

Clerk's Office

General Fund 01-01

Pamela W. Eckhardt – Clerk

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

Mission Statement

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

Program Description

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

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

FY 2024 Accomplishments

- Maintained certification as a passport facility for the US State Department. Process approximately 10 passports per week.
- Continue to improve Docuware searchable data for Commissioner Minutes and historical records.
- Continued evaluation and projection of revenues for FY 2025 budget showing positive improvement in expenditure and revenue ratio for the county audit. Received a clean audit opinion from WIPFLI, LLC.
- Maintain records of all fleet management tracking and sale of county property.
- Successful use 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.
- Successfully worked with the 29 taxing districts in Bingham County regarding their completion and submission of request for property tax forms L-2s.

- Benefited from membership in the Government Finance Officers Association with increased training in budget planning and processes and COVID-19 financial ramifications.
- 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 \$4,314,514 through June, 2024.
- Continued a successful tax exemption process in coordination with the Assessor's Office.
- Managed Opioid Settlement Account to receive and track fund for opioid settlement revenues and expenses. Reported expenses to the Idaho Attorney General's Office.
- Timely scheduled and completed higher than normal year of Board of Equalization requests.
- Will be completing the final close out of Atomic City financial accounts remaining from the disincorporation of the city.
- On track for implementation of new jury program through the Idaho Supreme Court. It has taken about 6 months of training by the jury commissioner and one other deputy clerk.

FY 2025 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 Jason Marlow, Building Maintenance Director on maintenance for the Historical Museum.

Significant Changes to FY 2025 Budget

- Part-time employee line item is increased to account for return of retired employee Gina Perschon at 19 hours or less per week.
- Recording revenue is about half of FY 2023 and will probably be the same by the end of FY 2024. This will affect the General Fund revenue projections.

5 year Capital Outlay

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, 2 PT Deputy Clerks

Assessor's Office
General Fund 01-02
Donavan Harrington – Assessor

Property Division

Mission Statement

The primary mission of this 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 2024 Accomplishments

- County 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.
- We had a very successful Property Tax relief drive this year with the addition of 3 new part time employees.
- 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 2025 Budget

I would like to propose a step or grade increase for my chief deputy. She continues to show exemplarily skills in running the office in my absence. She is a great problem solver and works well with all staff members and includes them in bimonthly interviews and goal settings.

This coming year we will start into the 3rd year of our 5-year plan which was approved by the Idaho Tax Commission.

We have completed the third year of a *presented two-year process* to convert the Farm & Agricultural Lands to a cash rent basis. While we have not been off in the cost of this program, we have seen it drag into what we hope is this 4th and final year. We will push out the cash rent values for just about 2/3 to 3/4 of the county this year. The remaining Ag ground will be converted with this fiscal year's appraisals. We are estimating that this process will cost the county approximately \$150,000.00 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 have carry over funds which should help defray the costs of this revaluation process.

Motor Vehicle

Mission Statement

The primary mission of the Motor Vehicle Division centers on knowledgeable and courteous customer service in all aspects of licensing and titling of vehicles within the boundaries of the State as well as Bingham County.

Program Description

- The Motor Vehicle Division has the responsibility to make sure that all vehicles within Bingham County are licensed and titled in accordance with all Idaho state licensing laws.
- The Motor Vehicle Division makes sure sales tax laws are adhered to in the titling of motor vehicles within the county and that all funds relating to licensing and titling are accounted for and distributed correctly.
- Motor Vehicle Personnel must disseminate accurate information in the titling and licensing of all vehicles within the county in a knowledgeable, courteous, and efficient manner.

FY 2024 Accomplishments

- Our Motor Vehicle Division has also been successful in providing excellent public service in the area of licensing and titling of all motor vehicles. We are now open from 8 AM to 4:30 PM five days a week. By closing to the public at 4:30 pm each day it allows the staff the time needed to complete daily reports and to balance out cash accounts. Our clerks work well together as a team and we are very proud of them.
- With the implementation of the new GEM System on 13 Oct 2020 the work and load on Motor Vehicle Services has changed. Because of our extended hours of operations, we continue to see public citizens from Jefferson, Bonneville, Bannock & Power Counties. Mondays and Fridays continue to see moderate to higher traffic volumes and require full staffing to meet the needs of the public. We have crossed trained one of our data entry clerks into the world of the DMV and she has been able to help provide lunch cover as well as helping out our DMV on Mondays and Fridays, the busy days.

- Parks and Recreation have gone to a new registration program that has not been integrated into the normal motor vehicle program. This now requires our clerks to separate out the Parks and Recreation funds from those of the Motor Vehicle Operations. There are a couple of local vendors in Bingham County who have chosen to join the Parks and Recreation program. We receive very little revenue for that service.

FY 2025 Goals and Objectives

- Our goals in 2025 will hopefully fall in line with our accomplishments of 2024. We primarily provide public service, so it is imperative that we provide that service in a manner that is complementary to the needs of the public we serve, whether it be over the phone or over the counter.
- ITD has chosen to go to a centralized renewal system and have taken away from counties the ability to process the mail-in renewals as well as the online renewals. These dollars are no longer available to our county.
- HB 85 adopted by the legislature this past legislative session allows County Commissioners to establish Title Fees to offset fees lost due to the centralization program. We may need to come before the Board of County Commissioners to present a fee increase. This fee increase will be paid for by the user and will help to offset the short fall of revenue as noted above.

Significant Changes to FY 2025 Budget

The revenues continue to support our extra efforts in Motor Vehicle Registration. We are no longer receiving a monthly check from ITD for online and mail-in renewals.

I continue to serve as a member of the interim committee to work with ITD in establishing new revenue streams for counties statewide. HB 85 allows county commissioner to raise the cost of titling a vehicle from \$14.00 to a reasonable rate per vehicle to help cover costs. It should also be noted that these clerks are generating significant funds for the County General Fund and we are hopeful they can continue this into the future.

5-year Capital Outlay

- We have continued to cross train members of staff in the Assessor's Office. One of our data entry clerks is now able to help in the DMV. I continue to make myself available to our DMV as a backup resource. I try to assist with lunch hour coverage and vacation days. We will continue to use the former DMV Clerk in a supporting role in DMV as well.

Closing Statement

- I recognize that those who work in the Assessor's Office are very knowledgeable and are willing to help in whatever capacity I have asked them to complete. I have enjoyed my first 4 years in office and ask for the commissioners' continued support going forward to the 2024 budget year.

Employees paid through this account:

- 1 Elected Official
- 2 Full Time Data Entry Clerks
- 2 Full Time 35-hour Deeds Clerk
- 3 Full Time DMV Clerks

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 as the primary focus in compliance with Idaho Code.
- Prepare and collect property taxes for all taxing districts in Bingham County.
- Collect and account for all current and delinquent taxes.
- Prepare and issue tax deeds.
- Issue Warrants of Distrain on unpaid personal property.
- Administrate bankruptcy cases as they pertain to property taxes.
- Act as public administrator on behalf of decedents without heirs.

FY 2024 Accomplishments

- Continuing Education - Investments, Tax Deed and Warrant of Distrain.
- Our office went through extensive cross training to cover while the Treasurer was out on medical leave. The office ran smooth.
- Continued to provide courteous and prompt customer service.
- We are still using Zions Bank and ICCU sweep accounts as part the counties investment portfolio and doing well with our return.
- Our office worked diligently to collect on 2020 delinquent taxes.
- We tax deeded only (3) properties out of 193 at the beginning of the year.
- We only had three Manufactured Home to sell in the spring out of 300 to begin with.
- We are working closely with the Sheriff's Office to track expenditures on the jail expansion.
- Tax Bills went out on time even with all the legislative changes that required reprograming and longer wait times for the levies to come in from the state.
- We now have in place a tracking system of investments showing the laddering and what year they mature.
- Hired Lynette George to work part time.

FY 2025 Goal and Objectives

- We are still working on a program for education on property taxes. We are hoping to work with the high schools in Bingham County to teach an hour long class explaining property taxes and what they fund. We will also 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 2025 Budget

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.

Our printing and mailing costs continue to go up so we are requesting more funds to cover the printing and mailing of our tax bills.

A small increase in the travel budget due to the annual Treasurers Conference being in northern Idaho.

An increase in the education budget due to the increase in costs to register for IAC conferences.

We need to hire 1 more person to help with our December tax collection. With the increase in tax payers we struggled to keep up with mail, banking, phones and the counter. We are thinking a high school student to help after school and during Christmas break.

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 - Chief Deputy

4 Part-time – 2 job share and 2 floaters

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 2024 Accomplishments

- Fulfilled responsibilities for district and state committees.
- Completed installation of updated camera system within the courthouse.
- 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.
- Remained active members of the IAC County Official Institute.
- Obtained fentanyl overdose kits that have been placed in every office throughout the courthouse.

FY 2025 Goal and Objectives

- Allocation of remaining 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 2025 Changes

none

Employees paid through this account:

3 Full-time Commissioners

Coroner
General Fund – 01-06
Jimmy Roberts – Coroner
FY-25

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, Healthcare providers, 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 unattended, 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. Data from the deaths investigated by the Coroner's Office assists in public health planning by providing accurate cause and manner of death of our community.

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. The coroner is also responsible to review and approve cremation authorizations. Once the physician and the respective funeral home have completed a request for cremation the coroner must review to ensure that the decedent's case does not fall under the jurisdiction of the coroner's responsibilities i.e. if the decedent had an accident or an exposure that ultimately lead to the persons death.

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 or exoneration of the innocent. Because deaths occur around the clock, a 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 an

ongoing effort 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.

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 and achieve office accreditation with the *International Association of Coroners and Medical Examiners* (IACME.)

The current schedule was established to have 24/7/365 coverage of the office. Every attempt is made to accommodate each deputy's schedules as this is not their primary source of employment nor is the income consistent or dependable. The makeup of the schedule is as follows:

- Coroner covers a 72-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 24-36 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.
- Because each Deputy including the Chief Deputy must work jobs that take care of their families basic needs the Coroner responds to the majority of cases within the county.

When necessary autopsies are conducted by following the Forensic Autopsy Performance Standards from the *National Association of Medical Examiners* (10/17/2022.)

Fiscal Year 2024 presented significant challenges in that due to an increase in complex death investigations our rate of autopsies is expected to exceed the previous year's numbers. As has been reviewed in previous annual reports and reports to the Commissioners the National Standard expectation is normally 1 autopsy per 1,000 occupants of the area. With Bingham Counties Population at approximately 50,000 occupants that would be approximately 50 autopsies per year. Although predicting the need is very difficult with far too many variables to mention.

A brief breakdown in autopsy cost:

- | | |
|--|-------------|
| • Autopsy itself | \$2,300 |
| • If case specific X-ray or imaging is required | \$150 |
| • Toxicology (toxicology is done on every autopsy) | \$230-\$600 |
| • If the Coroner's office is not available to do the transport | \$450-\$800 |

FY 2024 Accomplishments:

- We have collaborated with the *Boise State Organizational Performance and Workplace Learning Masters* program where a needs assessment and evaluation conducted. The project has provided a roadmap to address current and future needs of office and community in efforts meet industry standards.
- We have instituted an annual mandatory OSHA training program covering Personal Protective Equipment and Blood Borne Pathogens. This training ensures that our staff know how to protect themselves and it also reduces liability for the county.
- Reviewed and changed contracts with local funeral homes regarding transport of decedents to autopsy saving tax payers \$700 or more per autopsy.
- Creation of ICRMP approved the first ever policy and procedures specifically for the Coroner's Office.
- The Coroner's Office has moved from 144 square foot a non-accessible space in the basement of the Courthouse to 225 square foot office in the Manwaring building on North Maple St.
 - This space does not provide for:
 - Decedent secured storage
 - Decontamination facilities for staff
 - Decedent exam facilities
 - Secure storage and use of the 24-body mobile morgue
- Each Deputy Coroner has been trained to a basic Medicolegal Death Investigator level.
- We have created a career path relationship with Idaho State University where two interns are working in the Coroner's office learning about Medicolegal Death Investigations, data management and operations of the office. Each Intern is paid based on whether they are an undergrad or graduate student at no cost to the county taxpayers.
- Improved a uniformed response and follow through on all cases.
- Currently the Coroner sits on the Child Fatality Review Team as well as the regions Public Health and Safety Team contributing data and consultation.
- Training with staff on operation of a 24-body capacity mobile morgue via a FEMA grant in FY2022. Cost to the county = \$1.00
- Creation of Family resource booklet providing valuable information to families of decedents.
- Regular meetings with law enforcement agencies to discuss cases in order to improve performance quality and promote cohesiveness between agencies.
- Provide monthly continuing education training to maintain and improve efficiency.

A Joint Legislative Oversight Committee (2023-2024)

Requested the Idaho State Office of Performance Evaluations to investigate the performance of our Coroner and Death Investigations system. The result was the below referenced report.

“County Coroner and Death Investigations” February 2024

A few of the key takeaways are as follows:

- Inconsistencies within death investigations across the state
- “Idaho’s autopsy rate is the third lowest nationally”
- Tracking of coroner’s training and education is fractured and inconsistent
- “Idaho Code should be updated and alleviate Ambiguity in the coroner system and align itself with best practice guidelines... Additionally, this ambiguity may expose counties to lawsuits during disputes over conduct of the investigations”
- Often cited in the report is the need to follow recognized standards and references several of the same standards the Bingham County Coroner’s Office follows as closely as possible with our limited resources.

Please keep in mind that this report is a 93-page document and every person concerned with the health and welfare of our community should read it.

FY 2025 Goals and Objectives

- The ongoing challenge with the Coroner’s Office is finding qualified staff to function as Medicolegal Death Investigators as the deputy Coroner positions are a stipend position where the investigator is given a conservative stipend to be on call each month and a fee when they respond to a reported death case.
- Without a dependable income from on call work each Deputy must have employment elsewhere to meet the needs of their family.
- The Coroner will continue to work with *the Idaho State Association of County Coroners* to address the significant shortfalls and systemic problems in the Idaho Coroner System identified in the recent *Office of Performance Evaluation “County Coroners and Death Investigation” published 29 February 2024*. (See attached report)
 - A review of state statutes and recommendations is being prepared to improve statutory issues discovered
 - Adoption of training and education requirements for coroners is being developed based on the *National Institute of Standards and Technology Recommendations to the Attorney General for Certification of Medicolegal Death Investigators and Accreditation of offices 2015*. (These reports are attached to this proposal for review)
 - There is legislation in the State of Washington that reimburses each county coroner’s office for partial cost of certain autopsies. The State Association of County Coroners is currently working of a similar proposal.
- Procure 3 iPads with remote access so each investigator can begin a case while on scene to streamline and meet the demands of evidence chain of custody documentation. Each unit is approximately \$1,000 for refurbished with protective case and stylus total cost is approximately \$1,200. At \$49 per month for cellular access. \$1,800 total yearly access.

This can be reduced by having a secondary coroner vehicle with gear so that each deputy is not required to carry all gear in their personal vehicle, i.e. camera, PPE, Body bags, etc.

- Currently a paper form is completed on scene and must be then transcribed into a software system after the scene investigation is complete, this does delay accurate information being recorded at the time and creates a possible lapse in chain of custody of the decedent by using a paper chain of custody form with no case number at the time of transfer of the decedent to a storage facility i.e. funeral home.
- Chief Deputy and Deputy Coroners to be paid \$150.00 for each day attendance at required training. For a normal full day of training it would be \$18.75 per hour. Remembering that these employees “stipend employees” when they attend in person training there is currently no avenue for compensation. Increase in Deputy payroll budget to account for days deputies are required to train. 10 total days of training per year per deputy. This would increase the line item from \$26,000 to \$32,000.
- Seek accreditation through the *International Association of Coroners and Medical Examiners* show that the office meets the accepted national basic standard to reduce possible civil liability and to be eligible for federal funding sources.
- Have all senior eligible investigators certified by the *American Board of Medicolegal Death Investigators*.
- 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.
- Continue procurement of equipment through state surplus entities, when possible, to reduce operating costs.
- Increase supplies ahead of time and utilize funding assistance through grants and state level resources to reduce cost of expendable materials.
- Begin phase I of retrofitting the County owned residential building located at 503 N. Oak St. to act as the Bingham County Coroner’s Office. Retrofitting this property will satisfy the needs of the Coroner’s Office for **approximately 25 years**.
 - This space will also provide space for offices, decedent storage, exam area, and a family meeting area. Currently decedents requiring exam and autopsy must be stored at local funeral homes. This practice breaks the Chain of Custody standards set forth by the National Institute of Justice and may pose potential litigations issues in the future.
 - Phase I
 - Architectural evaluation of the project and design
 - Bid process for upgrades
 - Place the mobile morgue unit on the south side of the property with privacy and security fencing along with power to the unit.
 - By addressing the needs of the Coroner’s Office in FY2025 the monies spent will save the taxpayers exponentially compared to approaching this project in 3-5

- years when the need will be even more paramount and emergent based on projected growth and volume.
 - This project will provide for secure use and storage of the 24-bed mobile morgue unit procured through a FEMA grant for \$1.00 in 2022.
 - There is still no secure storage for this unit and no access to power in the event that the unit is needed for deployment or use. The unit currently sits in the overflow parking area of the transfer station without power.
- Phase II of retrofitting 503 N. Oak St:
 - Upgrade building infrastructure
 - Electrical with backup generator
 - Connect to County network
 - Complete 6- body secure storage to meet evidence guideline of the National Institutes for Justice.
 - Upgrade interior of structure for offices and meeting room for families of decedents.

Significant Changes to FY 2025 Budget

- In the attached material, Scientific Working group for Medicolegal Death Investigation (2013) 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, 2022-17, and FY 2023-27 respectively. In FY 2024 we have already conducted 22 autopsies at the time of this proposal approximately just over half way through the fiscal year. Even if projected to conduct a total of 30 autopsies for the fiscal year that is just over half of the minimum national standard cited above. See attached National Association of Medical Examiners "Forensic Autopsy Performance Standards" (10/17/2022.)
- Lease or purchase a vehicle that will allow for isolated decedent transport (Isolated from driver compartment. The driver must be isolated to prevent any unprotected exposures to biohazardous material, potential infectious diseases, or carcinogens in cases of burn fatalities) with gear for response to reports of death and transport of decedents to autopsy. The current county owned vehicle to stay in county as a deputy response vehicle and back up for investigations and transport.
- 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.
- Increase training budget from \$4,500 to \$7,500 to allow for the Chief Deputy and Deputy Coroners to attend required training with compensation for their time.
- Coroner wages increase to \$83,200.00/year to match all other full-time elected officials. Currently the Coroner regularly works greater than 40 hours per week and often up to 60 hours per week to complete required work. Please see attached time log of hours worked by the Coroner.

