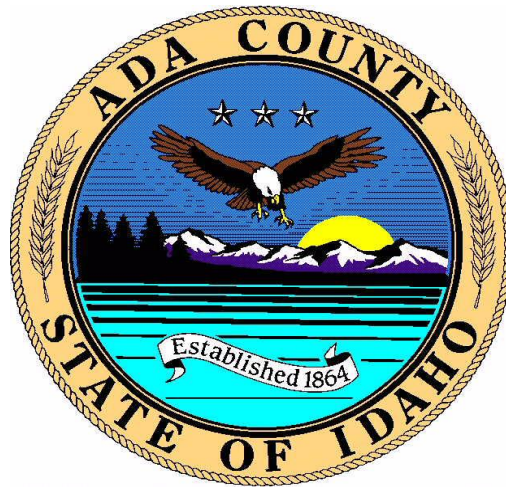


# **2018-2019 ADA COUNTY FINAL BUDGET**

All County Funds and Districts under the Authority of  
the Board of County Commissioners



**ADOPTED  
AUGUST 21, 2018**

Board of County Commissioners

David L. Case, Chairman  
Jim Tibbs, Commissioner  
Rick Visser, Commissioner

Auditor's Office

Christopher D. Rich, Budget Officer  
Phil McGrane, Chief Deputy  
Kathleen Graves, Controller

Prepared by Accounting Department



**FY2018-2019  
ADA COUNTY BUDGET**

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# **INTRODUCTION**





# Ada County Elected Officials



Jim Tibbs  
Commissioner  
District 1



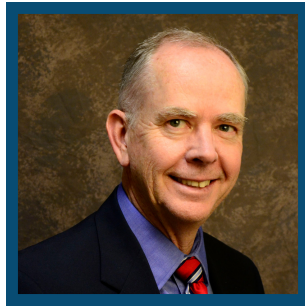
Rick Visser  
Commissioner  
District 2



David L. Case  
Commissioner  
District 3  
Chairman



Robert H. McQuade  
Assessor



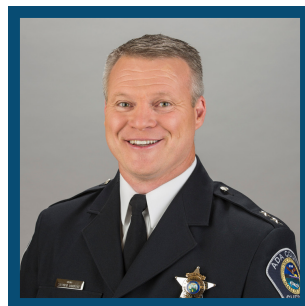
Christopher D. Rich  
Clerk of the Court



Dotti J. Owens  
Coroner



Jan M. Bennetts  
Prosecuting Attorney



Stephen Bartlett  
Sheriff



Vicky J. McIntyre  
Treasurer

# Ada County Organization Chart

## Ada County Residents

**Commissioners**  
David L. Case, Chairman, District 3  
Jim Tibbs, District 1  
Rick Visser, District 2  
208-287-7000

Department of Administration  
David L. Case, Liaison | 208-287-7000

Development Services  
Megan M. Leatherman, Director | 208-287-7900

Emergency Management  
Doug R. Hardman, Director | 208-577-4750

Emergency Medical Services  
Darby Weston, Director | 208-287-2962

Expo Idaho  
Robert A. Batista, Director | 208-287-5650

Information Technology  
Stephen O'Meara, Director | 208-287-7030

Juvenile Court Services  
Dawn Burns, Director | 208-577-4811

Operations  
Scott B. Williams, Director | 208-287-7105

Parks & Waterways  
Scott C. Koberg, Director | 208-577-4575

Public Defender  
Anthony R. Geddes, Director | 208-287-7400

Trial Court Administrator  
Larry D. Reiner | 208-287-7500

Weed, Pest & Mosquito Abatement  
Adam Schroeder, Director | 208-577-4641

## Elected Officials

**Assessor**  
Robert H. McQuade  
208-287-7200

**Clerk of the Court**  
Christopher D. Rich  
208-287-6879

**Coroner**  
Dotti J. Owens  
208-287-5556

**Prosecutor**  
Jan M. Bennetts  
208-287-7700

**Sheriff**  
Stephen Bartlett  
208-577-3000

**Treasurer**  
Vicky J. McIntyre  
208-287-6800

**FY2018-2019**  
**ADA COUNTY BUDGET**

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**Executive Summary**

Ada County's tentative budget for FY19 for all funds is \$281 million and reflects a balanced budget, as required by Idaho State law. The county's budget is broken down between those funds that are property tax supported: Current Expense, also known as the General Fund, \$164.8 million, special levy funds \$33.6 million and special taxing districts \$20.5 million; along with those funds that are self-supported: special revenue funds \$15.7 million, business-type funds \$31.4 million, and \$15 million for capital project funds. These funds are described in further details later in this document.

