2012	County	5 yrs			replace		
Julie Thinkpad laptop (D615656)	Thinkpad T14 Gfen 1 serial: PF-22NPX1	2021	UI						
ipad mini -robotics	dmpf8108lm94	2019	4-H						
ipad mini -robotics	dmpd95tvlm94	2019	4-H						
ipad mini -robotics	dmpd94e9lm94	2019	4-H						
3- ipads	ipads for Robotics	2019/2020	4-H						
samsung galaxy tab a- robotics wedo	r52kc1bt0ba	2019	4-H						
samsung galaxy tab a- robotics wedo	r52kc1brw5f	2019	4-H						
samsung galaxy tab a- robotics wedo		2019	4-H						
samsung galaxy tab a- robotics wedo		2019	4-H						
samsung galaxy tab a- robotics wedo		2019	4-H						
ipad -grn case	f9ft87fcm6	2019	4-H						
Teaching Kitchen TV	Vizio TV and soundbar	2019	UI						



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Name	Description	Year bought	Who Bought	Expected Life	2024	2025	2026	2027	2028
Tables	5 small heavy tables, 1 square table, 2 small adjustable height tables, 3 lg light tables, 7 sm light tables	most bought 2016	County						
Chairs		75 2016	County						
Safe	Sentry	2015	County						
Cash Register	Sharp XE-A507	2018	County						
Credit card readers	model: augusta S 3 purchased help # 18778280720 cardpointesupport@cardconnect.com 3 purchased	Dec-21	County						
Projector	Epson LCD projector H551A		UI	5 yrs	replace				
Small Projector	Dell DLP Front projector M410HD		County	5 yrs			replace		
White projector	dracolight 4500 lux video projector	2020	county	5 yrs					replace ?
folding machine		2006	County						
Scale Head - sheep/goat/beef			4H						
Scale - swine			4H						
Sewing Machine 1			4H						
Sewing Machine 2			4H						
Sewing Machine 3	singer 4411 heavy duty	1/17/2020	4H						
Sewing Machine 4	singer 4411 heavy duty	1/21/2020	4H						
Sewing Machine 5	singer 4411 heavy duty	2022	4H						
Sewing Machine 6	singer 4411 heavy duty	2022	4H						
Sewing Machine 7	singer 4411 heavy duty	2022	4H						
Oven #1	General Electric		County						
Oven #2	*No brand visible	2014	County						
Fridge	GE Hot Point HTS18GRERWW	2004	County						
Microwave	General Electric	2016	County						
Microwave	over counter : Sharp R1514T	2019	UI						
Projector Screen	Motorized projector screen	2016	UI						
Projector Screen	mobile projection screen	2017	County						
Meeting Owl Pro		2021	UI						
julie office furniture	transferred from Bannock office		UI						



Elections

General Fund 01-15 – Consolidated Elections 60-00

Danette Miller – Director

Elected Official – County Clerk

Mission Statement

Voting is the foundation of our democracy and our job in the Elections Department is to help Idahoans vote. Bingham County Elections Department’s purpose is to serve the citizens 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, and to protect the physical security of all election materials.

Program Description

Idaho Code, Title 34, cites the statutory requirements for elections. These include voter registration, absentee voter requests, issuing, receiving and tracking of absentee ballots, and early voting. Other requirements of the Elections office are recruiting, training and administering all election activities to poll workers, while maintaining the integrity of the voting process. Retain voting records for all federal, state, county and special taxing district elections. Our office also works closely with our IT Department, GIS Mapping and Assessor’s office in order to assure the correct and current information for each eligible voter is available. Also track and manage campaign finance reports/records for all of Bingham County candidates.

FY 2023 Accomplishments

- Implemented a new, first in Bingham County, taxing district, North End Recreation District. This entails becoming familiar with the Idaho Codes associated with developing a new district, formulating a petition, placing it on the ballot, as well as helping the North End Recreation District committee to be aware of their requirements, deadlines and commitments. This was a very short turnaround project that the citizens of the Shelley area and our staff made happen!
- The Elections Department attended the 2023 IACRC Elections Conference held in Boise in January 2023. While at the conference we had the opportunity to witness the swearing in of the new Idaho Secretary of State, Phil McGrane, on the steps of our great capitol!
- Working diligently to update and correct our streets and districts within the TENEX program. This has been a concerted effort involving GIS and Assessor’s Departments.

FY 2024 Goals and Objectives

- Continue to become more knowledgeable of the Campaign Finance Portal, in order to serve the candidates of Bingham County.
- Be prepared, if our county is chosen, to perform a Postelection Audit per Secretary of State Directive 2022-02.



Bingham County

FY 2024 Annual Budget

- Learning the rules/procedures of a presidential caucus, as we no longer will have a March Presidential Primary.
- Gearing up for another Presidential Election year.

Significant Changes to the FY 2024 Budget

- New copier for Elections Department.
- Decide what will be necessary for our new Elections storage room upstairs.
- New file cabinets.

5 Year Capital Outlay

- Possible need to replace some DS 200 machines within the next five (5) years.

Employees paid through this fund: 1 full-time in Fund 1-15 and 2 part-time in Fund 60



General Fund -1-18

Elected Officials – County Clerk and BOCC

Program Description

This general fund covers many of the expenses incurred for general county use. Examples include:

- courthouse security and cameras
- cell phone stipends
- county audit
- dues and memberships
- postage
- shredding service
- sick-leave payout for retiring employees
- worker’s comp payments
- state unemployment payments
- dependent medical coverage
- general reserve line item of \$50,000 for unexpected costs
- fleet management for general county use

Employees paid through this fund:

2 Full-time security

2 Part-time security



Planning and Development

General Fund 01-21

Tiffany G. Olsen – Department Head

Elected Official – BOCC

Mission Statement

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

Program Description

Building: Staff ensures the safety of all buildings and structures in the County, and the cities of Firth, Basalt, and Aberdeen, through the administration of Codes and Ordinances regarding new construction, remodeling, commercial buildings and floodplain development. Working collaboratively with property owners, design and construction professionals, Staff reviews and approves plans on all new structures while monitoring the issuance of building permits and inspections for building, HVAC systems, and mechanical and gas installations.

Planning and Development: Staff is charged with overseeing orderly growth and development of the County. Some principal functions include the preparation and administration of the County's Comprehensive Plan and related Land Use Ordinances (including but not limited to, site specific zoning amendments, subdivision plats, conditional use permits, variances and ordinance modifications.)