- The position of the Coroner is a full-time position. The responsibilities of the coroner must be handled 24 hours a day, 7 days a week basis. Beyond providing 24/7/365 availability, attending autopsies, training staff, working closely with law enforcement, EMS, and local medical professionals, attending regional and state meetings, fulfilling administrative. The Coroner currently works on average over to 200 hours per month.
- Continue to maintain an accurate and reasonable budget plan in light of the improvements needed to the Office of the Coroner in Bingham County.
- Having an independent investigation into the coroner system in Idaho that revealed significant deficiencies that place Idaho as a whole in the bottom ranking of the United States,

Providing anything less than meeting the basic minimum standards references throughout this document is a disservice to the citizens of our community. Having an independent investigation done that reveals the deficiencies within the system provides a roadmap for improvement. Addressing these deficiencies with earnestness will improve public trust in local government and help to reduce to likelihood of civil liability in future cases.

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.

Attached documents:

- IACME P&P Draft, Importance of Medicolegal Death Investigation in the United States Position Paper February 2023
- Forensic Autopsy Performance Standards from the National Association of Medical Examiners
- Office of Performance Evaluation "County Coroners and Death Investigation" published 29 February 2024
- Idaho State Association of County Coroners "Basic Guideline for Investigations" 2018
- Boise State College of Engineering Organizational Performance and Workplace Learning
 - Community Outreach Proposal
 - Blueprint for a Successful Future
- Scientific Working group for Medicolegal Death Investigation 2013
- KTVB-TV Boise
 - "a relic, akin to a Model T trying to keep up with interstate traffic"

❖ *Coroner time log can be provided upon request*

5-Year Capital Outlay Plan

- Begin to establish capital funding for the coroner's office to retrofit the County owned property at 503 N. Oak at an approximated \$70,000.00 per year for three years.
- Procurement of a 6-body storage cooler to meet evidence requirements.

Employees paid through this account:

1 Part-time Elected Coroner with Full-time benefits

5 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 that they 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 2024 Accomplishments

- Led the 7th Judicial District in felony jury trials with guilty verdicts on all those cases for 2023. Already for 2024 we are leading the District again for jury trials.
- Successful prosecution of Kayden Ford for second-degree murder.
- Successful prosecutions and jury trials for multiple high-level felony cases including, lewd conduct, rape, battery with intent to commit a serious felony, drug trafficking, grand theft, and aggravated battery.
- Reclassified the positions of Jodi Allen and Lori Jorgensen to create an assistant office manager and to create a salary buffer between office manager and assistant office manager.

- Promoted Ollie Wimbish to Chief Deputy to assist in managing the office.
- Successfully covered all county legal work in spite of attorney shortages.
- Maintained a full support staff of 6 legal assistants.
- Hired Zoie Laggis as the SAUSA.
- Increased the public communication and case awareness through coordination with the Sheriff and Chief of police.
- Increased communication with the media by fostering professional relationships with East Idaho News, Local News Eight, and other media sources.
- Increased communication with law enforcement regarding sentencings through the creation of a weekly case sentencing update email.
- Successful mitigation and litigation of numerous civil issues and planning and zoning issues.
- Reimplemented employee job evaluations to provide improved attorney and staff feedback and identification of improvement areas.

FY 2024 Goals and Objectives

- Further increased public communication and public involvement to improve public perceptions of crime enforcement in our community.
- Further increased communication with law enforcement to work as a team regarding victim cases and violent crime.
- 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.
- Hire a criminal deputy to fill our vacancy and maintain a full attorney staff.
- Retain the current attorney staff by increasing attorney pay to appropriate levels consistent with other counties.

Significant Changes to the FY 2025 Budget

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

- Increase the deputy prosecutor salaries. We will need to increase line item 0402-0000 Salaries - Deputies from \$336,356.00 to \$355,368.
 - REASONS - This is based on several issues: first my office has had a vacancy for the last 10 months and we have not had any applications. My current deputies have absorbed the additional work to compensate for being understaffed. Recently the Board approved listing the vacancy at 75 to 90 depending on experience. If I hire a new deputy at the higher end of the job listing I need to adjust my experienced

attorneys current pay so the new hire isn't paid at a higher rate than them. In addition, the higher rate is reflective of the numerous job listings throughout the state for prosecuting attorneys and is the going rate for deputy prosecutors. In addition this would match the Sheriff's office pay scale for leadership positions.

- The training budget on line item 0439-0000 TRAVEL-TRAINING will need to be increased from \$12,000 to \$14,000. This increase is due to increased travel costs generally. Specifically, our Karpel training which is our filing management system. This training provides significant training in the use and case management, which helps our office better serve the court and the public and increase our office efficiency. In addition, our IPAA training which takes place twice each year and the added travel costs associated with it. This line item ran over in our current budget and needs to be increased to more accurately reflect the increased travel costs.
- 0401-0001 Chief Deputy budget increase from \$96,414 to \$101,268.64 to avoid compaction between the deputies and chief deputy. To provide a competitive salary for this position in comparison to other counties and to match the chief deputy position with the Sheriff's office chief deputy position and adopt their pay scale.
- The county has also requested that each department pay for software out of their own budgets so I am requesting that a new line item be added under Capital Outlay for "software" which is currently paid for out of the IT department budget. The requested amount is for \$11,000. This covers our Karpel case management system at \$9,000 and our Adobe Pro licenses at \$1900.
- ***Overall, the requested increase is approximately \$48,742.64 increase to the prosecutor budget. However, \$11,000 of that is only shift from IT to my budget for software so the actual increase is \$37,742.64.***

5 year plan

- Increase training to other agencies, law enforcement and community.
- Provide more efficient legal advice to the County.
- Increase the number of deputy prosecutors and support staff to meet increased demands.

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 positions.

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.

Program Description

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

1. Human Resources

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

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

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

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

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

2. Risk Management

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

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

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

FY 2024 Accomplishments

- Conducted 44 total recruitments since the start of the fiscal year.
- Processed and reviewed 128 applications and approximately 40 additional resumes since the start of the fiscal year.
- Conducted 28 interviews since the start of the fiscal year.
- Processed 37 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
- Continued management of the Employee Recognition Program
- Continued to make
- Made significant changes to the Bingham County Employee Handbook, including: Bereavement Leave policy; Nepotism policy; Parental Leave policy and Drug Free Workplace policy
- Assisted multiple departments/offices through formal disciplinary processes, including terminations. HR was able to help department heads navigate the situations towards outcomes which are compatible with reduced employment-related claims against the County, per ICRMP.
- Assisted at least one department to recruit successfully by considering a different approach to attract employees.

FY 2025 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.

Significant changes to FY 2025 Budget

None anticipated; the Department currently operates with 2.0 FTE positions (an increase of 0.5 since 2023) and is expected to maintain that staffing level.

5 Year Capital Outlay plan

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:

2 Full-time

Building Maintenance General Fund 01-10 Budget Narrative 2024-2025



2024-2025

Budget Narrative

Authored by: Jason Marlow



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

"You don't have to see the whole staircase, just take the first step." Martin Luther King

2024 Fiscal Year Accomplishments:

- Added filters to some air handlers to prevent further buildup in Coils
- Replaced Pump and Motor for cooling tower
- Added countertop and an oven to the Dispatch kitchen
- Renovated the entire kitchen in DMV/Assessors
- Remapped and added panic buttons on second floor
- Dug out and replaced Drip lines for planters
- Added Gutters to the Annex building
- Walk in Fridge and Freezer Evap Coil was replaced
- Jail Laundromat received new Dryers
- Wired and plumbed new Ice machine for Kitchen
- Kitchen Grease Trap was Pumped
- Converted some Jail Cells plumbing to Electric controls
- Added several water Isolation Valves throughout the Courthouse
- Separated Ollie's office HVAC with controls
- Converted Building management controls to in house Supervisor Backnet
- Replaced many Flood lights for Parking lots and Garages
- Dug up and replaced the sprinkler line shut off at Museum
- Inspections for Fire electrical, Extinguishers and Sprinklers
- Finished I.T. Room in Annex building
- Replaced Light Bulbs in A, B Jail Pods
- Assisted with Transitioning Departments for Remodel
- Closely involved with I.T. and Jail Staff for the Jail addition
- Facilitated moving the Coroners office over to the Annex Building
- Received a new work Pickup for Maintenance

"The Magic you're looking for is in the work you've been avoiding!"

2025 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
 - Closely monitor Roof for damage and End of life
 - Replace flooring and Ceiling Tiles, where needed 8,000
 - Update HVAC hardware for efficiency and reliability 26,000
 - Add an Air Handler for the jail command server room 18,000
 - Holding Cells sewer pipes replumbed (only 2 left) 3,000
 - Patching curbs and sidewalks 4,000
 - ADA and cabinetry rework Treasury 14,000
 - PZ basement bathroom added 2,000
 - Remodel locker room sinks/faucets and countertops 9,000
- Total: 84,000

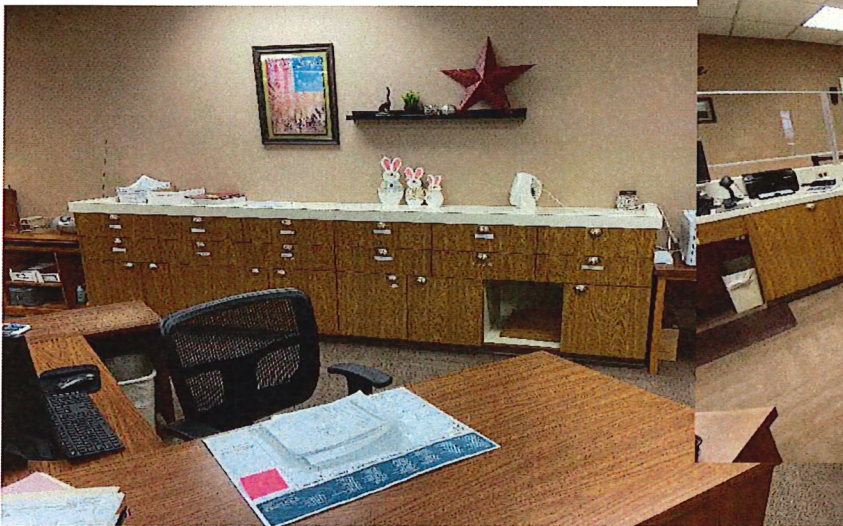
Significant Changes to the F.Y. 2025 Budget

We have a full staff in the Maintenance Department, Jonathan Steimens and John Frey are Specialists which means we have the ability to spread out and Take on larger improvements. Focus this year will be on the first floor of the courthouse and the original portion of the Jail. The treasury has been looked over for many years for cabinet replacement and the Jail HVAC needs renovation badly.

5-year Capital Outlay

- Parking lot upkeep and repair 4year \$42,000 total \$10,500
- Courthouse Roof replacement \$110,000 total 10-year plan. \$11,000
- Repurpose 56 Airport rental house into Parking lot.
- 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



Sherriff and City Police



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

2025 Account Change Proposal:

<i>Expenses-Labeled</i>	<i>Original Amount</i>	<i>Proposed Change Amount</i>
<ul style="list-style-type: none"> 0441-0000 Supplies- Cleaning <p>Cleaning supplies are under an NCPA Gov contract have increased again from last year. We received 18% increase in budget last year and need another increase to stay within budget this coming year. I'm hopeful that another 25% will get us there.</p>	\$13,000	\$16,250
<ul style="list-style-type: none"> 0443-0001 ADA Improvements <p>No change is needed for this account, especially with the upcoming renovations.</p>	\$20,000	\$20,000
<ul style="list-style-type: none"> 0449-0000 Supplies- Other <p>This account is sufficient for our hardware, tools and consumables and needs no change.</p>	\$20,000	\$20,000
<ul style="list-style-type: none"> 0460-000 Utilities- Fuel for Heating <p>With the New addition to the jail we will be using more fuel for both the Kitchen/Laundry and Heating. I believe 5% should cover this.</p>	\$35,000	\$36,750
<ul style="list-style-type: none"> 0465-0000 Utilities- Electricity <p>Again, The expansion of the jail will warrant an increase to this cost which I'm estimating could be 2%.</p>	\$82,000	\$83,600
<ul style="list-style-type: none"> 0469-0000 Utilities- City of Blackfoot <p>This fund line has gone over for the last 3 years by a substantial margin. I'd like to get more accurate with this expense and propose 10,000 added</p>	\$66,000	\$76,000

- **0470-0000 Vehicles- Repairs & Gasoline** \$4,000 \$6,000

Over this last year there were many repairs that came up suddenly and we went over our budget amount substantially. To be honest we should have been putting more preventative attention into our three vehicles. This year we can if we have an increase in funding to do so.
- **0494-0000 Repairs/Maint- Bldng, Fixtures** \$148,000 \$151,000

Now that we have a third member in the department it should be easier to fix things without hiring in contractors. Last year we didn't get an increase because I didn't have much time to do very many upgrades because of the addition project but now we have the manpower.
- **0506-0000 Jail- Repairs** \$58,000 \$60,000

I'm looking forward to more capacity for the jail and being brand new the addition should work well with minimal repair but unfortunately, we still have much to do in the old parts. Detention grade repairs have gotten even more expensive this last year. I'm asking to round this up 2,000\$.
- **0670-0000 Contracts Janitorial** \$180,000 \$180,000

Our contract with AAA-Giles will not end for another two years and he has been very patient with our messes renovating many rooms. I'm hoping not to spend more this year also.
- **0701-0005 Rental Houses** \$10,000 \$10,000

Total: \$636,000 \$659,600

This would be a 3.7% increase of the budget moving into 2025

"You can't control the wind, but you can adjust your sails."



FY 2025 Annual Budget

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 2024 Accomplishments

- In conjunction with Red Cross, we were able to activate shelter-in place at the Mountain View Middle School during March's heavy snow fall, which caused power outages around the county.
- Monitored the Spring flooding effort with residents of Bingham County. Sandbags were provided as needed or requested.
- Passed several FEMA training courses, and continue with ongoing training
- Attended IEMA week long training in Boise
- Attended the IOEM conference
- Continue to provide portable radios for county LE, EMS, & Fire
- Received an additional \$20,000 from IOEM on our EMPG Grant
- Continue monthly WEBOC communication training
- Attended the DIGB5 meetings held throughout the year
- Attended the Emergency Management Workshops (EMW's) that were held in East Idaho
- Update Emergency Operations Plan (EOP) to keep us in compliance with our state and federal partners

FY 2025 Goals and Objectives

- Continue to foster positive relationships with our state and federal partners
- Continue to work with the State of Idaho on grant programs that benefit the county.
- Continue to meet our goals for training and exercises
- Attendance at the annual IEMA and IOEM conferences.
- Finally, work closely with our residents of Bingham County in strengthening our mission.

No Significant Changes to the FY 2025 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

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 2024 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

Quantitative Accomplishments

Scholarship and Creative Activities

- 1 refereed UI Extension curriculum, co-authored
- 2 UI Extension Impact Statements as lead author
- \$6,545 in internal funding with full spending authority
- 1 regional award
- 5 scholarly presentations
- 2 scholarly posters (1 regional and 1 national)

Outreach and Extension

- 38 presentations planned and conducted
- 7 engagement/facilitation activities
- Provided additional education through 23 newsletter articles, 1 newspaper article
- 4,571 (257 minority) direct contacts reported, including 1,007 teaching

- 191,819 indirect contacts
- 1 video recording
- Member of the 4-H Youth Development and Health & Well-being Priority Extension Theme groups.

University Service and Leadership

- Served on 19 committees (2 national, 3 regional, 1 state, 3 Extension, 5 eastern district, 5 county/local) including mentoring 2 early-career Extension educators
- Member of 6 professional organizations and held 1 leadership position in those organizations
- Attended 26 professional development events/activities
- Contributed information for UI Extension Trends
- County chair of the UI Extension office in Bingham County. Supervised county staff, met regularly with the Bingham County Commissioners and worked with them to negotiate the FY2024 Standardized Extension Agreement. Negotiated a permanent increase in 4-H part-time secretary hours and added a refrigerator to our capital expenses.
- Provided oversight to 1 volunteer
- Review activities- Reviewed 9 Extension publications through University of Idaho FastTrack, Reviewed 1 Utah State University packet as an external reviewer

Teaching Accomplishments:

Areas of Specialization:

Health and Wellness

Food Safety and Preservation

4-H Youth Development

Courses Taught:

Food Preservation, FCS 475, University of Idaho, 2023-2024.

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

Health and Wellness:

- Buck, J. Freezer meal cooking, Blackfoot, Idaho, November 15, 2023.
- Buck, J. Fitness made simple, Blackfoot, Idaho, October 19, 2023.
- Buck, J. Freezer meals, Idaho Falls, Idaho, October 18, 2023.
- Buck, J. Fitness made simple, Blackfoot, Idaho, August 17, 2023.
- Buck, J. Freezer meal cooking, Blackfoot, Idaho, July 11, 2023.
- Buck, J. Fitness made simple, Blackfoot, Idaho, July 6, 2023.
- Buck, J. Sourdough basics, Blackfoot, Idaho, June 20, 2023.
- Buck, J. Dining with Diabetes, Blackfoot, Idaho, May 10, 17, 24, 31, 2023.
- Buck, J. Gluten Free? Find out more about it, Shelley, Idaho, February 23, 2023.
- Buck, J. Cooking for 1 or 2, Shelley, Idaho, February 16, 2023.
- Buck, J. Freezer meal cooking, Blackfoot, Idaho, January 25, 2023.
- Buck, J., L. Blanch. Electric Pressure Cooker, Idaho Falls, Idaho, January 18, 2023.
- Buck, J. Electric Pressure Cooker, Blackfoot, Idaho, January 18, 2023.

Food Safety:

- Buck, J. Pressure canning, Blackfoot, Idaho, October 25, 2023.
- Buck, J. Water bath canning, Idaho Falls, Idaho, October 17, 2023.
- Buck, J. Water bath canning, Blackfoot, Idaho, September 5, 2023.
- Buck, J. Pressure and water bath canning, Blackfoot, Idaho, August 2, 2023.
- Buck, J. Food preservation for Cottage Food industry, Blackfoot, Idaho, May 24, 2023.
- Buck, J. Freezing and Drying foods, Pocatello, Idaho, March 22, 23, 2023.
- Buck, J. Preserve@Home online course, March 2, 2023.

4-H Youth Development and Volunteer Development:

- Buck, J. School pantry cook-off, Blackfoot High School, Blackfoot, Idaho, May 15, 16, 17, 2023.
- Buck, J. 4-H Day camp pillowcase, Blackfoot, Idaho, May 30, 2023.