The departments within the General Fund receive revenue collected from sales tax, revenue sharing from the State of Idaho, liquor sales and interest all referred to as 'shared revenue'. Other revenue streams that balance the budget are charge for service fees, intragovernmental and rents along with the use of fund balance or savings. Fund balance used to support the General Fund is \$3.2 million; \$3.2 million is also used to support the special levy funds, \$2 million for special taxing districts, \$5.9 million for special revenue funds, \$4.5 million for business-type funds and \$15 million for capital projects.

Most services county government provide are required by State law and have either a set fee schedule (i.e. recording fees, court fines and fees and inmate housing) that can't be changed or the services provided can't be charged for (i.e. accounting, auditing, appraisal, treasury functions and prosecutorial services). Property taxes are therefore one of the largest sources of revenue for Ada County. State law does limit the amount of property tax that can be levied in any given year. Property taxes can be increased by 3% of the

highest last three years levied plus the amount from the new construction roll, which is calculated based on the property value of the new construction roll multiplied by the prior year levy. Any property tax calculated by these formulas that is not levied for, may be 'banked' for future use and is considered foregone. When foregone is used or levied, a public hearing must be held and an advertisement of such must be published. A resolution detailing the amount of foregone being contemplated and its specific use is then adopted at a separate public hearing. The County did not levy any foregone for this budget and currently has a balance of \$12.5 million.

This budget document is laid out by fund type; however we've also provided information related to program type. Ada County has eight program types; general government, judicial services, health and welfare, culture and education, public safety, recreation, sanitation and component unit. You can find more information related to these programs on page 10.

**GENERAL FUND**

The General Fund budget for FY19 is \$164.8 million, an increase of \$19.1 million or 13.1%. This is due to an increase in personnel costs of \$12.6 million, due to 81 new employees and a 3% COLA, and an increase in operating/capital expenditures of \$6.5 million. These increases are offset by an increase in charge for service and shared revenues along with an increase in property tax and the use of fund balance. The General Fund contains the budget for the elected offices of the Commissioners, Clerk, Sheriff, Treasurer, Assessor, Prosecutor and Coroner; along with the following departments that are under the purview of the

# FY2018-2019 ADA COUNTY BUDGET

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commissioners: Juvenile, Operations, Information Technology, Development Services, Public Defender and the Department of Administration. More information can be found on pages 9, 10, 13, 14 and 18-41.

## **SPECIAL LEVY FUNDS**

Special Levy Funds are those funds that are authorized by Idaho Code to collect property tax under a special levy, separate from Current Expense; however they share in the distribution of the authorized 3% increase discussed above. These funds include: Indigent Services, Public Health, Weed Control, Parks, Appraisal and Land Records, Veterans Memorial and District Court (Clerk and Trial Court Administration). Outside of the General Fund, they are the largest part of the FY19 budget at \$33.6 million. You can find more information on these funds on pages 9, 10, 15 and 42-50.

## **SPECIAL TAXING DISTRICTS**

Special taxing districts are those districts that have their own levy and are allowed by law to increase their property taxes by 3% and use the new construction roll. Emergency Medical Services, Pest Extermination, Mosquito Abatement and Avimor CID No. 1 are all special taxing districts within Ada County that make up \$20.5 million of the budget. More information can be found on them on pages 9, 10, 17 and 57-61.

## **SELF SUPPORTED SPECIAL REVENUE FUNDS**

Self-supported special revenue funds are exactly that, they each have specific revenue sources that are legally restricted to expenditures for specific purposes per Idaho Code. These funds in Ada County are: Drug Court/Mental Health, Emergency

Communications, Waterways, Court Monitoring, Emergency Management and Consolidated Elections collectively they make up \$15.7 million of the budget, with \$9.8 million in revenues and \$5.9 million in fund balance. More information on these funds can be found on pages 9, 10, 16 and 51-56.