Economic Development: With a strong presence in the sectors of agriculture, technology, and manufacturing paired with accessibility to air, rail, 3 major highways and two interstates, Bingham County is prime for advancement in new business and development. Eastern Idaho boasts four major universities and colleges with more than 75,000 students enrolled each semester offering easy to find skilled talent and an educated workforce. Additionally, low taxes, affordable real estate, and recreation opportunities, benefit our team actively engaging in County growth.

Code Enforcement: Staff works with citizens to resolve issues which impact the quality of life in Bingham County, including complaints concerning violations of land use and building regulations. Whether taking a complaint or educating property owners, Staff strives to treat everyone fairly, equally, and respectfully.

2023 Accomplishments

- Launched document management from paper to digital files
- Implemented a new Flood Damage Prevention Ordinance
- Issued Construction Permits for the Cedar Creek Wind, LLC Commercial Wind Facility (Firth/Shelley) generating revenue of approximately \$100,000 in Building Permit Fees



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- Introduced new webpage allowing the public to easily locate land use applications, online permitting software, and local Ordinances
- Worked with local Legislators on proposed modifications to Idaho Code, specifically related to annexation and area of impact regulations
- Worked with companies who desire to locate new business in Bingham County by providing site compatibility information, presentations focused on the County's attributes and offerings, and lending critical support to meet applicable needs and growth potential
- Explored grant funding opportunities for broadband connectivity and brownfield land remediation

2024 Goals

- Continue training of staff and promote additional certifications and position classifications
- Review historic permits to ensure compliance with conditions imposed at permit approval
- Continue scanning closed building files to be stored electronically
- Implement online Code Enforcement complaint and tracking system for the public's use
- Amend and clarify the Zoning Ordinance to include regulations for Commercial Solar Facilities, streamlined administrative approvals for various Applications, and explore tracking methods for minor land divisions
- Commence review and potential negotiations of the County's Area of City Impact Agreements with cities in Bingham County
- Continue to work with various entities, including the Regional Economic Development for Eastern Idaho (REDI) to bring economic development opportunities to Bingham County which could benefit the community by increased tax revenue, economy fortification, business retention and expansion, industry diversification, and job creation.

Capital Outlay Plan (5 year)

- Procure another leased vehicle to fleet for a total of four
- Replace copy/scanner/printer due to age, function, and maintenance

Employees Paid through this Fund: 7



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 to provide essential government services with the priority on public safety and future economic development with a long-term fiscal stability and provide a high standard of quality work for the public.

Program Description

1. Maintain 1400 miles of improved and unimproved roadways
2. Service and maintain all county owned vehicles and equipment
3. Provide an aggressive pavement management program on over 100 miles of roads each year
4. Maintain 320 bridge structures
5. Work with all the cities and agencies within Bingham County
6. Install and maintain all traffic signs and striping within the county, as needed
7. Manage all county owned aggregate sources and crusher needs

FY 2024 Goals and Objectives

1. Implement all new pavement management programs
2. Continue fleet improvements
3. Continue reducing equipment downtime and reduce maintenance costs
4. Continue crushing 100,000 plus tons of material to haul and place on county roads as needed

Bingham County Road and Bridge 2023 Accomplishments

1. Improved Blackfoot Reservoir Road and ranches approach with placement of crushed aggregate covering 5 miles.
2. Improved 1 ½ miles of Sellars Creek Road by widening narrow spots and placing crushed aggregate.
3. Micro surfaced approximately 46.07 miles of paved roads throughout the county
4. Chipped sealed approximately 52.71 miles of paved roads throughout the entire county
5. Crushed 14,000 tons of material in the Sellars Creek area for use on Blackfoot Reservoir Road and Sellars Creek Road
6. Crushed 80,000 tons of road base for use throughout the county



7. Crushed 7,000 tons of $\frac{3}{8}$ chips for use on county roads
8. Crushed 10,000 tons of type 3 micro sand for use on county roads
9. Paved 8 miles on Liberty road from HWY 39 to 2100 West

2023 Major Purchases

1. One used CB64 double drum roller implement new paving
2. One new 150M CAT grader
3. Two new 420XE CAT backhoes
4. Two new pickup truck plows
5. One new 2022 Chevrolet pickup truck
6. Two new dump truck snow plows
7. Four new shop lifts
8. One new CAT skid Steer
9. One new lift group and wing for grader

Long term goals

1. Continue to upgrade Fleet replace older trucks and graders
2. Maintain pavement Management Programs and stay within yearly budget
3. Continue to reduce equipment downtime and lower maintenance costs
4. Continue aggressive safety program
5. Continue to cover as many miles as the budget will allow with $\frac{3}{4}$ road base
6. Implement paving program on existing paved roads for extended surface wear

2024 Capital Purchases & Leasing

1. Purchase one 2018 leased 140M CAT grader \$197,000
2. Continue the leasing of two graders \$64,000
3. Purchase one new Kenworth dump truck \$ \$250,000
4. Purchase new Grizzly Feeder for Crusher \$195,000

Projected 5 Year Capital Plan

2025

1. Purchase leased 2019 140M Cat grader \$195,000
2. Continue the lease on 150M grader \$28,000
3. Purchase one new dump truck \$240,000



2026

1. Purchase one new dump truck \$250,000
2. Continue the lease on 150M grader \$28,000
3. Purchase two new pup trailers \$50,000
4. Purchase new truck mounted sweeper \$250,000

2027

1. Replacement of old side cast sweeper \$75,000
2. Continue the leasing on 150M grader \$28,000
3. Replacement of older dump truck \$250,000

(2028)

1. Purchase one new transport truck \$200,000
2. Continue the leasing on 150M grader \$28,000
3. Replacement of two pup trailers \$60,000

(2029)

1. Purchase leased 150M CAT grader \$200,000
2. Replacement of older dump truck \$250,000
3. Replacement of older pup trailer \$30,000

Employees paid through this fund:

- 1 Full-time director
- 1 Full-time Road & Bridge supervisor
- 4 Full-time leads
- 4 Full-time mechanics
- 29 Full-time operators, drivers and technicians
- 2 Full-time administrative assistants
- 1 Full-time ordinance compliance officer



Sheriff's Office

05-02 Sheriff

05-03 Jail

05-04 Grants

05-05 Dispatch

Jeff Gardner – Sheriff

Fiscal Year 2024 Budget Narrative

Funded Program Descriptions Contained:

- 05-02 → Sheriff
- 05-03 → Jail
- 05-04 → Grants
- 05-05 → Dispatch
- 28-00 → 911 Emergency Communications
- 38-00 → Waterways

Fund 05-02 → 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."