- Buck, J. Nutrition topic, Special needs class, Blackfoot High School, Blackfoot, Idaho, May 8, 2023.
- Buck, J. Tobacco and Vaping Prevention, Blackfoot, Idaho, May 3, 2023.
- Buck, J. AG safety day, Blackfoot, Idaho, May 2, 2023.
- Buck, J. 4-H Day camp drawstring bag, Blackfoot, Idaho, April 21, 2023.
- Buck, J. Welcome to the real world, Firth, Idaho, February 22, 2023.
- Buck, J. School pantry cook-off, Blackfoot High School, Blackfoot, Idaho, February 9, 16, 2023.
- Buck, J. Nutrition topic, Special needs class, Blackfoot High School, Blackfoot, Idaho, January 9, 2023.

Family Economics:

- Buck, J. Welcome to the real world, a youth budgeting program presented in each of the following classes:
- Firth High School, Firth, Idaho, October 25, 2023.
- Firth Middle School, Firth, Idaho, October 19, 2023.
- Firth Middle School, Firth, Idaho, February 22, 2023.

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>

University of Idaho Extension Impact Statements:

- Buck, J., L. Blanch, K. Hickock, L. Sant, P. Wray. September 2023. Sewing workshop provides training to local youth volunteers.

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 Outreach in Idaho Grade Schools. September 27, 2023. National Extension Association of Family and Consumer Sciences Conference, Providence, Rhode Island.
- Buck, J. Tobacco and Vaping Prevention Outreach in Idaho Grade Schools. September 12, 2023. Epsilon Sigma Phi Conference. Billings, Montana.
- 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.
- Buck, J., L. Blanch. Unexpected Caregivers. Moving Forward Together. Family Caregiver Conference. Idaho Caregiver Alliance. March 11, 2023.

Funding

Internal Funding Awarded:

- Buck, J. Mildred Haberly Endowment Award, School of Family and Consumer Sciences, 2024, \$2,610.93 (\$2,610.93 spending authority).
- Buck, J. University of Idaho Extension Eastern District Enhancement Funds 2024, \$829.70 (\$829.70 spending authority).
- Buck, J. University of Idaho Extension Support Endowment, 2024, \$3150 (\$3150 spending authority).

Scholarship Honors and Awards:

- Buck, J. Communications Newsletters Award. Western Region Winner. National Extension Association of Family and Consumer Sciences, 2023.

Service

Major Committee Assignments: International/National:

- National Extension Dining with Diabetes Working Group, 2015-present
- Extension Disaster Education Network, 2019-present. Professional Development Committee member 2019-present
- University of Idaho Extension Disaster Education Network Delegate, 2019-present

Regional:

- Diabetes Alliance of Idaho, 2019-present.
- Western Region Food Preservation, 2020-present.

District:

- Eastern District Family and Consumer Sciences Working Group, 2015-present
- Treasurer, 2018-2022
- 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. Sewing Workshop, Idaho Falls, Idaho, May 11, 2024.
- Buck, J. Sourdough Basics, Blackfoot, Idaho, June 20, 2023.
- Buck, J. 4-H Alpine Camp cook, Alpine, Wyoming, June 12-14, 2023.
- Buck, J. Sewing & Needlecraft Workshop, Idaho Falls, Idaho, June 3, 2023.
- Buck, J. Brigham Young University Idaho FCS students tour office, Blackfoot, Idaho, February 23, 2023.
- Buck, J. Blackfoot Community Pantry Christmas box distribution recipe book, December 21, 2023.

Review Activities

- Promotion Package for College Associate Professor, Cindy Nelson, Utah State University, October 2023.
- Journal of Human Services and Extension reviewer, 2021-2024.
- University of Idaho Extension Publications reviewer, 2019-present.

Community Service

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

PROFESSIONAL DEVELOPMENT

Teaching:

- Type 1 Diabetes and Pregnancy. LifeScan Diabetes Institute. May 11, 2023.
- Management Type 2 Diabetes. The Indian Health Service Clinical Support Center. May 3, 2023.
- Moving Forward Together. Family Care Giver Conference. Idaho Care Giver Alliance, March 11, 2023.
- USU Clothing and Textile Training, Utah State University Extension, March 9-10, 2023.

- Exercise and Eating Disorders: Helping Clients Return to healthy Engagement and Exercise, Center for Change. February 14, 2023.
- Fitness Made Simple! Leslee Blanch, UI Extension. January 20, 2023.
- American Diabetes Association 2023 Standards of Care. January 19, 2023.
- Administration/Management:
- "Start with why" Simon Sinek. University of Idaho Extension Book Club. October 11, 2023.
- University of Idaho 2023 Required Training. October 2023.
- Respectful workplace: Harassment, discrimination, and retaliation prevention. ICRMP, October 16, 2023.
- Common threats: KnowBe4. June 20, 2023.
- Western Region Food Preservation group. April 25, 2023.
- Now and later: Living in the moment and creating a helpful future. Ohio State University Extension, March 30, 2023.
- Supervising Intergenerational teams. Academic Impressions, March 30, 2023.
- The Art and Practice of Giving and Receiving Feedback. Academic Impressions, March 30, 2023.
- Effective Supervision in Higher Education. Academic Impressions, March 30, 2023.
- Kevin Mitnick Security Awareness Training, March 21, 2023.
- Purpose driven productivity: Start and end with purpose. Ohio State University Extension, January 23, 2023.

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

- 4 UI Extension Impact Statement(s) 1 as sole author, 3 as co-author
- \$99,177 in external funding/ \$0 in spending authority
- \$5,000 in internal funding/ \$5,000 in spending authority
- 1 national award(s)
- 4 national 1 regional scholarly presentation(s)
- 3 national scholarly poster(s)
- 7 Abstracts and Proceedings as co-author
- 2 Research Reports as co-author
- 2 Video Productions

Outreach and Extension

- 77 presentations planned and conducted
- 12 engagement/facilitation activities
- Provided additional education through 22 newsletter articles, 1 media interview
- 4,320 (507 minority) direct contacts reported, including 4,122 teaching and 198 engagement contacts
- 13,520 indirect contacts
- Member of the Food Production Systems and Horticulture and Small Farms Priority Extension Theme groups.

University Service and Leadership

- Served on 10 committees 1 college, 7 eastern district, 2 county/local) including mentoring 2 early-career Extension educators
- Member of 5 professional organizations

- Attended 18 professional development events/activities
- Contributed information for UI Catching up with CALS
- 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 FY2024 Standardized Extension Agreement. Increased travel budgets, secured funding for office carpeting
- Provided oversight to 14 volunteers (Master Gardeners)
- 5 Review activities- Reviewed 4 Extension publications through University of Idaho FastTrack, Reviewed 1 MSU P&T dossier
- 6 applied research/demonstration trials

Qualitative Program Accomplishment Narrative

University Service and Leadership

I Serve as County Chair- Bannock County. I put special effort into maintaining a great rapport with commissioners, as well as focusing 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 a great working relationship with the current administrator. We depend on good teamwork with all county departments, and I put extra effort in this area. I seek input and explain all county budgets and other pertinent information with all faculty and staff to assure understanding and proper functioning of the office leading to proper office conditions and a positive working environment.

I negotiated an increase in the county budget, provided funds for staff to attend professional development activities, and completed a successful county civil rights review. I also procured funds to replace the carpet in the extension conference room. I maintained positive relations with commissioners and provided updates on all county programs; conducted regularly scheduled faculty/staff meetings to communicate programs, schedules, updates, and civil rights issues with minutes of meeting recorded; and conducted staff evaluations and submitted written summaries to county clerk. I served on 18 committees, including two mentorship committees as well as serving on the College Promotion and Tenure Committee. I am a member of the review board for UI Fast Track and reviewed 4 University Extension publications.

Forage Research

I lead the forage team in the investigation of sustainable agriculture through an innovative project grant aimed at mitigating the costs of high fertilizer costs and lowered availability of essential nutrients. I am the PI of research for the next three years that will help reduce our dependence on inorganic outside fertilizers and improve profitability. This research will all take place at the Aberdeen Research and Extension Center. The research focuses on the use of non-dormant alfalfa varieties that fix high amounts of nitrogen in a single growing season. This crop will be followed for two years with small grain crops to determine nitrogen contributions to the fertility of subsequent crops. An economic analysis that includes the high value of fertilizers, the high value of alfalfa hay, reduced cost of alfalfa kill and transition, and the benefits of increased and prolonged nitrogen fixation will be completed at the conclusion. This year we had a very successful alfalfa crop. The non-dormant cultivar experienced an extra fourth crop as compared to traditional varieties.

I am also involved in 5 other research projects in conjunction with UI crop specialists. I am very excited about the prospects of our fall/winter dryland moisture and crop rotation studies. These studies will help us to update our knowledge of water and soil conservation on dryland acres. This area of research has not been updated in many years (generations of farmers) and will help us to make better recommendations concerning soil tillage, crop rotation, and fertility in the future.

The results of our research programs were shared at area forage schools and national meetings as well as popular press articles and magazines. Our forage research has garnered enthusiasm in the state and was highlighted in the UI "Catching up with CALS" publication. Interview articles also appeared in the American Falls and Aberdeen newspapers.

I also helped organize and teach at area forage schools, and the separate pasture management schools. I also delivered information on thrips in alfalfa at the Regional Hay and Forage Conference in Reno, Nevada by presenting results in the poster session.

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 eight 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 remote technology.

Farm Management

I assisted in the delivery of the farm management and estate planning program. 12 weeks at various locations. This year the program was delivered via remote technology (zoom).

Agriculture

I worked with district educators to provide pesticide applicator 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 pasture management 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 disease diagnosis in potato production.

Small Farms and Horticulture

Our regional Master Gardener program was delivered to two extension districts and 4 counties. We used Zoom remote technology. My Master Gardener volunteers each give around 30 hours of service each year. We have 14 Advanced Master Gardeners between Bannock and Bingham counties. Bonneville county contributes similar numbers with other counties having fewer Master Gardeners. We supplement the Zoom MG classes with hands on classes such as grafting, pruning, fall management, and harvesting. This coming year we have developed pre-recorded topic sessions that will be used in an asynchronous teaching platform. Classes will consist of 2 hours of asynchronous sessions that students can access at their leisure, coupled with 1 hour of instruction via Zoom technology. This will be the first year that we are prepared to offer the MG course in this fashion. Counties other than Bannock, Bingham, and Bonneville will be able to offer the MG program along with us. They can manage their students' test scores and certificates, or we will manage the students along with ours.

This is the second year of Plant Talk Tuesday. Ron Patterson and I initiated this on-line Zoom designed for clients and students to forward pictures and issues for discussion and management suggestions. This year we included other horticulture educators as well as area specialists to present short lectures prior to the question-and-answer period of the Zoom. This program has been well attended and is useful for area gardeners and homeowners.

4-H Youth Development

I assisted in the Bannock/Bingham County Fairs in the horse and livestock project shows. I also have various assignments at the Eastern Idaho State Fair in Blackfoot. 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. I assisted where I could in some of the events to cover gaps in our leadership. I also assisted at the Alpine, Wyoming camp opening and closing workdays, as well as assisted at the Bannock as well as the Bingham County 4-H camps. I taught shooting sports, plant identification, and survival techniques at the camps this year.

Extension Visibility

I have increased my contacts with area journalists and information centers this year. This has resulted in increased popular press articles in the areas of our programming, research, and impacts. I continue to request additional signage through county and university funding. This is an ongoing and long-term project as the cost is significant. New signs are in the process of being manufactured. These signs will have arrows to assist clients in finding the office.

Livestock & 4-H – Carmen Willmore, Extension Educator

Position Description

5% Scholarship and Creative Activities

85% Outreach and Extension

10% Service and Leadership

Quantitative Accomplishments

Scholarship and Creative Activities

- \$120,000 in external funding with \$120,000 in spending authority
- 1 UI Extension Impact Statement
- 1 statewide scholarly presentation
- 2 powerpoint slide presentations developed

Outreach and Extension

- 29 presentations
- 7 engagement/facilitation activities
- Provided additional education through 1 local newsletter article and 2 magazine articles
- 5,716 (1,664 minority) direct contacts reported, including 1,289 teaching and 4,427 engagement contacts
- 69,377 indirect contacts
- Member of the food production systems and 4-H youth development priority extension theme groups
- Supervised 4-H club leaders and county 4-H committees

University Service and Leadership

- Served on 7 committees (2 university, 2 extension, 3 county/local) including mentoring 2 early-career extension educators.
- Member of 4 professional organizations
- Attended 18 in-person professional development events/activities
- Contributed information for the 2023 UI Extension trends
- Supervised 3 Americorp interns (2 summer interns, 1 part time intern)

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**

Willmore, C. J., and G. Loomis. *Increasing knowledge and application of sustainable agriculture practices*. Western Region SARE State Professional Development Program Grant. 2024-2026. **\$120,000**

Scholarly Presentations

- 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.

Miscellaneous Extension Publications

UI Extension Impact Statement

- Willmore, C.J., M. Ellison, and C. Page. 2023. *Sheep and goat's webinar series: Reaching a diverse and disperse audience*. University of Idaho Extension.

Progressive Cattlemen

- Willmore, C.J. and J. Sprinkle. *Is there an efficient range cow?* June 2023.

Teaching Accomplishments-**PowerPoint/Slide Presentations:**

- Willmore, C.J. 2024. *Common Sheep and Goat Diseases*.
- Willmore, C.J. 2024. *Building a Support team for your Farm*.
- Willmore, C.J. 2024. *History of vaccinating livestock*.
- Willmore, C.J. 2024. *Grant writing for your farm*.
- Willmore, C.J. 2023. *Fly Control on Livestock*.
- Willmore, C.J. 2023. *Beef Quality Assurance Audit Update*.
- Willmore, C.J. 2023. *Upcoming Antibiotic Regulatory Changes*.

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

- Willmore. C.J. Common Sheep and Goat Diseases. Rexburg, ID. March 23, 2024.
- Willmore. C.J. Fundamentals of Grant writing. Online Annies Project (Zoom). March 2, 2024.
- Willmore. C.J. BQA Audit Updates. BYU- Animal Science Campus, Rexburg, ID. January 31, 2024.
- Willmore. C.J. BQA Training. Idaho Falls, ID. January 27, 2024.
- Willmore. C.J. BQA Transportation Training. Idaho Falls, ID. January 27, 2024.
- Willmore. C.J. Controlling flies on livestock. Pesticide Trainings. Burley, ID. November 29, 2023.
- Willmore. C.J. Controlling flies on livestock. Pesticide Trainings. Twin Falls, ID. November 30, 2023.
- Willmore. C.J. BQA Audit Updates. Blackfoot, ID. November 28, 2023
- Willmore. C.J. BQA Audit Updates. Montpelier, ID. November 29, 2023
- Willmore. C.J. BQA Audit Updates. Malad, ID. November 30, 2023
- Willmore. C.J. BQA Management Practices Training. Bonneville County Event Center. Idaho Falls, ID. August 12, 2023.
- Willmore. C.J. Upcoming Antibiotic Regulatory Changes. UI Sheep and Goat Webinar. (Zoom Recording). May 10, 2023.

4-H Youth Development:

- Willmore, C.J. *Cheese Making*. Blackfoot, ID. March 28, 2024.
- Willmore, C.J. *Dabble in Dissection – Fetal Pig Dissection*. Blackfoot, ID. January 30, 2024.

- Willmore, C.J. *Dabble in Dissection – Crawdad Dissection*. Blackfoot, ID. January 23, 2024.
- Willmore, C.J. State 4-H Livestock Management Skill-A-Thon Competition, Jerome, ID. January 20, 2024.

Carcass Judging – Junior and Senior Division

Wool Judging – Junior and Senior Division

- Willmore, C.J. *Ruminant Anatomy and Digestion Dissection*. Bingham County Livestock Education Day Camp. Blackfoot, ID. May 31, 2023.
- Willmore, C.J. *The Adventure of Rangeland Uses*. Wilcox Elementary School Field Trip. Pocatello, ID. May 25, 2023.
- Willmore, C.J. *The Adventure of Rangeland Uses*. Massacre Rocks State Park Field Day. Massacre Rocks State Park, ID. May 22, 2023.
- Willmore, C.J. *Rabbit Nutrition*. Bingham County Rabbit 4-H club. Blackfoot, ID. May 5, 2023.

Qualitative Program Accomplishment Narrative

Idaho SARE – As the Idaho SARE coordinator I applied for a three-year grant titled Increasing knowledge and application of sustainable agriculture practices. When funded, this grant will provide support for sustainable agriculture practices and research throughout the state of Idaho. I also managed the funding for the previous three-year grant titled Enhancing processing and access to local food in Idaho for \$90,000. This grant supported many sustainable agricultural practices and research projects across the state to support Idaho's farmers.

Bingham County Progressive Ag Safety Day – As I have started my new position in Bingham County, I learned many in the community would benefit from more education about the agriculture production which surrounds the city of Blackfoot. To address this concern our office decided to host an Ag Safety Day for the 5th grade students in Blackfoot. The event was held at the Eastern Idaho State Fairgrounds and had 250 5th grade students and their parents and chaperones in attendance. To provide the educational portion of the event we invited guest speakers from: Idaho Power, Idaho Fish and Game, iRoam, US Forest Service, Eat Smart Idaho, and the local Sheriff's department that spoke on ATV and water safety.

Bingham County 4-H Livestock Education Program – In 2023 year we hosted three livestock day camps for the 4-H youth in Bingham County. The first was a poultry nutrition day camp where the youth learned about the importance of reading and understanding the parts of a feed label when selecting feed for their 4-H projects. The second was for youth taking a rabbit project and again we covered nutrition and how to know when your rabbit might be sick as well as a rabbit education quiz bowl. The last in the series of day camps was the livestock day camp where we taught about ruminant nutrition, ultrasound, livestock first aid and quiz bowl on various livestock species.

Eastern District 4-H Services – I served as the Livestock Superintendent for the 4-H program at the Eastern Idaho State Fair. In this role I supported the species chairs in their respective shows and oversaw any grievances. I also oversaw the collection of DNA and urine for drug screening as part of the EISF.

University of Idaho, South Dakota State University and Utah State University Extension Sheep and Goat Webinar Series – I have collaborated with a team of Extension professionals to coordinate and host a monthly webinar series with topics covering the sheep and goat industry. This year we have hosted 11 webinars and two Q & A nights where the audience could ask questions to a panel of specialists including myself. This year we added a new set of collaborators from South Dakota State University to broaden our audience. Additional engagements for this program are seen through activity on the UI Extension Sheep and Goat Facebook page which has over 3,900 followers and the UI Extension Livestock YouTube page with over 1,710 subscribers where viewers can watch any of the 110 videos that have been uploaded since the channel was created in March 2020.