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 and night.
- 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.
- Provide the security and integrity of crime scenes.
- Solve as many criminal cases as possible with the information and resources available.
- Function as a partner with the community for the prevention, detection, deterrence, and prosecution of crime.



Long-term Goals

- Continually provide distinguished service to the citizens of Bingham County.
- Develop a workforce of exemplary skillset and leadership.
- Create and maintain a leadership culture within the organization through continued training and emphasis on leadership principles.
- Provide an environment of safety, competence, professionalism, and teamwork for our employees.
- Provide modern up-to-date training and equipment for Deputies.
- Continue needed maintenance on all equipment and replace old, worn-out equipment as necessary.
- Maintain appropriate staffing levels and adjust as needed to accommodate the population growth within Bingham County.

FY 2023 Accomplishments

- Final implementation and individual adjustments of the previously approved Payscale.
- Implementation of a 2nd SRO in the Snake River School District.
- Successful employee retention—No pay related separations of employment.
- Successful implementation of the FLEX Report Management Software across all divisions.
- We have maintained our spending at or under our current budget levels.
- Continued to save Bingham County money through our Vehicle Leasing.
- Received further residual value payments after the conclusion of vehicle leases to further offset leasing costs.
- Successfully completed a small office remodel that strategically relocated (3) staff members at a direct advantage to them, the Agency, and the public.
- Fentanyl Education Project curriculum built and made available to all school districts.

FY 2024 Objectives

- Become fully staffed with qualified and appropriately dedicated applicants.
- Successfully transition to a “flat budget” protocol for major capital equipment expenses. *The lifespan of major items such as handheld radios and firearms will be considered and incrementally purchased each fiscal year to avoid a larger sum capital expenditure for the entire fleet at one time.*
- Successfully transition large capital equipment items that are vehicle related, such as in-car radios and In-Car/Body Worn Camera packages, to be on a lease-to-own basis worked into the vehicle leases. *This is in furtherance of the “flat budget” protocol.*



- Include Service Agreements for all leased vehicles that will cover our entire use to largely reduce vehicle maintenance budget over time with a minimal added expense to the vehicle lease.
- Replace our current Watchguard server to support mandatory updates.
- Finalize a working relationship with the Aberdeen School District for an SRO and add the necessary vehicle and equipment for this added position.
- Continue our working relationship with NHTSA/ITD for our granted traffic position.
- Secure grant funding and purchase (2) Radar Feedback Speed Limit Signs
- Work in unison with other partners to continue the next phases of the Fentanyl Education Project.
- Further our emphasis placed on employee wellness in regards to mental health after critical incidents.

5 Year Capital Outlay

- Continue the vehicle/equipment lease program and continually monitor its efficacy in being the most fiscally responsible option for vehicles and major equipment purchases.
- Upgrade our current Watchguard camera system to a cloud base system vs an on-premise system. This will also allow for integration with RMS and radios.

Employees Paid: Elected Sheriff, (40) Full-time staff in Patrol, Detectives, SRO's, and Civilian Staff. (4) Part-time in DARE and Evidence.

Fund 05-03 → Jail

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, sexual orientation, age or social status. The health, safety and wellbeing of these individuals is the main priority.”

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 requirements of inmates
- Providing necessary clothing and personal hygiene items
- Maintaining a clean/sanitary environment
- Ensuring the safe humane custody of inmates
- Providing basic medical, mental health, and dental services.
- To support any other services as requested by the Sheriff

Long-Term Goals

- Manage equipment costs by replacing aging equipment.
- Provide an efficient and safe work environment.
- Provide a safe, secure, and humane environment for inmates; maintain a clean and sanitary environment.
- Provide a safe and secure environment for citizens, professionals, and visitors to the Jail.
- Maintain adequate staffing levels for both certified deputies and non-certified support positions in accordance with the volume of work and number of housing units.
- Manage inmate population numbers to stay within the approved number of inmates assigned to the jail, housing units and cells.
- Provide training to staff to stay current with required standards and to ensure a professional workspace.

FY 2023 Accomplishments

- Acquired funding and approval for addition of a new (75) Bed Jail Expansion.
- Acquired funding and approval for remodel of Jail Booking area, addition of 2 more holding cells, add a closed off bathroom in the booking over-flow and a remodel of the attorney rooms to make more secure.
- Replaced oven in the jail kitchen
- Replaced one of the IDEMIA fingerprint stations in the booking area and secured a service contract for the new system.
- Worked with multiple patrol divisions and the Bingham County Prosecutor's Office to reduce the Jail population to comply with Jail Standards



- Purchase of a transport insert to go into a new transport van.
- Completion of the County camera project.
- Identified commission downfall with current inmate communication provider and rectified it through negotiations. This will improve return to the Inmate Trust Account.

FY 2024 Objectives

- Make the necessary staffing additions to adequately and safely staff the new jail expansion. These employees will be on-boarded incrementally to offset the upfront cost and not overwhelm the training infrastructure.
- Be operational to both safety and scale upon the physical completion of the jail expansion.
- Adequately and accurately account for the proximal costs of increased staffing levels such as equipment and Certification Training.

5-year Capital Outlay

- Replacement of Current Transport Explorer and Durango with new transport vehicles with on board camera and audio.
- Replacement of the following essential equipment with new equipment to ensure that these items remain in good working order. This list is in no particular order:
 - Hobart 80 qt Mixer \$25,000 - \$30,000
 - South bend 6 burner stove \$5,000 - \$7,000
 - Flat Top \$3,500 - \$5,000
 - Grill \$3,000 - \$4,000
 - Prodigy Ice Maker \$5,000 - \$6,000
 - Milnor Washers 80lb capacity \$27,000 x 2
 - Milnor Dryers 120lb capacity \$15,000 x 2
 - Hot Water Heater \$2,000 - \$3,000
 - Additional Food Trays for expansion \$1,500
 - Additional Laundry for expansion \$TBD
 - Indoor Recreation Room Heater \$8,000
 - Replace X-Ray and Metal Detector at Front Door Security approx. \$25 – \$30,000
 - Dishwasher replacement \$5,000 - \$7,000
 - Tek 84 Body Scanner \$190,000

Employees Paid: (31) Full-time Detention Staff, (1) Full-time assigned to work crew supervision, and (1) Full-Time Pretrial Services Coordinator.



Fund 05-04 → Grants

This fund functions to track the ITD Traffic Grant Position. The IODP Grant will not be renewed for FY 2024. This fund will continue to function to track similar grants secured in the future. We endeavor to be as transparent and fiscally responsible with this fund as any other.

Fund 05-05 → Dispatch

Mission Statement

“The Bingham County 9-1-1 Center is committed to providing the best service to everyone contacting the center. To get the right people, to the right place at the right time.”

The Communications Division is responsible for providing the following services to the citizens & field units of Bingham County.

- Receives, evaluates, and prioritizes requests for emergency and non-emergency service from the public, police, fire, and emergency medical services agencies, County departments, contract agencies, and other callers;
- Interviews callers to determine the nature of the call, location of the incident, other related information to determine the type of assistance necessary;
- Creates reports for all calls for service and activity pertaining to those calls.
- Dispatches law, fire, medical and other necessary emergency and non-emergency equipment and personnel to aid responders in the field or the public in emergency and non-emergency situations;
- Provides emergency medical instructions to callers reporting medical emergencies;
- Monitors radio transmissions from field units to track availability and location and monitor for safety;
- Completes tasks requested by field units such as dispatching wreckers, additional responses, contacting other agencies;
- Maintains an accurate log of all activities for responders in the field;
- Retrieves and provides information from the National Crime Information Center (NCIC) and Idaho Law Enforcement Teletype System (ILETS) computer to requesting field units;
- Retrieves and provides information to requesting agencies on outstanding warrants, protection orders, background checks, and related information;
- Enters, reviews, and updates warrants, protection orders, missing persons, concealed weapon permits, stolen property in the County, NCIC, and ILETs systems;



Long-Term Goals

- Provide continued high-quality service to the citizens and field units in Bingham County.
- Provide a safe working environment for Bingham County employees.
- Provide modern, up-to-date equipment for Emergency Communications Officers.
- Continue needed maintenance on all equipment and replace worn out, aging equipment as needed.
- Host Emergency Communications Academies locally as a Region.
- Increase staffing levels to allow for the 9-1-1 Manager to be removed from the shift rotation from covering a position on the communications floor.

FY 2023 Accomplishments

- We have maintained our spending at or under our current budget levels.
- Implemented a new Computer Aided Dispatch program. (FLEX)
- Implemented new mapping software to track calls for service and Law units.
- Implemented Rapid SOS location software.
- Implemented Prepared Live location, video, photo and texting software.
- Created a meeting room to allow for private meetings without using the kitchenette.

FY 2024 Objectives

- Update the Communications center kitchen from the kitchenette.
- Magnetic Key Card / Fog Gate opener for the secured parking area.

5-year Capital Outlay

- Current capital outlay functions through the 28-00 Fund

Employees Paid: 12 Full-time dispatchers, 2 Part-time dispatchers

**Fund 28-00 → 911 Emergency Communications****Program Description**

Supports the logistical operating expenses for the Bingham County Emergency Communications Center to provide essential services to the end users of Police, Fire, and EMS. Provides funding for the 911 Supervisor.

The 911 Emergency Communications fund of Bingham County is responsible to provide equipment and training for the 911 Center.

- Provides Computer Aided Dispatch
- Provides Mapping
- Provides Computer Integrated 911 phone system
- Provides two-way Radio System for Communications with field units
- Provides Location soft-ware
- Provides Emergency Medical Dispatch software
- Provides Translation Services
- Provides Emergency Alerting System to field units
- Provides Emergency Notification System for the public
- Provide digital recording system
- Provides NCIC/ILETS software
- Provide wireless headsets, amplifiers & base stations
- Provide Computer hard-drives, monitors, keyboards, etc.
- Provide automatic license plate reader software
- Provide training for 911 Emergency Communications Officers
- Provide ECO's with ergonomic work-stations
- Provide testing software for prospective applicants

Long Term Goals

- Coordinate with all stakeholders in 911 to effectively create long-term plans to maintain inter-operability and Public Safety Grade 911 and Emergency Communication platforms.
- Implement new training, software, and equipment to stay in stride with other 911 systems in the state and our region.
- Become actively engaged and represented with redundant administrative attendance and involvement in DIGB 5.



FY 2023 Accomplishments

- Achieved coordination with 911 stakeholders through monthly meetings.
- Successfully communicated prior shortfalls in budget planning and spending habits from this fund to all stakeholders.
- Group based course correction for future needs in spending and succession planning.

FY 2024 Objectives

- Obtain software to enable programming of radio identification for field units.
- Replace 24/7 ergonomic chairs in the center.
- Provide opportunities for outside 911 Emergency Communications training.
- Secure Grant Funding for microwave tower upgrades necessary.
- Regionalize the 911 Server to be hosted in Bannock County to decrease local maintenance costs.

5-year Capital Outlay

- Replace the digital recording system with one that is more user-friendly and efficient.
- Update the fifth communications position in the center to a fully-functional position.
- Add a full sixth communications position to stay proportionate with demand.

Employees Paid: 1 Full-Time 911 Supervisor

Fund 38-00 → Waterways

Mission Statement

“It is our commitment to provide safe, enjoyable, and environmentally responsible use for all of Bingham County’s public waterways through, trained and motivated men and women who are dedicated to safe boating, education, and enforcement.”

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



Bingham County

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- Ensure the safety of all citizens while using all waterways within Bingham County.
- Educate the citizens of Bingham County on boater safety, and paddle sport safety through community outreach programs.
- Respond quickly and safely to water-related calls for service at all hours of the day.
- Investigate all boating accidents and watersports-related drownings.
- Treat all members of the public with respect and dignity.
- Provide prompt, professional assistance to other first responders and other agencies within our means.
- Patrol, monitor, and enforce all boating laws and rules in Bingham County.
- Provide safe transportation to the proper facilities for those in custody or being detained.