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
422	0	0	0	422

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
1	21	407	482

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 duplications included)
851

School Grade

Kindergarten	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Post HS	Not in school	Special	Total
15	12	29	32	50	45	38	45	32	27	29	25	8	1	0	0	388

Gender of 4-H Youth Participants

Male	Female	Total
163	225	388

Day Camps -	
39	# KIDS
139	# PROJECTS

4-H Camp		
Fort Hall	26 campers	7 TCC
Bonneville	26 campers	12 TCC
Bingham	18 campers	10 TCC

Schools

Actual Totals for the year 2022-2023

	Groveland	Ridgecrest	Aberdeen	Stalker	MVMS	Stuart	Stoddard	Rockford	Id Science & tech	BHS	Firth HS	Firth MS	BHS SPED	Totals
Blue	0	59	48	0	35	0	36	0	0	215	67	0	27	487
Red	0	3	0	0	0	0	10	0	0	34	12	0	0	59
White	0	3	1	0	0	0	14	0	0	8	6	0	0	32
CB		0												0
														578

Kids	PARTICIPATED:	
	Traditional:	447
		447

Bingham County Extension – FY 2025 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.
3. 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 2025 Budget

- 1-13-479-00 \$750 increase. Due to the rising cost of fuel as well as being over budget for the past two fiscal years in this budget.
- 1-13-529-00 \$4,000 increase for 4-H program operating budget. Within the last 10 years we have almost doubled the amount of youth we are educating in livestock practices, cooking/sewing, STEM projects, and within schools.
- 1-13-559-00 \$400 increase. We need 2 computers to have Adobe Pro subscription available and IT is no longer budgeting for the Pro for county use.
- 1-13-718-00 Increase \$500. This account covers all travel for office staff. It is split between 3 staff member's use.

Bingham County Extension – 5 year Capital Outlay plan

Name	Description	Year bought	Who Bought	Expected Life	2025	2026	2027	2028	2029
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 # 5TFDY5F138X186487 #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	think pad UI#D623079	2024	UI	5 yrs					replace
Fair Printer (copier use during co fair)	Canon D530	2016	County						
Reed Printer	Pantum M6552NW	1/2022	County	5 yrs+			replace?		
Carmen Laptop	Thinkpad Lenovo D618620 #PF-3CUB29A	1/1/2023	UI	5 yrs				replace	
Julie desktop	Dell Lenovo Think Station UIW D621541	1/1/2024	UI	5 yrs					replace
Julie laptop	dell latitude E5480 UI#D616402	1/1/2023	UI	5 yrs				replace	
Julie ipad	ipad model a1954, bcga1954 serial: dmpwva22jmxk	11/1/2018	UI start up	5 yrs					
4-H Coordinator Laptop	Dell Latitude 3520, COEX152 property # 03768	2022	County	5 yrs			replace		
Office Manager Desktop	Dell Optiplex 5060 service # dh9kq2, coex137 property # 03241	12/11/2018	County	5 yrs		replace			
Part-time 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 #gtbxcs1	4/23/2012	County	5 yrs	replace				
Julie Thinkpad laptop (D615656)	Thinkpad T14 Glen 1 serial: PF-22NPX1	2021	UI						
ipad mini -robotics	dmpf8108lm94	2019	4-H						
ipad mini -robotics	dmpd95tvm94	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	f9rt87fcm6	2019	4-H						
Teaching Kitchen TV	Vizio TV and soundbar	2019	UI						
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						
Archery Cabinet	cabinet for archery supplies stored at Archery range	Dec-23	4H						
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					
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						
Sewing Machine 8	singer 4411 heavy duty	2023	4H						
Sewing Machine 9	singer 4411 heavy duty	2023	UI						
Oven #1	General Electric		County						
Oven #2	*No brand visible	2014	County						
Fridge	LG LRFLC2706S 27cf	11/21/2023	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						

Information Technology

General Fund 01-14

Matthew Galloway – Information Technology Director

Elected Official – BOCC

Mission Statement

To provide security, transparency, and accountability of information and technology by providing support to the employees of the county so they can serve the public and carry on the business of the County that is useful, timely, and accurate manner

Program Description

Information Technology manages the ongoing, day-to-day operations of computer information systems departments; develops, implements and interprets policy, establishes guidelines; develops processes and procedures designed to enhance efficiency and effectiveness of information systems.

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

FY 2024 Accomplishments

- Added two IT Employees this year, Melissa Jensen and William Haight.
- Began the maintenance replacement of the county's 50+ switches.
- Deployed a secondary next generation firewall. This will give us redundancy and increase our reliability during maintenance and hardware issues.
- Purchased and fully deployed a new body worn and in-car video server for the three Law Enforcement agencies to use for video, bodycam, and evidence handling.
- Began migration of IT knowledge base and password management to a cloud platform.
- Audited backup systems, maintenance and repaired all backup hardware. We restored cloud functionality and modified our backup strategy to better utilize the resources we have.
- Setup a Sheriff's Office substation in the Shelley Fire Department to enhance coverage for the Sheriff Office's north patrol team
- Setup the Shelley Fire Departments network to handle the substation and to allow IT to facilitate the Shelley/Firth Fire District with security and future expansion with the limited IT resources they have.
- Purchase of Windows Server 2022 and the beginning of the maintenance upgrade of Server 2016 and 2019 servers.
- Performed maintenance replacement of server hardware.

FY 2025 Goals and Objectives

- Continue replacement of switch infrastructure.
- Replace Dell Unity (SAN) and Dell Data Domain (Backups) with Pure Storage appliances
- Use a flat budget protocol to plan and continue maintenance replacements of all major IT assets, including desktops, laptops, monitors, servers, switches, and wiring infrastructure.
- Continue the transition of all server VM's to Windows Server 2019 or 2022 builds, and move older critical VM's to fresh, modern builds to improve reliability and recovery. This will include new CAI servers and external facing web servers.
- Add support for the Shelley Police Department as they transition to their own in house IT and facilitate agency access to fundamental resources.
- Transition Bingham County from on-prem Microsoft Exchange to a cloud based Microsoft 365 exchange, office, and storage solution.
- Replace the aging NEC phone system with new system modern VOIP system that will increase work efficiency with voice and messaging platforms that the public expects.
- Begin the setup of a Disaster Recovery site for compute and storage resources that will increase the uptime and redundancy of current systems and help speed recovery in the event of a natural or cybersecurity disaster.
- Continue evaluating and possibly implement a SD-WAN solution what will help to "bulletproof" employee's and the public's access to resources and greatly reduce downtime of assets as ISP encounter issues

Changes to FY 2025 Budget

- Move department specific software costs to those departments. This will help to give individual departments better control over what software they need or use to perform their duties and help better reflect the actual cost of operating those departments.
- Line items added for purchase and maintenance of critical infrastructure, such as storage, backups, power failover, etc. By adding a specific line and forecasting a replacement cycle for this equipment, it will reduce budgeting struggles and large cost spikes as the maintenance and replacements happen.
- Added an estimate of Microsoft 365 services to software renewal. Since this will become an annual expense, it will be easier to budget than large multi-year purchases of licensing and equipment.
- Updated the phone system line item to reflect new monthly costs. Previously it was only for hardware maintenance and software support.
- Modified the "Computer Software" line item to "Cybersecurity Services" and moved all separate cybersecurity services and support from various lines to this one. This will help us track the actual cost of maintaining a secure environment and make sure we are using the funding as efficiently as possible.

5 Year Capital Outlay / Staffing Plan

- Information Technology will continue to handle the IT helpdesk, providing first person technical support for all of Bingham County, City of Aberdeen, Blackfoot Police Department, Shelley Police Department, Blackfoot Fire Department, and the Shelley/Firth Fire District.
- Continue to oversee setup, deployment, and replacement on a 5-yr managed schedule for standard assets to keep them reliable and costs manageable. We are on a hardware rotation to replace 60 PCs per year, upgrading outdated network infrastructure, keeping up with the latest technology and security trends.
- We also will continue to replace all of the server, storage, and backup infrastructure over the next few years. We are looking at services that have evergreen type provisions in them to reduce hardware replacement costs in the long term. The goal is to do this incrementally to keep annual costs lower and better suited for replacement schedules.
- Finish deploying a local disaster recovery / failover site to add a significant reduction of cost and time associated with temporary or long-term disasters, both natural or cybersecurity in nature.
- Add an additional Technical Support Specialist to help with the ever increasing demand for assistance due to the ever increasing reliance on advanced and secure technology needed by employees and expected by the public.
- Continue to monitor and evaluate new security platforms and services to ensure we are getting the best possible modern security for the most efficient cost. We also plan on increasing training and education for IT and all other employees to help keep our network safe.

Summary of Estimated Cost Comparison (FY25)		
<u>Expense Budget</u>	<u>Capital Outlay Budget</u>	<u>Income</u>
2023 - Expenses: \$505,752	2023 - Capital Outlay: \$137,000	City of Aberdeen \$17,016.00
2024 - Expenses: \$474,896	2024 - Capital Outlay: \$192,000	City of Blackfoot \$94,032.00
2025 - Expenses: \$600,550	2025 - Capital Outlay: \$342,000	Total: \$111,048.00

Employees paid through this fund:

IT Director (Partial)(1), Network/System Admin (1), Support Specialists (2)

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 the most secure, 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 2024 Accomplishments

- The Elections Department attended the 2024 IACRC Elections Conference held in Boise in January 2024. This is a very beneficial conference to become aware of updates to legislative measures, changes/corrections to our voting program Tenex, as well as networking with those election departments from the other forty-three (43) counties and the Secretary of State's office.
- Continually working in the Tenex program to keep our streets and districts current. This has been a concerted effort involving GIS and Assessor's Departments. With so much growth occurring in Bingham County, this is essential to keep updated.
- Became aware of the caucus process that took place for both the Republican and Democratic parties, in lieu of the Presidential Primary that no longer exists.
- Worked diligently processing petitions for the Top-Four Primary and Ranked Choice Voting Act that will potentially be on the ballot in November, 2024. Bingham County had a very vigorous group campaigning for these issues to come into effect.
- Revamped our Election Worker Guide that we distribute to all of our election poll workers. We also looked closely at all of our election materials, guides, worksheets, etc. to make certain they are concurrent with the new Guide and more easily accessible to each worker.

FY 2025 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.
- Putting our new Election Storage office together after construction is complete.
- Preparing in advance for the 2024 November Presidential Election.

Significant Changes to the FY 2025 Budget

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

5 Year Capital Outlay

- Possible need to replace some DS 200 machines within the next five (5) years.
- Need for more Electronic Poll Books at the busier polling locations for major elections.

Employees paid through this fund: 1 full-time in Fund 60-00 and 2 part-time in Fund 01-15

Planning and Development Services

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.) Research of division rights upon request and property development status inquiries are received on a daily basis. Staff works with the cities of Bingham County to focus higher density growth and increase of residential/commercial land uses in their respective area of impact boundaries.

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.

2024 Accomplishments

- Construction of the Cedar Creek Wind, LLC Commercial Wind Facility Project, owned by Clearway Energy Group, was completed with erection of 47 wind turbines and new substation by Wanzek Construction, Inc., and a new operations and maintenance building by MBA Energy & Industrial, LLC.

- Issued Commercial Building Permits for a portion of the Eastern Idaho Regional Sewer District (EIRSD) Phase 2 upgrades to its sewer treatment facility with construction of a treatment basin and blower building. These upgrades will allow for an increase of treatment capacity to accommodate and encourage growth in its sewer district boundaries.
- Received Construction Plans for the addition of kindergarten – 8th grade educational facilities at the Idaho Science & Technical Charter School.
- Planning and Zoning Commission approved the addition of new cellular towers in Atomic City and Wolverine areas to provide quality voice and data services to areas lacking reliable coverage and will improve communication sustainability.
- Worked with companies such as Northwest Farm Credit Services, United Steel Supply LLC, and GeoBitmine, LLC, who desire to locate new businesses 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. The addition of these businesses will employ approx. 100 new jobs to our County.
- In collaboration with Southeastern Idaho Council of Governments (SICOG), the land formerly operating as the Ridge Street Landfill received site eligibility from the Environmental Protection Agency (EPA). Planning staff continues to explore grant funding opportunities to remediate the brownfield site for potential redevelopment.
- Worked with the State Department of Commerce, City of Ammon, as well as EntryPoint Networks and attended several Zoom meetings held by the Idaho Broadband Advisory Board (IBAB) to explore grant opportunities and expand staff's knowledge of broadband in order to determine how we may facilitate extending services to our local communities in the future.
- Amended sections of Bingham County Code, Title 10, Zoning Regulations
- Worked with local Legislators on proposed modifications to Idaho Code, specifically related to land development in City Impact Areas.
- Added a full-time Building Permit Technician to our team and recruited a new Building Official and Building Inspector to fill vacant positions.
- Our Building Official attended the EduCode week-long educational program for building safety and code professionals. The newest Building Inspector to our team obtained his Certified Building Inspector Certification within three months of hire.

2025 Goals

- 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.
- Review the 2018 Comprehensive Plan and Map Areas to determine how/where to begin updates and amendments.
- Commence negotiations of the County and City Area of Impact Agreements with cities within Bingham County as required by newly adopted legislation by December 31, 2025.
- Create ordinance regulations to provide for Agricultural Protection Areas, an Agricultural Protection Area Commission, and process and procedures to protect working farms, ranches and forests pursuant to newly adopted legislation in Idaho Code by January 1, 2025.
- Continue to work with Southeastern Idaho Council of Governments (SICOG) on Supplemental Phase II Environmental Site Assessment and determine potential clean up measures to redevelop the land formerly operating as the Ridge Street Landfill. In collaboration with SICOG, Planning staff will continue to explore grant funding opportunities to remediate the brownfield site.

- Reengage the State Department of Commerce to explore grant opportunities and expand staff's knowledge of broadband in order to determine how we may facilitate extending services to our local communities in the future.
- Implement online Code Enforcement complaint and tracking system.
- Continue training of Planning Staff to provide cross-learning opportunities and diversify roles and responsibilities.
- 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.
- Review historic zoning permits to ensure compliance with conditions imposed at permit approval.
- Continue scanning closed building files to be stored electronically.

Significant Changes to the FY2025 Budget *(see summary detail sheets for more information)*

- Promote and support our Building Inspectors to receive accreditation as a Heating, Ventilation, and Air Conditioning (HVAC)/Mechanical Inspector and as a certified Plans Examiner. With the additional certifications, we enhance our commitment to County citizens to protect their public health, safety and welfare
- With additional certifications, wage increases are requested for the two (2) Building Inspectors to commensurate with market compensation
- Purchase and manage Professional Services/Engineering/Tech/GIS software within Planning and Development Services Budget as opposed to IT Budget

Increase Staffing and Employee Certification Plan (5 year)

- Consider adding a Planner position to accommodate increase in work demands
- Consider adding a seasonal or part-time Code Enforcement position
- Promote and support Building Inspector(s) to obtain Commercial Inspector certifications. With additional certification, wage increases would be requested to commensurate with market compensation

Capital Outlay Plan (Current) *(see summary detail sheets for more information)*

- Continue leased vehicle fleet for two (2) trucks on a 2-year lease term
- Procure a 3rd leased vehicle to fleet in 2025 when 2020 Ram lease expires
- Replace copy/scanner/printer due to age, function, and increase in maintenance calls for service (life expectancy of 3-5 years from purchase on a lease return model)

Capital Outlay Plan (5 year)

- Finish basement office space and bathroom to accommodate increase in staff
- Continue leased vehicle fleet for three (3) trucks on a 2-year lease term
- Replace copy/scanner/printer due to age, function, and increase in maintenance calls for service (life expectancy of 3-5 years from purchase on a lease return model)

Employees Paid through this Fund: 8

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 2025 Goals and Objectives

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

Bingham County Road and Bridge 2024 Accomplishments

1. Overlay 1 ½ inch asphalt on 900 north Sand creek rd.
2. Overlay 1 ½ inch asphalt on w Taber rd.
3. Chip seal 96 miles throughout the county
4. Crush 12,000 tons 3/8 chips
5. Crush 14,000 tons type 3 micro material
6. Crush 60,000 tons road base for use throughout the county
7. Complete Blackfoot 5-year reservoir rd. rehab project
8. Replace old 5-foot culvert on Edwards rd. in collaboration with IDFG
9. Homestead rd. reconstruct project for amalgamated sugar 2100 south between 3500 w-3600 w

2024 Major Purchases

1. Purchase one 2024 New Kenworth dump truck
2. One new F150 ford 4x4 pickup for public works

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 ¾ road base

2025 Capital Purchases & Leasing

1. Purchase one 2019 leased 140M CAT grader \$180,000
2. Continue the leasing of Cat 150 m grader \$28,000
3. Purchase one new Cat Dirt roller \$185,000
4. Purchase two new conveyor belts for crusher \$72,000
5. Purchase one new pickup for public works \$60,000

Projected 5 Year Capital Plan

2026

1. Purchase One new Cat 150 Grader \$450,000
2. Continue lease on cat 150 grader \$28,000
3. Purchase 2 new pup trailers \$90,000
4. Purchase new pickup for public works \$60,000

2027

1. Purchase one new dump truck \$260,000
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

2028

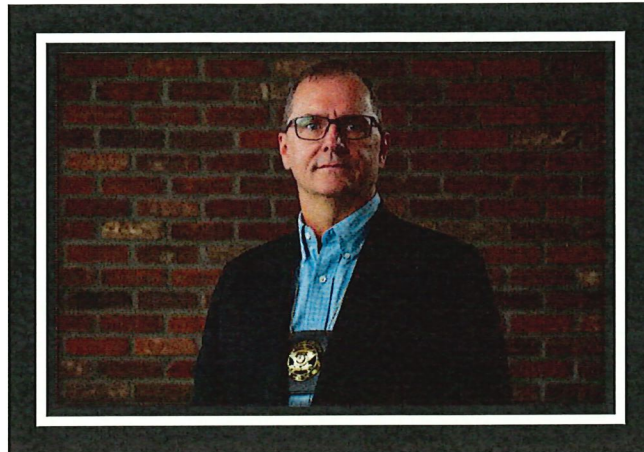
1. Replacement of old side cast sweeper \$75,000
2. Continue the leasing on 150M grader \$28,000
3. Replacement of older dump truck \$250,000
4. Purchase one new transport truck \$200,000
5. Continue the leasing on 150M grader \$28,000
6. Replacement of two pup trailers \$60,000

(2029)

1. Purchase leased 150M CAT grader \$200,000
2. Replacement of older dump truck \$250,000
3. Replacement of older pup trailer \$45,000
4. Purchase 2 new pickups for public works 120,000

Employees paid through this fund:

- 1 Full-time director
- 1 Full-time Road & Bridge supervisor
- 4 Full-time leads
- 5 Full-time mechanics
- 31 Full-time operators and truck drivers
- 2 Full-time administrative assistants
- 1 Full-time ordinance compliance officer



Message from Sheriff Jeff Gardner

"As your elected Sheriff, I have vowed that your trust is our mission. Being fiscally responsible—and holding the taxpayer dollar as something sacred in the stewardship of those funds—is a large part of that trust. It is my duty to ensure that myself and my administrative team always do our best to maximize the benefit received by the citizens of Bingham County with every dollar spent.

It is also my duty to make sure that we are positioning the Sheriff's Office to confront the challenging changes of the future head on. I feel strongly that there is a balance between being fiscally conservative and keeping up with the ever-changing demands of this great profession. There is also a large difference between the terms cheap and cost effective.

We as a Sheriff's Office must continually progress toward strategic plans to increase staffing, utilize better equipment, and leverage available technology—all in an effort to better serve you. We must also prioritize the number one resource we have to serve you, and that is the great men and woman employed by the Sheriff's Office. The culture, leadership, training, equipment, mental-health and well-being measures, and total compensation / benefit offerings we provide them with is the best way to retain them in positions ready to serve you, our amazing public."

---Thank You---

Funded Program Descriptions Contained Within:

- 05-02 → Sheriff (Administration, Patrol, and Detectives)
- 05-03 → Jail
- 05-04 → Grants
- 05-05 → Dispatch
- 28-00 → 911 Emergency Communications
- 38-00 → Waterways

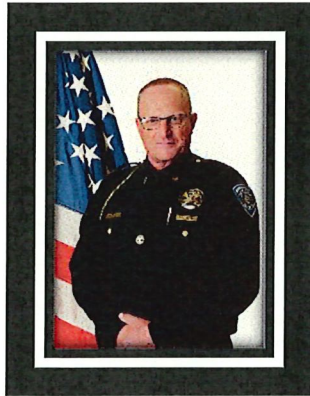
Fund 05-02 → Sheriff



Sheriff Gardner



Chief Deputy Nebeker



Lieutenant Yancey



Lieutenant Hook



Admin. Sergeant Kent

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.
- Maintain working relationships with other Law Enforcement and Community Partners to provide a better combined service.
- Capitalize on any available opportunities for community engagement to increase public relations.
- Through contract relationships with School Districts across the county, provide safety, security, and positive interactions within the schools with SRO's.

Long-Term Goals

- Provide continual distinguished service to the citizens of Bingham County.
- Develop a workforce of exemplary leadership and conduct.
- Continually 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 Bingham County employees.
- Provide up-to-date training and equipment to Deputies.
- Continue needed maintenance on all equipment and replace old, worn-out equipment as necessary.
- Maintain positive working relationships with all contract entities such as School Districts for SRO's Law Enforcement Services for the City of Aberdeen.
- Maintain appropriate staffing levels and adjust as needed to accommodate the population growth within Bingham County.

2023-2024 Accomplishments

- Successful implementation of an Aberdeen School Resource Officer
- Successful implementation of a Wellness line item to accommodate updated protocols post critical incident
- Signed an MOU with the Chaplains of Idaho

- Signed 3rd Party Payment Authorization with a regional leader in 1st Responder PTSI Counseling / Treatment
- Successful employee retention → No pay-only related separations of employment or loss to surrounding agencies.
- We have maintained our spending at or under our current budget levels.
- Continued to provide more reliable and capable patrol vehicles while saving money through a vehicle leasing fleet model with residual values returned to a trust. (Able to budget approximately \$100k less for vehicles due to revolving residual values over several years)
- Updated the SEI STAR Team MOU and budget protocols to partner with Sheriff's across SE Idaho to provide a better trained, staffed, and equipped Regional SWAT team.
- Restructured the DARE Program to have instructors be the assigned SRO of each school as much as possible.
- New vehicles leased procured with at-cost extended warranties to lower large ticket maintenance costs near the end of vehicle life
- Conducted OHV youth trainings through the Idaho Department of Parks and Recreation.
- Secured an equipment grant offsetting the cost of ballistic vests by over \$11,000.
- Purchased K9 Jocko with narcotic seizure funds with the passing of Duco.
- Received K9 Bear through donation and selected a 2nd, dual-purpose K9 Handler.
- Hosted a Regional K9 Academy with an instructor from the Sheriff's Office to assist in K9 Programs being implemented in the region.
- Received a Crime Scene Van through donation in conjunction with the Joint Detective Division through donation from ICCU.
- Secured \$25k in grant funding for overtime, narcotic emphasis task forces and party patrols through the Idaho Office of Drug Policy.

FY 2025 Objectives

- Become fully staffed with qualified and appropriately dedicated applicants.
- Continue the flat budget protocol through forecasted purchases of major equipment at intervals which will rotate a full cycle within their intended usable life in lieu of spiking years purchasing said items at once. (I.E. Firearms, radios, etc.)
- First rotation into new S&W 9mm pistols equipped with optics to replace Glock pistols that are 10+ years old.
- Continue our working relationship with NHTSA/ITD for our granted traffic position.
- Initiate an operating budget of \$5,000 for Search and Rescue to preserve donations for their intended capital equipment purchases vs utility and operating expenses.
- Secure a Mine Resistant Ambush Protection Armored Personnel Carrier to supplement STAR Team assets through the 1033 Program.
- Secure grant funding for purchase of OHV Side by Side or ATV's with applicable trailer and riding equipment to further the OHV education and enforcement footprint in Bingham County.
- Procure Cellebrite Software for forensic cellphone downloads for the Joint Detective Division aiding in asset forfeitures in drug crimes and conviction rate for other crimes.

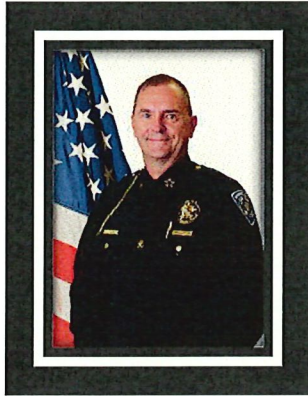
- Transition the lease program to the operating (B) budget instead of the capital (C) budget in light of the (4) year lease model being the best to suit our mileage and optimal vehicle operation needs.

5 Year Capital Outlay / Staffing Plan

- Continue the lease program and continually monitor its efficacy in being the most fiscally responsible option for vehicles and major equipment.
- Upgrade our current Watchguard camera system to a cloud base system that allows integration with RMS and radios.
- Add a Part-Time Civil Technician
- Add (2)-(4) Patrol Positions before 2028 with a minimum of (2) before 2026 with emphasis to the North Team to accommodate population growth.

Employees Paid: Elected Sheriff, (49) Full-time staff in Patrol, Detectives, SRO's, and Civilian Staff. (1) Part-time in Evidence. Partial funding of Administrative Lieutenant also serving as IT Director.

Fund 05-03 → Jail



Sheriff Gardner



Chief Deputy Nebeker



**Lieutenant Fellows
Jail Commander**



**Lieutenant Talbot
Jail Administrator**

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."

Sheriff's Office – Jail – Primary Services:

Detention Personnel are responsible for providing the following in the most cost-effective manner:

- Required security within 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 in conjunction with Administrative Services and the Courts
- Meeting necessary nutritional requirements of inmates
- Providing necessary clothing and personal hygiene items
- Maintaining a clean and sanitary environment for all inmates and staff
- Ensuring the safe, secure, and 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.

2023-2024 Accomplishments

- Passed the IJAA Annual Inspection in all areas with the exception of overcrowding issues currently being addressed by the jail expansion.
- Began construction on the addition to the existing jail. This will add 73 more bed spaces to overcome a historically consistent issue with overcrowding.
- Remodeled the booking, booking overflow and attorney room areas. This added 2 more holding cells in the booking area, an enclosed ADA accessible bathroom in the overflow,

and divided the attorney rooms—providing a more safe and secure attorney/inmate meeting area.

- Promotion of 2nd Lieutenant to implement a widely utilized model within the Idaho Jail Administrator's Association of a Jail Commander working in conjunction with a Jail Administrator.
- Replaced two Milnor brand dryers in the laundry room with added capacity in preparation for the upcoming opening of additional housing units.
- Replaced pots, pans, storage racks, kitchen utensils, measuring devices and numerous other items to make the kitchen cleaner and more efficient.
- Procured new body cameras for the jail staff through a lease format. This includes a rollover and maintenance plan to ensure that we remain current with this much needed technology in the Detention setting.
- Purchased 2 less lethal shotguns for use in the jail to diffuse dangerous situations, if and when they arise.
- Purchased new Ice machine for the kitchen to replace an old machine that was continually breaking down.
- Purchased new copier, scanner, fax machine for the Jail Bailiff's Office.
- Worked with multiple Patrol Divisions, Idaho State Department of Corrections and the Bingham County Prosecutors Office to reduce the Jail population to try to come in compliance with Jail Standards.
- Hired 4 of the estimated 16 new staff members needed preparing for the opening of the new jail expansion.
- Did not lose any employees due to low wages or to other Law Enforcement entities.
- Procured additional Tasers through a lease format to equip staff onboarding towards the staffing plan of the new expansion.
- Evaluated current staffing needs and converted 1 part-time Jail Technician and 1 full-time Jail Technician position to two Full-Time Detention Deputy positions.
- Reduced liability by purchasing a medical safe for staff to place inmate medication in when it is brought in to make it secure.
- Replaced aging Dodge Durango Transport vehicle with new Ford Explorer on lease.
- Completed and submitted paperwork to create a contract with the United States Marshals Office to hold inmates to generate revenue. Our objective is to entirely remove or highly minimize the tax burden of increased staffing for the jail expansion through contracted bed space.
- Switched the kitchen and laundry expansion to the main courthouse hot water in lieu of a separate water heater. This removes expenses having to maintain a separate water heater.
- Remodel of old Visiting Window area to convert it into a Mental Health Office for our Inmate Medical Services.

2025 Objectives

- Add 10 Detention Deputies to staff the new expansion
- Subsidize the cost of new staffing through contracted bed space through IDOC, USM, and surrounding counties as needed.
- Greatly reduce any out of county housing budgets to a level to cover contingencies only.
- Initiate inmate education programs through our inmate communications provider for GED's and possible job training modules with our large-scale local manufacturers.
- Implement Medication Assisted Treatment protocols to assist inmates with Opioid Use Disorder.

5-year Capital Outlay

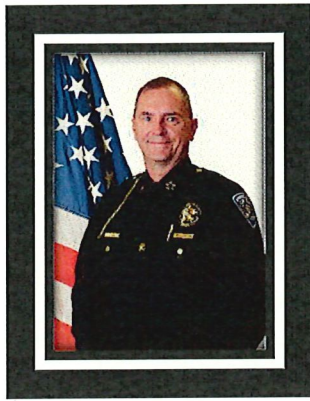
- Cycle both transport vehicles through the lease program and procure onboard audio and video recording equipment.
- Replacement of the following essential equipment with new equipment to ensure that these items remain in good working order. This list is in no particular order:
 - Hobart 80 qt Mixer \$25,000 - \$30,000
 - South bend 6 burner stove \$5,000 - \$7,000
 - Flat Top \$3,500 - \$5,000
 - Grill \$3,000 - \$4,000
 - 40 Mil Launcher \$1,800
 - Milnor Washers 80lb capacity \$29,000 x 2
 - Taser Gloves and Ankle Bands with Training \$5,000
 - Training Mats
 - 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: (40) Full-time staff in Administration, Detention, and Civilian Staff.

Fund 05-04 → Grants

This fund functions to track the ITD Traffic Grant Position. The IODP Grant as renewed for the last time in 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



Sheriff Gardner



Chief Deputy Nebeker



911 Supervisor Hidalgo

Mission Statement

"The Bingham County 9-1-1 Center is committed to providing the best service to everyone contacting the center. We endeavor 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 and field units of Bingham County.

- Receives, evaluates, and prioritizes requests for emergency and non-emergency service from the public, Police, Fire, and EMS Agencies, and other County Departments.
- Interviews callers to determine an accurate identity of the nature of the call, location of the incident, and 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, and 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 Arrest Warrants, Protection Orders, Missing Persons, Concealed Weapon Licenses, 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.

2023-2024 Accomplishments

- We have maintained our spending at or under our current budget levels.
- Created a meeting room to allow for private meetings that functions as a quiet area for staff needing to debrief high-stress situations as needed.
- Partnered with County Maintenance to finish the kitchenette to include a functioning range/oven for staff to prepare meals when unable to leave to eat.

FY 2025 Objectives

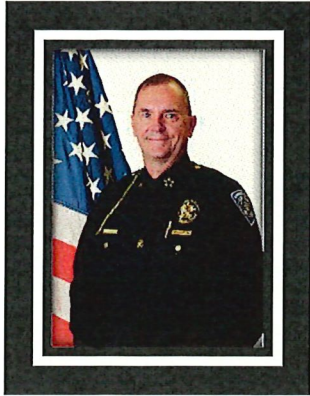
- Staff all current vacancies with candidates that are appropriately motivated and qualified.
- Magnetic key card / fog gate opener for the secured parking area.

5-year Capital Outlay / Staffing

- Replace 24/7 ergonomic chairs in the center
- Increase by (2) staffed positions.
 - To have staffing levels in line with other 911 Centers and Counties of our size.
 - To allow the 911 Manager to be removed from the shift rotation and call taking floor to attend to important duties such as call QA and other administrative duties.

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

Fund 28-00 / 01 → 911 Emergency Communications / Capital Equipment



Sheriff Gardner



Chief Deputy Nebeker



911 Supervisor Hidalgo

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/ILETTS software
- Provide wireless headsets, amplifiers & base stations
- Provide Computer hard-drives, monitors, keyboards and other misc. equipment.
- Provide automatic license plate reader software
- Provide training for 911 Emergency Communications Officers
- Provide ergonomic chairs created for 24/7 use
- Provide ergonomic work-station

- Provide testing software for prospective applicants

Long Term Goals

- Continue to 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.

2023-2024 Accomplishments

- Continued coordination with 911 stakeholders through monthly meetings
- Obtained software to enable programming of radio identification for field units
- Saved thousands through a combined effort to disconnect outdated or unused radios from the state site.
- Identified a feasible strategic plan to upgrade radio towers to microwave / updated cabling technology
- Successfully regionalized 911 trunking with redundant sites through Bannock County and other DIGB5 partners.

FY 2025 Objectives

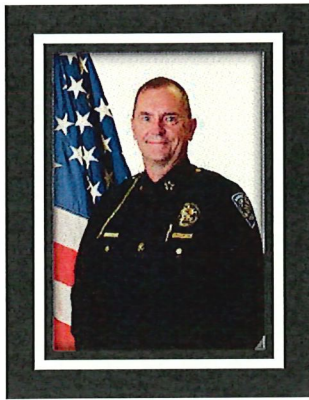
- Provide opportunities for outside training 911 Emergency Communications training.
- Begin radio tower upgrades to microwave / updated cabling technology to maintain inter-operability and stay in stride with Public Safety Grade communication standards.
- Re-classify the 911 Supervisor grade of pay with an updated Job Description

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 the demand in the center.

Employees Paid: 1 Full-Time 911 Supervisor

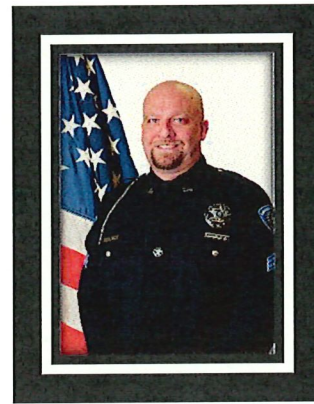
Fund 38-00 → Waterways



Sheriff Gardner



Chief Deputy Nebeker



Admin. Sergeant Kent
Search and Rescue L.E. Liaison

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.

- 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.

2023-2024 Accomplishments

- In 2023 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). Due to supply and demand the boat is still in line to be built. I have applied for and received an extension on that grant through June 30th, 2025.
- 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 have improved the working relationship between Bingham County Search and Rescue and the Sheriff's Office through teamwork and a collaborative effort from both sides.
- We led a two-week-long recovery search in the Snake River and American Falls reservoir with continual assistance from the Bingham County Search and Rescue team, along with multiple other local and state agency's help.
- We had a successful search and recovery of a drowning victim on the Snake River 27 hours after he was last seen going into the water. This was made possible through the teamwork between the Bingham County Sheriff's Office and the Bingham County Search and Rescue.
- We successfully sent one Patrol Deputy and one through the Marine Law Enforcement Academy and added a second instructor to the academy.
- We have maintained our spending at or under our current budget levels.

FY 2025 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
- 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, four 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 case management system that has been recently upgraded and Odyssey Navigator is now known as Enterprise. We have now been on the electronic file system going on six years by October of this year. Since we have become an electronic filing system there continues to be additional upgrades and components 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 Enterprise. 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 2024 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 and Parole 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

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. In the fall we plan to send as many clerks to the Idaho Institute of Court Management to continue to further our education and training.

- 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
- Our evidence presentation system, Nomad, which is in Courtroom 1 will need an extended warranty by 2/20/25 since the current five year warranty will end. This system is critical in presenting evidence in jury trials, court trials and court hearings. It is very effective and saves time on the judicial calendars. It is also used by Elections for training purposes and by Planning and Development during Planning and Zoning Commission meetings. The cost of this warranty for two years is \$5,527.20.