Long-term Goals

- Provide continued quality service to the citizens of Bingham County.
- Provide a safe working environment for Bingham County employees.
- Provide modern equipment for Marine Patrol Deputies.
- Continue needed maintenance on issued and non-issued equipment.
- Replace worn-out aging equipment as needed.

FY 2023 Accomplishments

- We were able to submit for and receive a 50% match fund grant through the Waterways Improvement Fund for the purchase of a new riverboat (Ordered an SJX 2170)
- We responded and assisted with multiple boat-related emergencies on the river and were able to successfully recover all individuals without serious injury or death from any of the boat or paddle sport-related emergencies.
- We successfully sent one Patrol Deputy and one Detective through the Marine Law Enforcement Academy.
- We have maintained our spending at or under our current budget levels.

FY 2024 Objectives

- Hold more community outreach programs, and complete more boat safety inspections to help educate the watersports community in Bingham County.
- Have Marine Patrol Deputies on the water more often during the summer months to help promote safety.
- Set up a waterways committee for Bingham County



Bingham County

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- Continuing our training on boat operation, search equipment, dive training, and river navigation.
- Work with Idaho Fish and Game, BLM, and BOR on an improvement project for the McTucker Ponds boat ramp.

5-year Capital Outlay

- Continue updating our equipment for use in water rescue, searching, and patrolling the waterways of Bingham County.



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 seventeen full-time employees, three part-time employee and provides part-time on the job training for two high school interns each year.

All courts in the State of Idaho are currently on the new case management system called Odyssey Navigator. Since we have become an electronic filing system there are many new systems that have been added to the clerk’s caseloads. For example, File and Serve is how documents are filed with the court. File and Serve is separate from Odyssey. They communicate but the clerk actually works documents through file and serve and then pushes them over to Odyssey so they can be placed in the court file. When we need an interpreter, we use a system called GridCheck. Basically, it is an online board posting where interpreters can pick up jobs. FTR Gold is still used to record our hearings and Clerks use Revotext for when a Court Reporter is needed for a hearing. The Courts implemented using Zoom for all court proceedings during COVID-19 and now we have transitioned into a split of hearing certain hearings in person and certain hearings held by zoom.

FY 2023 Accomplishments

- We continue to be consistent with our Collection processes. This benefits our county and the community we serve. Implementation of our review payment monthly plan is extremely effective. The office staff continues to problem solve new ways to keep people on track with their payment agreements. This is a TEAM effort. This requires all clerks, judges and the tracking clerk to communicate daily. Probation is also very effective in working with their clients and our office to make sure that things are getting communicated, understood and that we can get cases paid and closed successfully. We continue to come up with processes to make this effective for Bingham County. Other counties continue to reach out to us and visit us to watch our processes regarding this. The County Payments and Tracking Clerk continues to maintain contact on current and old cases by reaching out



to probation and parole officers (both in county and out of county) when they could to remind them of their client's payment agreements or to set up new payment agreements. With the implementation five years ago of our payment agreement plans and someone to monitor them closely this has made a difference in our collections and getting cases paid in full. This is also beneficial to the parties paying on these cases. Instead of avoiding us and law enforcement because they are afraid they have a warrant - they maintain contact and have a sense of accomplishment when cases are paid. We continue to be in good shape since we implemented this process. We have been diligently working with our clients to continue to make their monthly payments. See the "Fee by Fee Schedule Reports" below.

- We continue to hear cases through the courts by ZOOM. This has added more responsibility to the clerks conducting hearings. The additional work creating zoom hearings, notifying counsel, pro se litigants and other court partners is just some of the additional case load added to the clerks. During hearings now, clerks are required to bring numerous people in and out of hearings, create multiple breakout rooms all while managing FTR Gold, minutes on Odyssey and FTR recorder, prepare and send documents, look up information and send out as needed and requested by the judge and counsel.
- The Supreme Court continues to demand more of court clerks in case management and technology competence. All clerks have been trained to conduct remote hearings through ZOOM. They coordinate with the judge, attorneys, and self-represented litigants, and initiate the meeting along with creating side rooms for witnesses or other parties awaiting the hearing. Clerks also continue to use FTR (For the Record) for recordings, taking meeting notes and creating minutes for each hearing, motion, sentencing or trial. Case management in Odyssey which now houses all of our cases electronically is technically challenging and requires proficiency and caseload tracking along with more coordination with parties than what was required in the previous court filing system.

At the end of last year our full-time court bailiff retired and came back to work part time. With the extended hours of our other part time bailiff we have saved the county money by having two part time bailiffs. They communicate very well and it has been working.

FY 2024 Goals and Objectives

- Odyssey case management, video conferencing, ZOOM set up/recording and FTR gold recordings are technically complicated. Continued training and addressing issues as they come up with our new electronic system and fast paced schedule is vital. We will continue to train clerks to keep up with all legislative changes, rules and Court processes. We recently



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hosted the 6th and 7th Judicial Clerk Training and being able to provide clerks with not only information but resources to review and people to contact when they need additional support at being effective in their job. We also learn ways we can be more productive and make sure we are providing the service that is consistent and in line with our mission statement. Having in person trainings at the state and district level are very beneficial.

- Continue to find and implement ever changing court processes to create checks and balances in the electronic world. Clerks used to just process paperwork and are now responsible for making sure information is being submitted, entered correctly and tracked. Example: tracking out of county orders our cases for cost of supervision, drug court orders, starting and stopping auto charges. We have implemented some spreadsheets for tracking purposes and this is working very well. We continue to work with probation to check on “out of county case” status to make sure out of county supervision is being correctly entered in by the sentencing county

5 year Capital Outlay

We are closer on our plan to upgrade the District Court office. Our remodel of the District Court office will bring our Archivist to the District Court office, extend Courtroom #5 out and create an access hallway to get to Courtroom #5 without going through the District Court clerk’s office. With continued growth in our county and pressure to have cases heard timely and having Courtroom 5 made larger will make it a more effective courtroom. We also would like to upgrade our additional courtrooms. Specifically, we would like to update Courtroom #3 to bring it more up to date and upgrade to the Nomad system. In Courtroom #1 we would like to work on upgrading the jury box. Our additional upgrades are to accommodate updated technology, become ADA compliant and become more efficient in processing our cases timely through the Courts.