5 year Capital Outlay

We are currently in the construction process 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 with more comfortable chairs for jurors. We have had numerous jury trials proceed in the last year. On the juror evaluations there have been multiple requests for more comfortable chairs. One of our jury trials recently was an eight day trial that jurors had to sit in the uncomfortable chairs. 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

Case Filing Statistics Report

IDODYPROD

Case Filing Date Range: 01/01/2023 to 12/31/2023

Bingham County, Bingham County District Court,

Case Category	Cases Filed in Date Range	Total Cases Filed Year To Date 2023	Total Cases Filed Year To Date 2022	Case Filing Increase/Decrease	% Case Filing Increase/Decrease	Projected Year Total
Case Type and Case Subtype						
Probate						
A5- Petition for Formal Probate	6	6	5	1 +	20.0 +	6
A6- Application for Informal Probate	143	143	138	5 +	3.6 +	143
Admin.- Pre-Commitment	69	69	0	69 +		69
D- Summary Administration of Small Estates	6	6	8	2 -	25.0 -	6
G1a- Guardianship (Minor)	9	9	21	12 -	57.1 -	9
G1b- Guardianship (Incapacitated)	2	2	11	9 -	81.8 -	2
G2a- Conservatorship (Minor)	1	1	1	0	0.0	1
G2b- Conservatorship (Incapacitated)	1	1	0	1 +		1
G3a- Joint Petition Guard/Conserv (Minor) Same Party	4	4	6	2 -	33.3 -	4
G3b- Joint Petition Guard/Conserv (Incap) Same Party	6	6	12	6 -	50.0 -	6
G3c- Joint Petition Guard/Conserv (Minor) Different Parties	0	0	1	1 -	100.0 -	0
G3d- Joint Petition Guard/Conserv (Incap) Different Parties	1	1	0	1 +		1
H2a- Petition for Commitment of Mentally Ill Persons	106	106	122	16 -	13.1 -	106
H2c- Petition to Compromise a Minor's Claim	7	7	9	2 -	22.2 -	7
H2n - Petition for Commitment of Developmentally Disabled	2	2	0	2 +		2
H3- Registration of Trusts and Renunciations	6	6	11	5 -	45.5 -	6
J1b - Filing of a Demand for Notice	0	0	1	1 -	100.0 -	0
J1F - Filing of a Copy of Appt. of Foreign Personal Rep.	0	0	2	2 -	100.0 -	0
Total Probate	369	369	348	21 +	6.0 +	369
Grand Total	11,417	11,417	9,758	1,659 +	17.0 +	11417

Case Filing Statistics Report

IDODYPROD

Bingham County, Bingham County District Court,

Case Filing Date Range: 01/01/2023 to 12/31/2023

Case Category	Cases Filed in Date Range	Total Cases Filed Year To Date 2023	Total Cases Filed Year To Date 2022	Case Filing Increase/Decrease	% Case Filing Increase/Decrease	Projected Year Total
Case Type and Case Subtype						
Civil						
A- All Initial Case Filings in Magistrate (ex. B,C,D,G, H2)	16	16	490	474 -	96.7 -	16
A12- Unlawful Detainer/Eviction	55	55	53	2 +	3.8 +	55
A17 Creditor/ Debtor Collections (\$10,000 or less)	646	646	282	364 +	129.1 +	646
A18 Breach of Contract (\$10,000 or less)	35	35	2	33 +	1650.0 +	35
A7- Name Change	11	11	21	10 -	47.6 -	11
AA- All Initial District Court Filings (Not E, F, and H1)	64	64	92	28 -	30.4 -	64
AA1 Creditor/ Debtor Collections (more than \$10,000)	43	43	10	33 +	330.0 +	43
AA2 Breach of Contract (more than \$10,000)	4	4	1	3 +	300.0 +	4
AA3 Employment Dispute (more than \$10,000)	1	1	0	1 +		1
AA4 Real Property (more than \$10,000)	10	10	1	9 +	900.0 +	10
AA6 Personal Injury (more than \$10,000)	10	10	2	8 +	400.0 +	10
Admin. - Search Warrant	1	1	2	1 -	50.0 -	1
C -Small Claims	215	215	252	37 -	14.7 -	215
H1c- Post Conviction Act Proceedings (District Court)	3	3	2	1 +	50.0 +	3
H2g- BAC License Suspension	19	19	23	7 -	26.9 -	19
H2i- Fugitive Warrant	5	5	17	12 -	70.6 -	5
K7- Filing a Foreign Judgment	2	2	5	3 -	60.0 -	2
L3 - Appeal or Petition for Judicial Review or Cross Appeal	0	0	1	1 -	100.0 -	0
Total Civil	1,140	1,140	1,259	119 -	9.5 -	1140

District 7 | Criminal Case Filings | 2022 - 2023



This report displays **Criminal Case Filings** in District 7 from the two most recently completed calendar years, broken down by county and case degree. Case degree is defined as the highest charge degree on a case at the time of filing.

Data updated through: December 31, 2023

District Court Criminal Filings

These tables display the total criminal case filings in District 7 District Court for the two most recently completed calendar years. The counts shown include new filings and bind overs. Appeals and reopened cases are not included in these counts.

2022				2023			
County	Felony	Misdemeanor	Total	County	Felony	Misdemeanor	Total
Bingham	303	5	308	Bingham	318	7	325
Bonneville	599	5	604	Bonneville	503		503
Butte	9	1	10	Butte	28		28
Clark	15	1	16	Clark	4	1	5
Custer	16		16	Custer	20	2	22
Fremont	42		42	Fremont	36	2	38
Jefferson	42		42	Jefferson	26		26
Lemhi	34		34	Lemhi	43		43
Madison	72	1	73	Madison	67	1	68
Teton	15	1	16	Teton	25	2	27
Total	1,147	14	1,161	Total	1,070	15	1,085

Magistrate Court Criminal Filings

These tables display the total criminal case filings in District 7 Magistrate Court for the two most recently completed calendar years. The counts shown include new filings only. Cases that have been remanded from District Court are not counted as separate filings. Reopened cases are not included in these counts.

2022				2023			
County	Felony	Misdemeanor	Total	County	Felony	Misdemeanor	Total
Bingham	349	970	1,319	Bingham	389	928	1,317
Bonneville	1,053	2,353	3,406	Bonneville	989	2,661	3,650
Butte	16	82	98	Butte	34	84	118
Clark	9	80	89	Clark	2	46	48
Custer	24	124	148	Custer	16	153	169
Fremont	90	592	682	Fremont	79	519	598
Jefferson	69	1,073	1,142	Jefferson	60	1,052	1,112
Lemhi	52	200	252	Lemhi	56	177	233
Madison	88	491	579	Madison	103	530	633
Teton	28	256	284	Teton	54	265	319
Total	1,778	6,221	7,999	Total	1,782	6,415	8,197

Disclaimer: Compilation of this report requires interpretation and manual data entry. As a result, this report is not a substitute for the actual source documents and the Court cannot guarantee the complete accuracy of all information contained herein.

District 7 | CPO Case Filings | 2015 - 2023



This report displays Civil Protection Order (CPO) Case Filings in District 7 from 2015 to 2023, broken down by county and calendar year.

Case types included are:

- H2D(i) - Civil Protection Order (I.C. 39-6304 or 39-6306A)
- H2D(ii) - Civil Protection Order (I.C. 18-7907)
- H1D - Petition-Civil Protection Order or to Enforce a Foreign Order

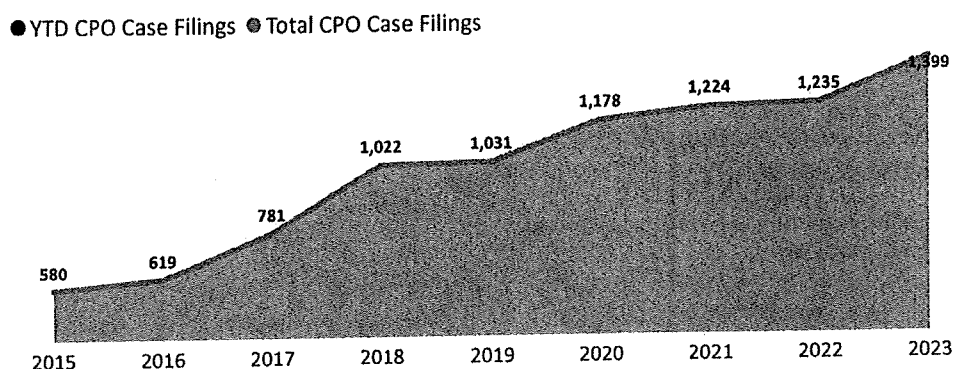
Data updated through: December 31, 2023

Total CPO Case Filings by County

County	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total
Bingham	101	127	157	165	168	181	201	183	221	1,504
Bonneville	322	294	384	590	603	698	656	715	804	5,066
Butte	9	11	31	26	21	22	28	37	33	218
Clark	1	3	6	2	3	4	5	4	2	30
Custer	11	8	12	17	20	20	26	22	26	162
Fremont	11	26	42	24	32	29	39	37	34	274
Jefferson	50	38	41	75	68	95	78	80	102	627
Lemhi	15	9	24	34	29	40	32	27	35	245
Madison	41	71	65	65	59	64	111	88	103	667
Teton	19	32	19	24	28	25	48	42	39	276
Total	580	619	781	1,022	1,031	1,178	1,224	1,235	1,399	9,069

Total and YTD CPO Case Filings by Calendar Year

This chart shows the total CPO case filings for completed years in gray, and the year-to-date (YTD) CPO case filings in blue. The YTD count includes CPO cases filed between January 1 and December 31 of each year, which allows for comparison of the current partially completed year with the same time period of prior years.



Disclaimer: Compilation of this report requires interpretation and manual data entry. As a result, this report is not a substitute for the actual source documents and the Court cannot guarantee the complete accuracy of all information contained herein.

Fee by Fee Schedule Report

Date Range: Saturday, October 1, 2022 - Saturday, September 30, 2023

Fee Schedule: BF,CREDDEB,CRHAND,AAC,ADC,AIC,ATC,CCDT,WZ

Nodes: Bingham County; Bingham County District Court; Bingham County Magistrate Court; Bingham County Juvenile Court

Fee Schedule	Fee Schedule Count	Amount
(A) All Initial Magistrate Case Filings not in B,C,D,G,H (Civ	23	3,818.00
(A01) Adoption (Family)	11	1,826.00
(A02) Adoption & Termination of Rights (Family)	11	1,826.00
(A03) Termination of Parental Rights (Family)	1	166.00
(A05) Petition for Formal Probate (Probate or Mental Heal	6	996.00
(A06) Application for Informal Probate (Probate or Mental I	146	23,904.00
(A07) Name Change (Civil)	13	2,158.00
(A09) Child Support/Custody (Family)	9	1,162.00
(A11) Paternity Action (Family)	6	996.00
(A12) Unlawful Detainer / Eviction (Civil)	58	9,628.00
(A13) Defacto Custodian (Family)	1	166.00
(A15b) Legal Separation without Minor Children (Family)	2	332.00
(A17) Creditor/ debtor collections (\$10,000 or less) (Civil)	668	110,888.00
(A18) Breach of contract (\$10,000 or less) (Civil)	24	3,984.00
(AA) District Court All Initial Filings (Civil)	70	15,470.00
(AA1) Creditor/debtor collections (more than \$10,000) (Civ	33	7,293.00
(AA2) Breach of contract (more than \$10,000) (Civil)	5	1,105.00
(AA3) Employment dispute (more than \$10,000) (Civil)	1	221.00
(AA4) Real property (more than \$10,000) (Civil)	7	1,547.00
(AA6) Personal injury (more than \$10,000) (Civil)	9	1,989.00
(B1a) Divorce With Minor Children (Family)	84	17,006.49
(B1b) Divorce Without Minor Children (Family)	81	15,525.00
(B2a)Petn/Stip/Motn to Reopen/Modify Divorce w/ Minor C	47	6,930.00
(B2b)Petn/Stip/Motn- Reopen/Modify Divorcew/out Minor t	2	308.00
(C) Small Claims (Civil)	220	15,180.00
(D) Summary Administration of Small Estates (Probate or	6	780.00
(G1a) Initial Petition Motion or Appearance Minor (Probate	11	2,376.00
(G1b) Initial Petition Motion or Appearance Incapacitated (5	1,080.00
(G2b) Initial Petition Motion or Appearance Incapacitated (1	216.00
(G3a) Initial Petition Motion or Appearance Minor (Probate	5	1,080.00
(G3b) Initial Petition Motion or Appearance Incapacitated (7	1,512.00
(G3c) Different Parties are Petitioners of Minor (Probate or	1	262.00
(G4) Status Reports Guardianship (Probate or Mental Hea	78	2,125.00
(G5) Intermediate or Final Account of Conservatorship (Pr	36	1,650.00
(G7) Inventories by Conservator (Probate or Mental Heall	6	369.00
(I1) Initial Appear-Persons other than Plaintiff/Petitioner (C	95	12,785.97
(I1) Initial Appear-Persons other than Plaintiff/Petitioner (F	79	10,336.00
(I1) Initial Appear-Persons other than Plaintiff/Petitioner (P	16	2,176.00
(I5) Appearing after Judgment Party has Not Appeared (C	4	564.00
(I5) Appearing after Judgment Party has Not Appeared (F	5	705.00
(J1a) Probate Petition for Distribution of Estate (Probate o	10	250.00
(J1b) Probate Demand of Notice (Probate or Mental Heall	2	18.00
(J1d) Probate Intermediate or Final Accounting (Probate o	1	9.00
(J2a) Trusts and Renunciations Interm. or Final Acct. (Civ	1	9.00
(J2a) Trusts and Renunciations Interm. or Final Acct. (Pro	2	18.00
(K1) Motion for Change of Venue (Civil)	15	435.00

Fee by Fee Schedule Report

IDODYPROD

Date Range: Saturday, October 1, 2022 - Saturday, September 30, 2023

Fee Schedule: BF,CREDDEB,CRHAND,AAC,ADC,AIC,ATC,CCDT,W2

Nodes: Bingham County; Bingham County District Court; Bingham County Magistrate Court; Bingham County Juvenile Court

Fee Schedule	Fee Schedule Count	Amount
(K1) Motion for Change of Venue (Family)	4	116.00
(K2) Petition to Reopen a Case after No Activity (Civil)	1	131.00
(K2) Petition to Reopen a Case after No Activity (Family)	4	524.00
(K4) Cross claim (def v. def or plaintiff v. plaintiff) (Family)	2	28.00
(K4) Cross claim (def v. def or plaintiff v. plaintiff) (Civil)	1	14.00
(K6) Renewing a Judgment (Civil)	54	1,566.00
(K6) Renewing a Judgment (Family)	1	29.00
(K7) Filing a Foreign Judgment (Civil)	3	81.00
(K7) Filing a Foreign Judgment (Family)	1	27.00
(L1) Small Claims Dept to Magistrate (Civil)	4	324.00
(L2) Appeals Magistrate Division to District Court (Civil)	1	81.00
(L2) Appeals Magistrate Division to District Court (Family)	3	243.00
(L2) Appeals Magistrate Division to District Court (Probate	1	81.00
(L4) Civil Appeal or Cross-Appeal (Probate or Mental Heal	1	129.00
(L4) Civil Appeal or Cross-Appeal to Supreme Court (Civil)	4	516.00
A - Court Technology Credit/Debit Card Fee (Miscellaneous)	56	168.00
A - Credit/Debit Card Fee (Criminal)	5010	15,147.60
A - Handling Fee (Criminal)	4464	8,928.40
Agency DNA Costs (19-5506)/(19-5507) (Criminal)	7	700.00
Agency Investigative Costs (37-2732(k)) (Criminal)	13	645.50
Agency Toxicology Costs(37-2732C(g)) (Criminal)	31	4,463.40
Audio Media (CD/Other) Fees (Civil)	6	40.00
Audio Media (CD/Other) Fees (Criminal)	1	10.00
Audio Media (CD/Other) Fees (Family)	19	180.00
Audio Media (CD/Other) Fees (Miscellaneous)	3	30.00
Audio Media (CD/Other) Fees (Probate or Mental Health)	2	20.00
Authentication (Civil)	1	1.50
BAC Refusal Fee (Civil)	12	2,140.50
Bond Forfeiture (FTA) (Criminal)	18	20,945.50
Certification Fees (Civil)	18	31.00
Certification Fees (Criminal)	2	9.00
Certification Fees (Family)	25	36.00
Certification Fees (Miscellaneous)	3	3.00
Certification Fees (Probate or Mental Health)	7	20.00
Certified Mail Fee - Small Claim Service Only (Civil)	15	139.90
CFCS - Parent education on the needs of children (Family)	1	35.00
Clerks Record on Appeal (Civil)	6	750.00
Clerks Record on Appeal (Family)	1	76.15
Clerks Record on Appeal (Probate or Mental Health)	2	113.75
Comparing & Conforming a Prepared Record, per Page (C	1	1.00
Conservatorship/Guardianship Certification Fee (Probate	24	625.00
Copy Fees (Civil)	31	304.70
Copy Fees (Criminal)	16	151.67
Copy Fees (Family)	51	395.90
Copy Fees (Miscellaneous)	19	213.25
Copy Fees (Probate or Mental Health)	16	410.80

Fee by Fee Schedule Report

IDODYPROD

Date Range: Saturday, October 1, 2022 - Saturday, September 30, 2023

Fee Schedule: BF,CREDDEB,CRHAND,AAC,ADC,AIC,ATC,CCDT,W2

Nodes: Bingham County; Bingham County District Court; Bingham County Magistrate Court; Bingham County Juvenile Court

Fee Schedule	Fee Schedule Count	Amount
Court Assistance Office Fee (Civil)	10	286.78
Court Assistance Office Fee (Family)	10	78.00
Court Assistance Office Fee (Miscellaneous)	82	1,796.00
Court Costs - Felony - Drug (Criminal)	457	21,244.06
Court Costs - Felony - DUI (Criminal)	46	2,743.12
Court Costs - Felony - DV/SA (Criminal)	10	758.50
Court Costs - Felony - Motor Vehicle (Criminal)	19	1,173.32
Court Costs - Felony - Other State Laws (Criminal)	139	6,828.75
Court Costs - Felony - Sex Crimes (Criminal)	6	430.50
Court Costs - Infraction - Alcohol Age Violation (Criminal)	71	19,639.46
Court Costs - Infraction - Blackfoot City Ordinances (Crimin	1	106.50
Court Costs - Infraction - Child Restraint (Criminal)	34	2,308.50
Court Costs - Infraction - County Ordinances (Criminal)	37	3,724.00
Court Costs - Infraction - Driving Without Privileges (Crimin	186	30,548.66
Court Costs - Infraction - Fish and Game (Criminal)	5	680.00
Court Costs - Infraction - Motor Vehicle (Criminal)	4712	440,926.69
Court Costs - Infraction - No/Invalid Class D License (Crim	240	51,542.74
Court Costs - Infraction - Off Road (Criminal)	4	626.00
Court Costs - Infraction - Open Container/DV (Criminal)	13	1,304.50
Court Costs - Infraction - Other Parking Violations (Crimin	4	231.00
Court Costs - Infraction - Other State Laws (Criminal)	97	8,903.50
Court Costs - Infraction - Overweight (Criminal)	1	71.50
Court Costs - Infraction - Seatbelt Operator Greater Than	1369	12,545.84
Court Costs - Infraction - Seatbelt Operator Less Than 18	25	1,529.50
Court Costs - Misd - Blackfoot City Ordinances (Criminal)	8	404.30
Court Costs - Misd - County Ordinances (Criminal)	13	570.00
Court Costs - Misd - Criminal Trespass (Criminal)	2	187.50
Court Costs - Misd - Driving Without Privileges (Criminal)	47	2,697.65
Court Costs - Misd - Drug (Criminal)	427	28,065.46
Court Costs - Misd - DUI (Criminal)	587	35,316.26
Court Costs - Misd - DV Fine(Violation of Protection Order	19	1,107.25
Court Costs - Misd - DV/SA (Criminal)	135	7,652.41
Court Costs - Misd - Fish and Game (Criminal)	29	3,641.00
Court Costs - Misd - Motor Vehicle (Criminal)	292	18,449.57
Court Costs - Misd - Other State Laws (Criminal)	341	17,790.07
Court Costs - Misd - Other State Laws-Payable (Criminal)	170	8,598.45
Court Costs - Misd - Sex Crimes (Criminal)	2	218.00
Court Costs - Misd - Motor Vehicle - Payable (Criminal)	13	1,220.00
Court Technology Credit/Debit Card Fee (Civil)	59	177.00
Court Technology Credit/Debit Card Fee (Family)	209	607.00
Court Technology Credit/Debit Card Fee (Probate or Ment	37	111.00
District 7 Parenting Class/Focus on Children (Family)	198	6,050.51
Fine for Civil Penalty (Non-Interest Bearing) (Criminal)	9	395.50
Fine Program - Basalt City Ordinances (Criminal)	2	25.00
Fine Program - Blackfoot City Ordinances (Criminal)	10	691.19
Fine Program - County Ordinances (Criminal)	10	650.50