Employees paid through this fund:

- 6 Full-time deputy clerks
- 2-Part time deputy clerk
- 2 Part-time bailiffs
- 2 High school work study



District Court Fund

06-55 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 by way of evidence based or best practices with a balanced approach of accountability, competency development, community protection and restorative justice in an effort to help those individuals become better 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 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 Adult Misdemeanor Probation department supervises 275-350 clients per month on average.

FY2022- 2023 Accomplishments

Between January 1, 2022 and December 31, 2022, the probation departments tracked 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 with about 23% of the individuals placed on probation residing within the City limits of Blackfoot.

FY 2024 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 2024 Budget

- There will not any significant changes in the requested budget.

5-year Capital Outlay

At this time, there is nothing to include in a five-year plan.

Employees paid through this fund:

6 Full-time

District Court Fund

06-55 Juvenile Probation

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 by way of evidence based or best practices with a balanced approach of accountability, competency development, community protection and restorative justice in an effort to help those individuals become better members of society.

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 60 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, community service projects, electronic monitoring, home detention, shoplifting class, anger management class, NOT Program (Not on Tobacco), urinalysis drug testing, restitution monitoring 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.

FY2022- 2023 Accomplishments:

Between January 1, 2022 and December 31, 2022, the probation departments Tracked 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 with about 32% of the individuals placed on probation residing within the City limits of Blackfoot.

FY 2024 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 FY2024 Budget:

- There will not be any significant changes to the requested budget.

5-year Capital Outlay

At this time, there is nothing to include in a five-year plan.



Employees paid through this fund:

4 Full-time. We retired one Probation Officer in March 2022 and requested the salary for that position be maintained just in case the juvenile caseload numbers increased significantly. We would like to continue to maintain the salary for this position through the FY2023-2024 budget due to a 46% increase in the juvenile division caseload numbers. If the numbers plateau or begin to decrease, we can look at reducing the budget by removing the salary in the FY2024-2025 Budget or moving the salary to the Adult Misdemeanor Budget for an additional Misdemeanor Probation Officer due to an 85% increase in the caseload numbers for that division.



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 percent (.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. \$592,117.00 is budgeted for the health district assessment.

The following donations paid for with this fund are:

- Aberdeen Senior Center: \$28,000 per year
- Blackfoot Senior Center: \$50,000 per year – request for \$56,000
- Shelley Senior Center: \$28,000 per year – request for \$38,000
- Board of Guardians: \$900 per year
- Foster Grandparents: \$700 per year
- Behavioral Health
- Crisis Center \$5,000 per year
- SEICCA donation to cover non-medical indigent services: \$2,000 per year



Historical Society and Museum

12-00

Executive Director: Heather McPhie

President: Susan Nalley

Bingham County Historical Society

1. The mission of the Society is to acquire and preserve historical objects, documents, photographs, and other items, and for the dissemination of historical information and facts through meetings, programs, trips, and any other means deemed suitable.
2. The purpose of the Society shall be to provide a means whereby individuals interested in history, especially the history of Bingham County, Idaho, can meet and acquaint themselves with this information, not only for their personal gratification, but for the betterment of the community as a whole, and may more fully understand our democratic way of life and development as a county, territory and state.
3. The Society is organized exclusively for historical, educational, charitable, scientific, and literary purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the Society shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code.
4. Both the museum and archive are now open to the public.

FY 2023 Accomplishments

- We have continued our cataloging and digitizing efforts. This includes the ongoing collection of materials, the cataloging of existing materials at the archive, and the beginning of photographing the collection at the museum to add to the Past Perfect Database we maintain.
- We successfully published a booklet regarding the historic district on Shilling Street. The booklet is now available for purchase at the museum and archive.
- We obtained a grant to cover the cost of printing flyers to inform the public about the Bingham County Historical Museum. We worked with a Brigham Young University Idaho intern to design and create these flyers.
- In August of 2022 we were able to hold a free event for the public. This event was titled "School Days" and was held on the lawn of the museum. The public was invited to help churn butter, try doing laundry on a washboard, play pioneer games, watch a treadle sewing machine in action, visit with pets from the local animal shelter, and learn about beading from some members of the Shoshone Bannock Tribes.
- In November we were able to host a family dance at the County Museum. This was a good opportunity for us to introduce community members to the museum. The dance was well attended.
- We successfully partnered with Idaho State University to host two paid interns through the Idaho State University Career Pathways Internship Program. ISU provided the salaries for these



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interns, and BCHS provided the internship supervision and experience. One of these interns graduated from ISU in December 2022 and the other in May 2023.



We were able to keep the museum open six days a week throughout the winter of 2022/2023. The museum is open Monday through Saturday (closed Sundays) from 11 am to 6 pm.

- The Society has continued to maintain the Bingham County Historical Society website.
- We were able to write a grant on behalf of Bingham County to receive assistance from the Idaho Heritage Trust to repair the roof on the County Museum. The roof has now been repaired.
- We have continued to grow our Social Media presence by posting regularly on Facebook.
- In conjunction with an adjunct Brigham Young University professor, we have completed the preservation and cataloging of our historical clothing collection.
- We nearly completed our walking tour pamphlet for downtown Blackfoot. We have reached out to several businesses, and they have agreed to make the pamphlets available to the public at their locations. We reached out to the Idaho Humanities Council and received a grant from them to cover the cost of printing these pamphlets, and we intend to offer these pamphlets free to the public as part of our ongoing efforts to disseminate historical information to the citizens of Bingham County.

FY 2023 Goals and Objectives

- Continue creating a visual presence to citizens of Bingham County through the Society's website, social media, museum, and archive.
- Increase membership through various campaigns and social media contacts.
- Publish and distribute the free walking tour of historical buildings in downtown Blackfoot.
- Participate in Blackfoot Days by offering free guided tours of the historical buildings of downtown Blackfoot.
- We are working to gather a committee to publish a book in connection with Arcadia Publishing. Arcadia is an established publishing company that has already published books for the cities surrounding Bingham County. Bingham County Historical Society will receive royalties for this publication, and Arcadia will assume all the costs of publishing.
- Host a community event in August 2023 to recognize the 40 year anniversary of the establishment of Bingham County Historical Society.
- Create a photographic catalog of the collection at Bingham County Historical Museum and upload the photos and catalog into the Past Perfect Program so that our archive collection and our museum collection can be searched from a single database.
- Continue hosting Idaho State University interns through the ISU Career Pathways Program. We are currently contracted with two more interns through the month of August, and we intend to continue working with ISU to give interns a good career experience.
- Print and distribute pamphlets to draw community members and visitors to the historical museum.
- Once we finish publishing the walking tour, we intend to establish another project for publication (to be determined).



Significant changes to the FY 2023 Budget

No significant budget changes are expected for the FY 2024 budget. We greatly appreciate the financial support the county gives to Bingham County Historical Society.



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 by providing safe, welcoming and affordable recreation facilities for continued 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.

2023 Accomplishments

- With the increase of park fees, we were able to collect \$85,000 in revenue. Twice as much as our best year
- Paving the upper loop at Sportsman's Park with the vital assistance from Bingham County's Road and Bridge
- We were able to re-organize our paid positions and created a new full-time parks foreman that is responsible for the maintenance, care, fertilizing, repairs on irrigation systems, etc. for all the park grounds in the county. We were able to pay for the position by eliminating 3 part time positions. This has resulted in many positive feedbacks from our users
- Many of the picnic tables were reconditioned and painted at Sportsman's Park
- Continuing efforts to trim the trees in all the parks and remove any dead or dangerous limbs
- Refreshed the women's restroom in NBCP with lighting, toilets, paint, and wainscot
- 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.

Goals for FY 2024

- It is in our 5-year capital plan to have both greenbelts crack sealed and slurry sealed this year.
- We will need to purchase at least one new mower this year, to keep up on reducing maintenance costs and keep our lawn mowers under factory warranty.



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- We will continue to work with the spaying efforts in all five parks. We will continue to be proactive in tree trimming and pruning.
- The parks will see improvements in meeting the needs of the disabled. We need to update the restrooms to include new paint, fixtures, deep cleaning, and lighting.
- The electrical services at Sportsman's Park will need to be upgraded to accommodate the bigger RV's using the park and keeping up with the power usage.
- We need to replace the parking lot barrier fencing at Moreland Park, along with installing a new underground automatic sprinkler system which will reduce costs and save on the water.
- Add a pickle ball court to NBCP, as well as, a swing set to augment the playground.
- Become a member of the Idaho Recreation and Parks Association and send an employee to the annual conference in March.
- Finally, we will continually strive to meet and exceed our customer's expectations.

5 Year Capital Outlay

- Seal coat NBCP
- Seal coat and stripe Sportsman's parking lot and walking path
- Future plans for a dog park
- New mowers
- Purchase a leaf vacuum.
- Weed eaters / leaf blowers / edger's
- New trailer capable of hauling mower & equipment to & from parks

Employees paid through this fund:

Presently:

3 Full-time (Park Forman and 2 Park Managers)

3 Part-time (1 Assistant, 2 Seasonal employees for Moreland & Springfield Parks)



Assessor's Office

Revaluation – Reappraisal 20-00

Donavan Harrington – 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 out 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 (ratio 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 2022 Accomplishments

- A. This past fiscal year saw the completion of the 1st year of our new 5-year plan. The following is a recap of the Commercial and Residential Properties in Bingham County reviewed.
 - B. The city of Blackfoot was our re-appraisal area for 2023. We looked at all residences, mobile homes/Cat 48's, all apartments and some commercial properties.
 - C. We did a blended trend of residences and mobile homes/Cat 48's in the city of Shelley.
 - D. In range 34 which includes Moreland, Riverside and the Thomas areas we also completed a blended trend for residences and mobile homes/Cat 48's.
 - E. In the city of Aberdeen, we took a look at the land only.



- F. Because we had a number of trailer court sales this year in the county we also tried to do a county wide re-valuation of all mobile home courts.

- G. In our Agricultural lands our outside contract appraisers completed T3S through T6S, Ranges 30 through 33 except for the Reservation ground. We will roll out those ag lands with the new cash rent numbers for values this year.

- H. Ratio studies for 2022-23 show that we are now in compliance with Idaho Code and State Tax Commission Guidelines in all areas. Our ratio 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 properties in the county.

- I. I believe with the younger staff and the amount of years of appraisal experience, we have shown a high level of competence in the appraisal process as well as dealing with the property owners and their assessment concerns. We have two new appraisers in the revaluation office and they are being trained to excel in the many areas of reappraisal within our County.

With the increase in property values, and ag ground this past year, we anticipate there will be more interest from the public concerning their increased assessments. We will do our best to help the public understand the housing market and the cash rent for farmers and defend our current assessments to assure equity across the County.

FY 2024 Goals

- 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 owners and farmers are 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 2024 we will embark on our second of a five-year reappraisal cycle. It will be our goal to meet our reappraisal projections for 2024 and show that we follow our plan submitted to the state tax commission. Part of this 5-year plan included the need to add one



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additional staff member to the revaluation team. We accomplished this by hiring back former chief deputy Lori Faler whose institutional knowledge has helped staff to better understand the ratio and oversight needed in revaluation.

5-year Capital Outlay

We received a new leased vehicle in the reappraisal department again this year. We now have four good vehicles to handle the work required in the office.

New Leased 2022 Toyota RAV

2016 Jeep

2011 Toyota Rav

1996 Jeep

I am not sure of the direction the County is going to proceed in the leased vehicle category. Our Vehicles right now are in pretty good condition but if some need to be replaced to fall in line with the Counties fleet program goals, we would welcome that also.

The 2024 budget needs to show an increase for the two new certified appraisers that will become certified this year. They will need to move to a level 19 on the 40-hour work schedule.

I know of no other items in the 2024 budget that should raise any concerns.

Employees paid through this account:

1 Senior Appraiser Supervisor / Chief Deputy

1 Part time Revaluation Staff

4 Full-time appraisers / 2 Certified and two in training



Solid Waste

23-70

Derrick Going – 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, providing essential government services with priority on public safety, while reducing reliance on landfills by implementing waste reduction, reuse, and recycling strategies.

Program Description:

The Bingham County Solid Waste program consists of the Mooreland 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 (MSW), Construction & Demolition (C&D) 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.