Fee by Fee Schedule Report

IDODYPROD

Date Range: Saturday, October 1, 2022 - Saturday, September 30, 2023

Fee Schedule: BF,CREDDEB,CRHAND,AAC,ADC,AIC,ATC,CCDT,W2

Nodes: Bingham County; Bingham County District Court; Bingham County Magistrate Court; Bingham County Juvenile Court

Fee Schedule	Fee Schedule Count	Amount
Fine Program - Criminal Trespass (Criminal)	3	181.50
Fine Program - Dispensing to a Minor (Criminal)	3	518.50
Fine Program - Driving Without Privileges (Criminal)	47	3,075.99
Fine Program - Drug (Criminal)	715	73,254.41
Fine Program - DUI (Criminal)	785	98,551.83
Fine Program - DV/SA (Criminal)	102	10,973.64
Fine Program - Fish and Game (Criminal)	29	1,745.10
Fine Program - Motor Vehicle (Criminal)	324	30,469.17
Fine Program - Motor Vehicle - Payable (Criminal)	45	2,827.73
Fine Program - Other State Laws (Criminal)	389	38,496.56
Fine Program - Other State Laws-Payable (Criminal)	126	9,338.49
Fine Programs - PDV Fine (Violation of Protection Order)	11	813.00
Fine Programs - Sex Crimes (Criminal)	7	288.40
Issuing Execution Upon Abstract/Judgment, Filing Same (Criminal)	156	312.00
Juvenile - Restitution - Victim (Criminal)	41	7,833.87
Juvenile Community Service (Criminal)	86	1,072.14
Juvenile Correction Fee \$20 (Criminal)	92	1,816.70
Juvenile Probation (Criminal)	135	9,366.27
Large Envelope 10 - 25 pgs. (Family)	18	102.50
Large Envelope 10 - 25 pgs. (Probate or Mental Health)	3	154.80
Large Envelope 10-25 pgs. (Civil)	1	4.25
Large Envelope 5 - 9 pgs. (Family)	86	333.50
Large Envelope 5 - 9 pgs. (Probate or Mental Health)	6	39.10
Large Envelope 5-9 pgs. (Civil)	26	78.20
NSF Check Fee (Criminal)	1	20.00
Optional - Restricted Delivery for Small Claims Service (Civil)	4	21.20
Postage (Family)	1	1.00
Public Defender Fee (Criminal)	542	49,070.70
Records Search & Research Fees (Miscellaneous)	2	75.00
Refund - Family Fines & Fees (Family)	3	30.00
Refund - Fines & Fees (Criminal)	28	8,191.02
Refund - Probate Fines & Fees (Probate or Mental Health)	4	344.00
Registered Mail (Civil)	1	45.75
Restitution - Agency/Other (Ordered Prior to 7/1/20) (Criminal)	66	5,607.24
Restitution Victim (Criminal)	339	43,242.73
Standard Envelope 1 - 4 pgs. (Family)	154	349.30
Standard Envelope 1 - 4 pgs. (Probate or Mental Health)	33	146.90
Standard Envelope 1-4 pgs. (Civil)	718	821.10
SUP Monitored Probation Monthly Fee (Criminal)	1865	138,763.44
TXC Drug Court Fee (Criminal)	245	18,164.82
TXC DUI Court Fee (Criminal)	29	1,619.30
TXC MHC Drug Court Fee (Criminal)	7	185.28
TXC Wood Court Fee (Criminal)	1	130.00
Workmans Comp Fee (Criminal)	443	7,721.78
Writ of Execution (Civil)	848	1,702.00
Writ of Execution (Family)	9	18.00

Fee by Fee Schedule Report

IDODYPROD

Date Range: Saturday, October 1, 2022 - Saturday, September 30, 2023 Fee Schedule: BF,CREDDEB,CRHAND,AAC,ADC,AIC,ATC,CCDT,W2

Nodes: Bingham County; Bingham County District Court; Bingham County Magistrate Court; Bingham County Juvenile Court

Fee Schedule	Fee Schedule Count	Amount
Writ of Execution (Probate or Mental Health)	1	2.00
xOOC Probation - Blaine (Criminal)	1	40.00
xOOC Probation - Bonneville (Criminal)	25	1,715.64
xOOC Probation - Canyon (Criminal)	1	120.00
xOOC Probation - Mini/Cassia (Criminal)	6	360.00
zOOC Drug Dist 7 Tri Co-Fremont,Jefferson,Madison (Crim	6	975.00
zOOC Drug-Bonneville (Criminal)	15	937.00
zOOC Drug-Power (Criminal)	10	1,111.00
zOOC DV Drug-Bonneville (Criminal)	8	536.00
zOOC MHC-Bonneville (Criminal)	16	872.00
zOOC VET-Bannock (Criminal)	8	379.00
zOOC Wood Court-Bannock (Criminal)	7	271.19
zOOC Wood Court-Bonneville (Criminal)	51	4,779.50
ZZZ Do Not Use OOC Prob - Tri-County (Criminal)	14	1,640.00
ZZZ Drug Court Fee Ordered Prior to FY2019 (Criminal)	14	622.96
ZZZ Drug Court Fee Ordred FY2019 - FY2020 (Criminal)	10	616.00
ZZZ DUI Drug Court Fee Ordered Prior to FY2019 (Crimin	14	341.42
ZZZ JV PROB Fee Ordered Prior to FY2020 (Criminal)	1	9.25
ZZZ MH Drug Court Fee Ordered FY2019 - FY2020 (Crim	7	291.67
ZZZ MISD PROB Fee Ordered Prior to FY2019 (Criminal)	38	2,870.02
ZZZ OOC Drug Court Fee 10 Ordered Prior to FY2021 (Crim	1	44.00
ZZZ OOC Wood Court Fee 10 Ordered Prior to FY2021 (Crim	5	474.50
Total Number of Payment Transactions:	30925	1,675,386.38

Fee by Fee Schedule Report

IDODYPROD

Date Range: Friday, October 1, 2021 - Friday, September 30, 2022

Fee Schedule: BF,CREDDEB,CRHAND,AAC,ADC,AIC,ATC,CCDT,W22,CR

Nodes: Bingham County; Bingham County District Court; Bingham County Magistrate Court; Bingham County Juvenile Court

Fee Schedule	Fee Schedule Count	Amount
(A) All Initial Magistrate Case Filings not in B,C,D,G,H (Civ	657	108,730.00
(A01) Adoption (Family)	9	1,494.00
(A02) Adoption & Termination of Rights (Family)	12	1,992.00
(A03) Termination of Parental Rights (Family)	3	498.00
(A05) Petition for Formal Probate (Probate or Mental Heal	4	664.00
(A06) Application for Informal Probate (Probate or Mental I	142	23,572.00
(A07) Name Change (Civil)	15	2,490.00
(A09) Child Support/Custody (Family)	12	1,660.00
(A11) Paternity Action (Family)	8	1,328.00
(A12) Unlawful Detainer / Eviction (Civil)	49	8,134.00
(A13) Defacto Custodian (Family)	1	166.00
(A14) Relief from Firearm Disability (Civil)	1	166.00
(A15b) Legal Separation without Minor Children (Family)	2	332.00
(A17) Creditor/ debtor collections (\$10,000 or less) (Civil)	88	14,608.00
(AA) District Court All Initial Filings (Civil)	99	21,879.00
(AA1) Creditor/debtor collections (more than \$10,000) (Civ	3	663.00
(AA4) Real property (more than \$10,000) (Civil)	1	221.00
(AA6) Personal injury (more than \$10,000) (Civil)	2	442.00
(B1a) Divorce With Minor Children (Family)	60	12,242.94
(B1b) Divorce Without Minor Children (Family)	62	12,834.00
(B2a)Petn/Stip/Motn to Reopen/Modify Divorce w/ Minor C	44	6,776.00
(B2b)Petn/Stip/Motn- Reopen/Modify Divorcew/out Minor (5	770.00
(C) Small Claims (Civil)	265	18,285.00
(D) Summary Administration of Small Estates (Probate or	12	1,560.00
(G1a) Initial Petition Motion or Appearance Minor (Probate	26	5,616.00
(G1b) Initial Petition Motion or Appearance Incapacitated (5	1,080.00
(G2a) Initial Petition Motion or Appearance Minor (Probate	1	216.00
(G3a) Initial Petition Motion or Appearance Minor (Probate	4	864.00
(G3b) Initial Petition Motion or Appearance Incapacitated (14	3,024.00
(G4) Status Reports Guardianship (Probate or Mental Hea	70	1,875.00
(G5) Intermediate or Final Account of Conservatorship (Pr	32	1,700.00
(G7) Inventories by Conservator (Probate or Mental Health	12	485.46
(I1) Initial Appear-Persons other than Plaintiff/Petitioner (C	101	12,646.03
(I1) Initial Appear-Persons other than Plaintiff/Petitioner (F	92	12,512.00
(I1) Initial Appear-Persons other than Plaintiff/Petitioner (P	24	2,992.00
(I5) Appearing after Judgment Party has Not Appeared (C	3	423.00
(I5) Appearing after Judgment Party has Not Appeared (F	3	423.00
(J1a) Probate Petition for Distribution of Estate (Probate o	2	50.00
(J1b) Probate Demand of Notice (Probate or Mental Health	1	9.00
(J1d) Probate Intermediate or Final Accounting (Probate o	1	9.00
(J1f) Probate Filing of Copy of Appointment of Foreign Rej	2	54.00
(J2a) Trusts and Renunciations Interim. or Final Acct. (Civi	1	9.00
(J2a) Trusts and Renunciations Interim. or Final Acct. (Pro	1	9.00
(K1) Motion for Change of Venue (Civil)	15	435.00
(K1) Motion for Change of Venue (Family)	4	116.00
(K1) Motion for Change of Venue (Probate or Mental Heal	1	29.00

Fee by Fee Schedule Report

IDODYPROD

Date Range: Friday, October 1, 2021 - Friday, September 30, 2022

Fee Schedule: BF,CREDDEB,CRHAND,AAC,ADC,AIC,ATC,CCDT,W22,CR

Nodes: Bingham County; Bingham County District Court; Bingham County Magistrate Court; Bingham County Juvenile Court

Fee Schedule	Fee Schedule Count	Amount
(K2) Petition to Reopen a Case after No Activity (Family)	3	393.00
(K3) Third Party Complaint (Civil)	1	14.00
(K4) Cross claim (def v. def or plaintiff v. plaintiff) (Family)	2	28.00
(K4) Cross claim (def v. def or plaintiff v. plaintiff) (Civil)	2	28.00
(K6) Renewing a Judgment (Civil)	48	1,392.00
(K7) Filing a Foreign Judgment (Civil)	3	81.00
(L2) Appeals Magistrate Division to District Court (Civil)	1	81.00
(L2) Appeals Magistrate Division to District Court (Family)	3	243.00
(L2) Appeals Magistrate Division to District Court (Probate	1	81.00
(L3) Appeal or Petition for Judicial Review or Cross Appea	1	221.00
(L4) Civil Appeal or Cross-Appeal (Probate or Mental Heal	1	129.00
(L4) Civil Appeal or Cross-Appeal to Supreme Court (Civil,	5	774.00
(L4) Civil Appeal or Cross-Appeal to Supreme Court (Fam	1	129.00
A - Court Technology Credit/Debit Card Fee (Miscellaneous	45	135.00
A - Credit/Debit Card Fee (Criminal)	4166	12,615.00
A - Handling Fee (Criminal)	3685	7,406.00
Agency Investigative Costs (37-2732(k)) (Criminal)	1	100.00
Agency Toxicology Costs(37-2732C(g)) (Criminal)	30	3,082.37
Audio Media (CD/Other) Fees (Civil)	5	50.00
Audio Media (CD/Other) Fees (Criminal)	5	50.00
Audio Media (CD/Other) Fees (Family)	30	260.00
Audio Media (CD/Other) Fees (Miscellaneous)	1	10.00
Audio Media (CD/Other) Fees (Probate or Mental Health)	6	70.00
Authentication (Civil)	2	3.50
Authentication (Probate or Mental Health)	1	14.00
BAC Refusal Fee (Civil)	15	2,425.00
Bond Forfeiture (FTA) (Criminal)	21	16,500.00
Certification Fees (Civil)	31	35.00
Certification Fees (Criminal)	3	61.00
Certification Fees (Family)	56	74.00
Certification Fees (Miscellaneous)	9	20.00
Certification Fees (Probate or Mental Health)	12	17.00
Certified Mail Fee - Small Claim Service Only (Civil)	16	137.70
CFCs - Parent education on the needs of children (Family	2	70.00
Clerks Record on Appeal (Civil)	1	947.70
Clerks Record on Appeal (Family)	2	300.00
Clerks Record on Appeal (Probate or Mental Health)	2	152.75
Conservatorship/Guardianship Certification Fee (Probate	41	1,025.00
Contempt (Civil)	1	100.00
Copy Fees (Civil)	46	174.60
Copy Fees (Criminal)	24	448.10
Copy Fees (Family)	99	1,144.20
Copy Fees (Miscellaneous)	20	342.75
Copy Fees (Probate or Mental Health)	25	224.70
Court Assistance Office Fee (Civil)	14	33.62
Court Assistance Office Fee (Family)	8	78.00

Fee by Fee Schedule Report

IDODYPROD

Date Range: Friday, October 1, 2021 - Friday, September 30, 2022 Fee Schedule: BF,CREDDEB,CRHAND,AAC,ADC,AIC,ATC,CCDT,W22,CR

Nodes: Bingham County; Bingham County District Court; Bingham County Magistrate Court; Bingham County Juvenile Court

Fee Schedule	Fee Schedule Count	Amount
Court Assistance Office Fee (Miscellaneous)	93	1,998.25
Court Costs - Felony - Drug (Criminal)	250	13,830.35
Court Costs - Felony - DUI (Criminal)	60	3,671.50
Court Costs - Felony - DV/SA (Criminal)	13	511.50
Court Costs - Felony - Motor Vehicle (Criminal)	17	669.00
Court Costs - Felony - Other State Laws (Criminal)	75	3,926.50
Court Costs - Felony - Sex Crimes (Criminal)	14	1,744.00
Court Costs - Infraction - Alcohol Age Violation (Criminal)	80	27,754.85
Court Costs - Infraction - Blackfoot City Ordinances (Criminal)	2	213.00
Court Costs - Infraction - Child Restraint (Criminal)	24	1,848.00
Court Costs - Infraction - County Ordinances (Criminal)	45	3,457.00
Court Costs - Infraction - Criminal Trespass (Criminal)	1	356.50
Court Costs - Infraction - Driving Without Privileges (Criminal)	149	26,098.76
Court Costs - Infraction - Fish and Game (Criminal)	2	272.00
Court Costs - Infraction - Motor Vehicle (Criminal)	3897	372,266.95
Court Costs - Infraction - No/Invalid Class D License (Criminal)	164	36,136.48
Court Costs - Infraction - Open Container/DV (Criminal)	11	1,122.00
Court Costs - Infraction - Other Parking Violations (Criminal)	8	372.00
Court Costs - Infraction - Other State Laws (Criminal)	69	7,405.50
Court Costs - Infraction - Seatbelt Operator Greater Than 18	945	9,196.36
Court Costs - Infraction - Seatbelt Operator Less Than 18	44	2,992.50
Court Costs - Infraction - Shelley City Ordinances (Criminal)	4	313.00
Court Costs - Misd - Blackfoot City Ordinances (Criminal)	7	443.20
Court Costs - Misd - County Ordinances (Criminal)	4	522.50
Court Costs - Misd - Criminal Trespass (Criminal)	7	517.00
Court Costs - Misd - Driving Without Privileges (Criminal)	44	2,655.50
Court Costs - Misd - Drug (Criminal)	336	21,558.56
Court Costs - Misd - DUI (Criminal)	396	25,468.36
Court Costs - Misd - DV Fine (Violation of Protection Order)	36	1,457.75
Court Costs - Misd - DV/SA (Criminal)	96	6,133.10
Court Costs - Misd - Fish and Game (Criminal)	23	3,019.50
Court Costs - Misd - Motor Vehicle (Criminal)	242	15,337.99
Court Costs - Misd - Other State Laws (Criminal)	256	15,424.07
Court Costs - Misd - Other State Laws-Payable (Criminal)	143	11,129.45
Court Costs - Misd - Overweight (Criminal)	3	1,397.50
Court Costs - Misd - Overweight-Payable (Criminal)	2	1,898.00
Court Costs - Misd - Sex Crimes (Criminal)	5	772.50
Court Costs - Misd - Shelley City Ordinances (Criminal)	1	157.50
Court Costs - Misd - Motor Vehicle - Payable (Criminal)	24	3,171.00
Court Technology Credit/Debit Card Fee (Civil)	42	120.00
Court Technology Credit/Debit Card Fee (Family)	213	615.00
Court Technology Credit/Debit Card Fee (Probate or Mental Health)	42	126.00
District 7 Parenting Class/Focus on Children (Family)	191	6,090.06
Fine for Civil Penalty (Non-Interest Bearing) (Criminal)	2	4,854.50
Fine Program - Basalt City Ordinances (Criminal)	1	30.00
Fine Program - Blackfoot City Ordinances (Criminal)	2	108.81

Fee by Fee Schedule Report

IDODYPROD

Date Range: Friday, October 1, 2021 - Friday, September 30, 2022 Fee Schedule: BF,CREDDEB,CRHAND,AAC,ADC,AIC,ATC,CCDT,W22,CR

Nodes: Bingham County; Bingham County District Court; Bingham County Magistrate Court; Bingham County Juvenile Court

Fee Schedule	Fee Schedule Count	Amount
Fine Program - County Ordinances (Criminal)	3	500.00
Fine Program - Criminal Trespass (Criminal)	5	367.70
Fine Program - Dispensing to a Minor (Criminal)	4	700.00
Fine Program - Driving Without Privileges (Criminal)	69	3,649.34
Fine Program - Drug (Criminal)	543	60,489.15
Fine Program - DUI (Criminal)	566	69,211.55
Fine Program - DV/SA (Criminal)	82	7,098.13
Fine Program - Fish and Game (Criminal)	22	1,561.00
Fine Program - Motor Vehicle (Criminal)	245	25,736.70
Fine Program - Motor Vehicle - Payable (Criminal)	61	4,082.99
Fine Program - Other State Laws (Criminal)	319	37,052.99
Fine Program - Other State Laws-Payable (Criminal)	143	12,171.96
Fine Program - Shelley City Ordinances (Criminal)	1	100.00
Fine Programs - PDV Fine (Violation of Protection Order)	24	1,413.50
Fine Programs - Sex Crimes (Criminal)	13	4,317.50
Issuing Abstract Judgment \$2 (Family)	3	6.00
Issuing Execution Upon Abstract/Judgment, Filing Same (129	258.00
Issuing Execution Upon Abstract/Judgment, Filing Same (i	1	2.00
Juvenile - Restitution - Victim (Criminal)	21	3,130.00
Juvenile Community Service (Criminal)	60	638.00
Juvenile Correction Fee \$20 (Criminal)	70	1,460.00
Juvenile Probation (Criminal)	84	6,464.75
Large Envelope 10 - 25 pgs. (Family)	14	72.25
Large Envelope 10 - 25 pgs. (Probate or Mental Health)	4	17.00
Large Envelope 26-50 pgs. (Family)	1	22.65
Large Envelope 5 - 9 pgs. (Family)	71	266.80
Large Envelope 5 - 9 pgs. (Probate or Mental Health)	3	6.90
Large Envelope 5-9 pgs. (Civil)	16	57.50
Optional - Restricted Delivery for Small Claims Service (Ci	5	31.80
Public Defender Fee (Criminal)	459	41,577.46
Refund - Fines & Fees (Criminal)	53	4,229.25
Registered Mail (Civil)	2	24.80
Restitution - Agency/Other (Ordered Prior to 7/1/20) (Crim	80	12,559.10
Restitution Victim (Criminal)	227	26,461.33
Standard Envelope 1 - 4 pgs. (Family)	232	451.80
Standard Envelope 1 - 4 pgs. (Probate or Mental Health)	55	138.60
Standard Envelope 1-4 pgs. (Civil)	782	817.20
SUP Monitored Probation Monthly Fee (Criminal)	1635	121,225.28
TXC Drug Court Fee (Criminal)	256	22,062.18
TXC MHC Drug Court Fee (Criminal)	12	362.82
Workmans Comp Fee (Criminal)	325	5,630.10
Writ of Execution (Civil)	813	1,626.00
Writ of Execution (Family)	4	8.00
Writ of Execution (Probate or Mental Health)	1	2.00
xOOC Probation - Blaine (Criminal)	3	200.00
xOOC Probation - Bonneville (Criminal)	28	1,877.00

Fee by Fee Schedule Report

IDODYPROD

Date Range: Friday, October 1, 2021 - Friday, September 30, 2022

Fee Schedule: BF,CREDDEB,CRHAND,AAC,ADC,AIC,ATC,CCDT,W22,CR

Nodes: Bingham County; Bingham County District Court; Bingham County Magistrate Court; Bingham County Juvenile Court

Fee Schedule	Fee Schedule Count	Amount
zOOC Drug Dist 7 Tri Co-Fremont,Jefferson,Madison (Crim	2	325.00
zOOC Drug-Bonneville (Criminal)	25	1,930.50
zOOC Drug-Oneida (Criminal)	8	825.00
zOOC DV Drug-Bonneville (Criminal)	6	390.00
zOOC MHC-Bonneville (Criminal)	11	577.00
zOOC VET-Bannock (Criminal)	2	56.00
zOOC Wood Court-Bonneville (Criminal)	38	3,316.50
ZZZ Do Not Use OOC Prob - Tri-County (Criminal)	16	2,105.00
ZZZ Do Not Use TXC Wood Court 7/1/18 - 6/30/20 (Crimi	1	3.00
ZZZ Drug Court Fee Ordered Prior to FY2019 (Criminal)	8	324.72
ZZZ Drug Court Fee Ordred FY2019 - FY2020 (Criminal)	29	2,670.50
ZZZ JV PROB Fee Ordered in FY2020 (Criminal)	1	35.00
ZZZ JV PROB Fee Ordered Prior to FY2020 (Criminal)	10	920.75
ZZZ MH Drug Court Fee Ordered FY2019 - FY2020 (Crim	9	315.00
ZZZ MISD PROB Fee Ordered Prior to FY2019 (Criminal)	36	2,233.44
ZZZ OOC Drug Court Fee 10 Ordered Prior to FY2021 (Ci	5	317.00
ZZZ OOC MH Drug Court Fee 10 Ordered Prior to FY202	10	469.00
ZZZ OOC Wood Court Fee 10 Ordered Prior to FY2021 (C	15	1,237.11
ZZZ OOC Young Adult 10 Ordered Prior to FY2021 (Crimi	2	82.00
Total Number of Payment Transactions:	26336	1,475,219.87

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

Mission Statement

It is the mission of Bingham County Probation Services to supervise, assist, and support the habilitation or rehabilitation of juvenile and adult offenders 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.

FY2023- 2024 Accomplishments

Between October 1, 2022 and September 30, 2023, the Adult Misdemeanor Probation Department conducted 7,983 urinalysis drug screens. This department also successfully discharged 131 probationers from supervised probation. This department was also involved in the facilitation of the Probation Simulation at the Northwest Alcohol Conference, Idaho Prevention and Support Conference and Boise State Criminal Justice Program reaching approximately 250 criminal justice and related professionals. We also added an additional Misdemeanor Probation Officer due to a large increase in the department's caseload.

FY 2025 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 2025 Budget

- The only significant change in the requested budget will be in the amount of \$2,400.00. This will be added to line item for Miscellaneous, 0006-54-0678-0005, which cover the cost of purchasing Cellular VPN for five Probation Officers. The laptops that will utilize the Cellular VPN will be purchased by the IT Department as well as Adobe (sign). The justification for this increase of additional funds is based on the need for the Probation Officers to have access to the department caseload from home or in the field, for purposes of filing Agent's Warrants, which will allow the Probation Officer to do this and submit to the jail, which will save time and resources as well as free up the Law Enforcement Officer(s) involved. This increase in funds will also allow the Probation Officers to complete additional work while waiting in Court, which most often involves hours of waiting, which would otherwise be unproductive.

5 year Capital Outlay

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

Employees paid through this fund:

6.5 Full-time employees.

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.

FY2023- 2024 Accomplishments:

Between October 1, 2022 and September 30, 2023, the Juvenile Probation Department conducted 291 urinalysis drug screens. This department also successfully discharged 41 juvenile probationers from supervised probation and 54 individuals from informal supervision. This department was also involved in the facilitation of the Probation Simulation at the Northwest Alcohol Conference, Idaho Prevention and Support Conference and Boise State Criminal Justice Program reaching approximately 250 criminal justice and related professionals.

FY 2025 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 FY2025 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:

4.5 Full-time employees.

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. \$591,910 is budgeted for the health district assessment.

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

Aberdeen Senior Center:	\$28,000 per year
Blackfoot Senior Center:	\$50,000 per year
Shelley Senior Center:	\$28,000 per year
Board of Guardians:	\$900 per year
Foster Grandparents:	\$700 per year
Behavioral Health	
Crisis Center	\$5,000 per year
SEICCA donation to cover non-medical indigent services:	\$2,000.00 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 2024 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 are photographing all museum items and writing a description of the item along with its provenance and historical value. At the archive, we are scanning all documents. We are maintaining a very large database of information that is preserved at the archive and at an offsite location to keep it safe. We have recently begun working with some volunteers who have expertise from their employment at Idaho National Laboratories to learn how to make this database even more secure.
- We received a donation of computers from the State of Idaho, and we have set these up to increase our digitizing and cataloging and preservation activities. These are networked together to allow many volunteers to work at the same time. We continue to have several volunteers who work at our archive and museum to help this digital preservation effort.
- We are about to publish a booklet about the Bingham County Historical Museum. This booklet discusses the way the Brown Mansion is tied to the history of Bingham County and the sacrifices and contributions the people of Bingham County and the commissioners have made to make the Bingham County Historical Museum a reality. We expect that the booklet will be available for purchase through the Society by the end of the summer.
- We held a Mother's Day Tea event designed to mimic the days that the Brown home

was a center of social activity. We tried to mimic the way the Brown's might have hosted visitors. At this event we were able to discuss the history of the museum and Bingham County and share the mission of our Society and the value of the museum. This successfully brought us some revenue, and we intend to repeat the event again in the fall.

- We continue to maintain the Bingham County Historical Society's website.
- We received a grant from the Idaho State Historical Society's Community Enhancement Grant Program. This allowed us to make updates to the Bingham County Historical Society website and provide training to our volunteers to enable us to make our own changes and adjustments to the webpage in the future. This grant also enabled us to replace the sign in front of the Archive Building and to create a wifi bridge between the archive building and the museum so that the museum will have wifi access.
- As part of the updates to our website, we were for the first time about to create an online catalog of our photograph collection. We have seen an increase in interest at the archive as a result of this catalog. Previously patrons had to come personally to the archive in order to see our photograph catalog. Now patrons are able to look online to see if the photograph they want is available, and then they can visit the archive to obtain a physical copy, or they can email the society to request a digital copy.
- We have started accepting credit card payments and Venmo at the museum. We hope this will make it easier for visitors to access the museum.
- We successfully partnered with Idaho State University to host paid interns through the Idaho State University Career Pathways Internship Program. ISU provides the salaries for these interns, and BCHS provides the internship supervision and experience. We hosted three students in 2023, and we are currently hosting two more students. Idaho State University and the students have expressed appreciation for the opportunities we are able to provide these students to prepare them for their future careers.
- We have continued to keep the museum open six days a week throughout the winter of 2023/2024. The museum is open Monday through Saturday (closed Sundays) from 11 am to 6 pm. From January to April, it was open from noon to 4 pm.
- We have continued to grow our Social Media presence by posting regularly on Facebook and this year we have opened an Instagram account.
- We completed our walking tour pamphlet for downtown Blackfoot. We have been very happy about the response from the community, and we have already had to do multiple reprintings.
- We have held community events at the museum and at the senior center.
- We have received a grant from the Idaho Humanities Council to allow us to repair the four phonographs located in the historical museum. We are planning that we will hold a free public event to share these phonographs with the community once they are repaired, and we will host a special display in the main room of the museum to teach visitors more about these historical phonographs and the history of sound playing devices.
- We have started a "who's who" database of early Bingham County residents that connects the names of the residents to a separate database that contains more information about those individuals. This is also assisting us to better understand many of the early newspapers which mention most of the early residents by their surnames and initials.
- We have started a historical building/business database that tracks which businesses have operated in various locations within Bingham and the significant events that have happened at those locations.
- We have created scavenger hunts and a "mystery activity" at the museum to make the

tour more appealing to youth and families.

FY 2024 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.
- Continue to publish and distribute the free walking tour of historical buildings in downtown Blackfoot. Periodically revamp the tour to keep it relevant and interesting.
- Continue to 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.
- Print the booklet about the Bingham County Historical Museum and sell copies through our museum and archive.
- Continue creating booklets and useful databases to make Bingham County History more accessible to the public. We hope to make these databases available to the public through our website.
- Host another tea party to disseminate historical information and raise funds for the society.
- Create a free-standing "store facade" in the basement of the museum to make the displays in the basement more appealing to visitors.
- Apply for a matching grant with the Idaho State Historical Society to improve the shelving situation in the basement of the archive.

Significant changes to the FY 2025 Budget

No significant budget changes are expected for the FY 2025 budget. We greatly appreciate the financial support the county gives to Bingham County Historical Society. Our preparation of the booklet about the museum has led us to appreciate even more the support the commissioners have given to the society and museum in the past. We are striving to make our efforts a huge benefit to the people of Bingham County, past, present, and future.



FY 2025 Annual Budget

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.

2024 Accomplishments

- Park revenue increased this past fiscal year from \$85,000 in 2023 to \$95,500 for 2024. This is a 9% increase.
- We were able to secure a \$2 million grant with the Federal Land Transportation program to fund the existing parking area and trail located in Sportsman's Park. This project will consist of parking area surface replacement and the 1.1 miles of trail surface replacement. The project should be complete fall of 2025. There are no matching funds required from the County.
- Updated some of the electrical services at Sportsman's Park to accommodate the bigger RV's and keeping up with power usage. This will be ongoing for the next couple of years.
- Snake River Off Roaders donating labor to paint both shelters at North Bingham County Park.
- Picnic tables were reconditioned and painted at Sportsman's Park & North Bingham Parks, this is also on ongoing project.
- Moreland Park's old metal fence has been removed with installation of a new fence.
- Continuing efforts to trim the trees in all the parks and remove any dead or dangerous limbs.
- Continue with the ongoing aggressive spraying program to rid the parks of weeds and dandelions to improve the overall look of the parks.

Goals for FY 2025

- It is in our 5-year capital plan to have both greenbelts crack sealed and slurry sealed.
- Purchase at least one new mower this year, to keep up on reducing maintenance costs and keep our lawn mowers under factory warranty.
- We will continue to work with the spaying efforts in all five parks. We will continue to be proactive in tree trimming and pruning.
- Update the restrooms in the parks as needed, including new paint, fixtures, deep cleaning, and lighting.
- The electrical services at Sportsmans Park will continue to be upgraded to accommodate the bigger RV's using the park and keeping up with the power usage.
- Installation of a new underground automatic sprinkler system in the Moreland Park 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
- Finally, we will continually strive to meet and exceed our customer's expectations.

5 Year Capital Outlay

- Seal coat NBCP
- 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 (1-Park Forman and 2 Park Managers)

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

Assessor's Office

Revaluation – Revaluation 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, current sales data and depreciation tables to arrive at a fair market value of the property for tax purposes.
- B. Appraisers 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. Appraisers 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 follow Idaho State Tax Commission guidelines.
- D. Appraisers 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 2024 Accomplishments

This past fiscal year saw the completion of the 2nd year of our new 5-year plan. The following is a recap of the Commercial and Residential Properties in Bingham County reviewed.

A The city of Aberdeen was our re-appraisal area for 2024. We looked at all residences, mobile homes/Cat 48's, all apartments, Duplexes, Triplexes, 4-Plexs and commercial properties.

B In ranges 30-33 which include Aberdeen, Pingree, Springfield, Sterling and the Thomas areas we also completed residences, mobile homes/Cat 48's Commercial Properties and agricultural land and associated structures (potato cellars, grain bins, etc.)

C In ranges 34-35 we completed all of the Agricultural lands. Portions of ranges 36-37 were also completed. These ranges should be completed 2025.

D Building permits for new homes and outbuildings county wide were completed as well as new commercial structures county wide.

E Ratio studies for 2023-24 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.

F 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. This is due in large part to our supervisor who oversees the department and helps to tutor the newer staff members. All of our staff in revaluation is now certified and are continuing their individual educational course work to stay certified.

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 2025 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 make sure the property owners, ranchers and farmers are taken care of in a courteous manner. We want them to 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 2025 we will embark on our third of a five-year reappraisal cycle. It will be our goal to meet our reappraisal projections for 2025 and show that we follow our plan submitted to the state tax commission.

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. It should be noted that the lease of the new Rav4 continues to escalate.

New Leased 2024 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 Contract Appraisers are needing additional funds to finish up the last of the agricultural lands.

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

4 Full-time certified appraisers

Assessor's Office

GIS - Mapping - Surveyor 20-01

Donavan Harrington – Assessor

This fund was created in FY 2019. With the increased use of GIS (geographic information systems), expenditures from three different funds – Assessor's, Revaluation, and Rural Addressing were moved to this new fund. The GIS/Surveyor and GIS/Admin-Supervisor position salaries were moved to this fund.

FY 2024 Accomplishments

- The Joint purchase of a Drone with County Road & Bridge and Solid Waste in 2021 has been a very effective tool for flying over spots otherwise not accessible. Our Surveyor has now completed her training and is certified to once again fly the drone. It has also allowed our Surveyor to complete field tasks in a shorter period of time while out in the county.
- Our new County Surveyor was hired from within the county and has taken to her new position. We are grateful for the service this position offers to the County.
- Continued upgrades to the County GIS Mapping system have been ongoing and maintained with additional mapping and information requests by local public and governmental districts. Requests for various layers in order to determine boundaries for taxing districts have been met throughout the year.
- Additional layers have been added to the GIS Mapping as requested and the program has proven useful for many public and private entities.
- At this point our agricultural soil classification mapping has been updated for nearly all of the row crop farm land. Our GIS Mapper has been able to help our contract appraisers with the needed information. We continue to work through this county wide change over to cash rent. Efforts to complete the range lands up on the foothills are underway this year. Once completed, the revaluation of our ag lands in the county and all of the county ag maps will be updated on the GIS system.

2024 Goals

We will continue to improve our GIS system so as to provide a quality product for the County and to the general public.

5-year capital outlay

I see no huge expenditures that need to be made this coming year other than the regular cost of maintenance and improvement of the GIS system.

We did have a lease on the Surveyors pickup last year but turned that lease back. It was learned that the Commissioners were obtaining a newer leased vehicle and the Surveyor asked for and acquired the older Chevy Pick-up from the commissioners. With the exchange in vehicles the Assessor office will pay the third of a five year agreement for a total of \$20,000 and in behalf of the commissioners leased vehicle.

Employees paid through this account:

1 Full-time Surveyor

1 Full-time Mapping Specialist

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 2025 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 2024 Accomplishments

- Maintenance and grounds were kept in excellent condition to encourage citizens to enjoy the memorial. Replanted several bushes and two trees.

FY 2025 Goals

- Continue adding names, stories and photos to the Patriot Field Memorial Website www.patriotfieldmemorial.com.
- Hold a ceremony at the grounds this year.

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	\$3.15

FY 2024 Accomplishments

PILT money was used to pay or help pay for the following in 2024:

- Cloud Seeding \$ 3,381
- Henry's Fork RFPA \$ 1,250
- Idaho Association of Counties \$ 9,615 for NACO Public Lands Center contribution
- JWC Environment \$ \$66,671 M3 – Muffin Monster Manhole-jail
- Coma Farms \$ 1,502 – reimbursement for Pumpco costs

FY 2025 Goal and Objectives

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

Attribute \$2,000,000.00 to the jail remodel.

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 2024 Accomplishments

- Two team members (1 Prosecutor and 1 Treatment Court Coordinator) 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.
- Nine team members (1 Treatment Court Coordinator, 1 Prosecutor, 1 Probation Officer, 4 Treatment Providers, 1 Pretrial Services Coordinator and 1 Pier Support Professional were sent to the Idaho State Treatment Court training conference, increasing competency, understanding and knowledge of Treatment Courts and vetted practices of reducing substance use and recidivism in our communities.
- 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.

- Connecting people in need to treatment and other health and wellness related services.

FY 2025 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.
- Increase the skillset of each existing and new team members of the Treatment Court teams.
- Reduce substance abuse and recidivism in the community of Bingham County.

Significant Changes to the FY 2025 budget

- No significant changes at this time

5 year Capital Outlay Plan

- Update computer in 2025

Employees paid through this fund:

1 Full-time