2023 Accomplishments:

- Operated within our assigned budget.
- Maintained compliance with all Federal and State Regulations.
- Purchased one new IMCO refuse trailer and trade in the oldest one.
- Install drain pipe by Transfer Station retaining wall.
- Purchase and install new solid rubber tires on CTS loader.
- Rebuild the Rattlesnake loader engine.
- Repair CTS parking lot.
- Had IMCO flip live floor on refuse trailer 1702.
- Had the Bultrite machine mounting pedestal redesigned and built to support the Caterpillar excavator.
- Replace Bultrite machine with Caterpillar Mini Excavator.
- Replace steel 24.5 wheels on 2101 IMCO refuse trailer with used aluminum 22.5 wheels and new 22.5 tires.
- Had the tire derimmer modified to add a tire slicer to the back of it.
- Purchased a used dump truck with snow plow from R & B for Rattlesnake.



FY 2024 Goals and Objectives

- 1) Recycle 10% of all material.
- 2) Operate within our annual budget.
- 3) Maintain 100% Compliance with all State and Federal Regulations.
- 4) Update older equipment with newer, more efficient and reliable equipment.
- 5) Budget for the first half of a new refuse trailer.
- 6) Purchase and install a Generator for CTS scale house.
- 7) Replace older truck with new Rav4 lease pool vehicle.
- 8) Add a part time scale attendant position.
- 9) Flip the floor on older refuse trailer.

5 year Capital Outlay

1. Purchase one new IMCO trailer and trade in an older one.
2. Flip refuse trailer floor.
3. Add new waste bins.
4. Dirt work on existing C&D cell at Rattlesnake.
5. Seal CTS parking lot.
6. Ongoing Landfill Planning Study, Keller Associates.
7. Replace older pickup with newer one.
8. Replace track loader at Rattlesnake with newer machine.

Employees paid through this fund:

- 1 Full-time supervisor
- 13 Full-time employees



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 2024 at \$5,000. 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 2023 Accomplishments

- Maintenance and grounds were kept in excellent condition to encourage citizens to enjoy the memorial.

FY 2024 Goals

- Continue adding names, stories and photos to the Patriot Field Memorial Website www.patriotfieldmemorial.com



Weed Fund

27-60

Noxious Weed Department

Kraig Edwards – Superintendent

Dusty Whited – Public Works Director

Elected Official – BOCC

Mission Statement

To be effective in managing and controlling noxious weeds throughout the county in order to preserve our local resources in accordance with the Idaho Noxious Weed Law. We will promote these efforts by utilizing integrated weed management practices consisting of education, prevention, mechanical, biological, cultural, and chemical control.

Program Description

- Manage the county’s roadside vegetation in order to protect the integrity of the roads, assist in stopping the spread of noxious weeds, and reduce environmental hazards
- Administer the Idaho State Noxious Weed Law
- Chemically treat about 1200 miles of roadway (658 Paved, 536 Gravel) at least twice a year, more if necessary
- Mow all paved roads at least twice a year and any additional gravel roads believed to be vital
- Chemically treat county properties such as shop yards, landfills and gravel pits on an as needed basis
- Conduct education and outreach activities and support similar local activities

FY 2023 Accomplishments

- Performed targeted herbicide applications and mowing operations throughout the county, multiple times as needed
- Continue lease of 2 new Tractors & Mowers to maintain road edges
- Attended Continuous Training & Recertification Meetings to keep our licensed applicators up-to-date and current on herbicide use and safety
- Added a used pickup from Road & Bridge to use as a tractor support vehicle

FY 2024 Goals & Objectives

- Spot spray all roadsides with targeted treatments 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.
- Purchase New Portable Air Compressor



5 year Capital Outlay Plan

- Continue lease payments of 2 Massey Ferguson tractors
- Update a mowing deck
- Update 1 Spray Truck
- Add another Pickup mounted Plow to our Fleet for snow removal

Employees paid through this fund:

2 Full-time

4 Part-time



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 FY23	% of PILT Land	PILT Entitlement Acres	PILT Amount per acre
\$946,202	22.4%	300,700	2.87

FY 2023 Accomplishments

PILT money was used to pay or help pay for the following in 2023:

- Cloud Seeding \$ 3,381
- Henry’s Fork RFPA \$ 1,250
- New Ambulance that serves the Blackfoot-Snake River Fire District \$197,580

FY 2024 Goal and Objectives

\$50,000 dedicated to county match for new Snake River Bridge.

Attribute \$500,000.00 to the jail remodel.



Treatment Court

54-00

Cody Lewis - Coordinator

Elected Official – BOCC

Mission Statement

The Bingham County Treatment Courts reduce crime rates for alcohol and drug offenses in Bingham County by providing community protection with cost effective, integrated care. This program supports offenders in achieving long-term recovery and empowers participants to become law-abiding citizens, successful family members, and contributors to the community.

Program Description

Bingham County Treatment Courts (BCTC) programs are innovative alternatives to incarceration with emphasis on accountability and motivation to change. Treatment 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, coordinating treatment and counseling, and scheduling regular appearances before a judge. Clients are taught proven methods to live a successful and sober lifestyle. Substance abuse is not simply a law enforcement or criminal justice issue, it is a significant and prominent public health issue. Treatment Court programs rely on the courts, specifically the judge, to fill a role that goes beyond that of adjudication. These programs promote education, motivation, and a positive productive lifestyle.

BCTC operates based on the 10 key components benchmarked by the National Association of Drug Court Professionals. These essential guidelines establish the foundation of policies and operating procedures for the department. The BCTC programs follow a statewide Treatment Court model established in Idaho designed to target non-violent substance abusers, who without these courts, would be bound for state prison, county jail, or subject to other sentences.

FY 2023 Accomplishments

- Three team members (1 law enforcement and 2 probation officers) were able to attend the National Association of Drug Court Professionals training this year, improving our teams overall experience and skill level improving our team as a whole.
- Continued success with our Felony and Misdemeanor Treatment Courts as well as our Felony and Misdemeanor DUI specific tracts.
- Reuniting numerous families with their loved ones.
- Reduced drug and alcohol related crimes in Bingham County.
- Reduced incarceration and court costs to Bingham County and the State of Idaho. Ultimately reducing costs to tax payers.



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- Connecting people in need to treatment and other health and wellness related services.
- FY 2024 Goals and Objectives**
- Continue to fulfill the Bingham County Treatment Courts Program mission statement
 - Strive to reach as many people in need of treatment in the community as possible.
 - Provide opportunities for team members to attend trainings and the annual National Drug Court Conference.

Significant Changes to the FY 2023 budget

- No significant changes at this time

5 year Capital Outlay Plan

- Update computer in 2024

Employees paid through this fund:

1 Full-time