## **SELF SUPPORTED BUSINESS-TYPE FUNDS**

Better known as enterprise or proprietary funds, these funds provide goods and/or services to the general public and finance their operations mainly through user fees or charges. Ada County's business-type funds are: Billing Services, Expo Idaho and Solid Waste Management and make up \$31.4 million of the FY19 budget; \$26.8 million in revenues and \$4.5 million in fund balance. More information on these funds can be found on pages 9, 10, 17 and 62-65.

## **CAPITAL PROJECTS**

Capital project funds account for the acquisition and construction of major capital initiatives other than those financed by Enterprise funds. The Parking Facilities fund is budgeted at \$15 million and funded with fund balance. More information on this fund can be found on pages 9, 10, 17 and 66.

## **CAPITAL INVESTMENT PLAN**

Ada County's Capital Investment Plan (CIP) began in fiscal year 2015 and has been improved each year. Funds for the projects approved for CIP are budgeted in the General Fund and moved to a capital project fund once the new fiscal year has begun. For more information related to the CIP projects funded and submitted this fiscal please see Capital Investment Plan FY2019 -2023 document on page 67.

**FY2018-2019**  
**ADA COUNTY BUDGET**

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**Financial Policies**

Ada County has adopted several practices and policies related to our finances, based on best practices. These practices and policies are reviewed during the budget process and when preparing the County’s fiscal year-end audit. Below are the practices and policies used during this budget process:

**FUND BALANCE ANALYSIS**

At the beginning of every budget cycle, the Auditor’s Office, as the Budget Office, reviews the fund balance that has accumulated in each fund over the past year for two purposes: 1) to estimate the amount of ‘available surplus’ that could be used to support the budget and 2) to evaluate whether or not property taxes (for those that are property tax supported) can be shifted to another fund, rather than just increasing property taxes. When property tax is shifted off, fund balance is used in its place to balance the budget allowing for fund balance to be gradually reduced to an appropriate level. During the fund balance analysis, current cash along with estimates of cash at the end of the current fiscal year are considered as well as reservations for staying on a ‘cash basis’ and ‘minimum fund balance’ both described below.

**CASH BASIS**

Current property tax collections are not available until the fourth month of the fiscal year, therefore, fund balance must provide for cash flow during the first quarter of the fiscal year to alleviate the timing difference between receipt of revenue and disbursement of expenditures. An estimate of the cash basis requirement is prepared annually in conjunction with the budget process.

“Cash basis” requirement is calculated by taking the first quarter of the current year expenditures plus a factor (factor represents increased costs for the subsequent year) less the first quarter of the current year revenue with possibly a factor depicting current economic trends. A positive amount

indicates there are more expenditures than revenue and is considered to be the amount needed to stay on a “cash basis”. This amount will be set aside when calculating the estimated ‘available’ surplus for the budget. A negative amount indicates there is enough revenue collected during the first quarter to cover the first quarter expenditures; most likely for some self-supported funds. In this case, there would be no need to set aside any fund balance when calculating the estimated ‘available’ surplus.

**MINIMUM FUND BALANCE AKA BUDGET STABILIZATION RESERVE**

It is important to establish minimum levels of fund balance (‘budget stabilizations’ reserves) also known as rainy day funds since fund balance is often used during the budget process. Setting aside fund balance to mitigate current and future risks, to ensure stable tax rates, to address long-term financial planning, to preserve bond ratings and to protect against reducing services levels or raising taxes and fees because of temporary revenue shortfalls or unexpected one-time occurrences take precedence over using it for the budget.

The County maintains a prudent level of financial resources to protect against all of the above. The ranges set for each fund are based on the predictability of revenues, volatility of expenditures and liquidity requirements of each fund and is reviewed periodically. The range set for all County funds, except the General Fund, is to be maintained at a level between 10 to 15 percent of actual annual operating revenues.

In conjunction with the fiscal yearend audit; the amount of minimum fund balance is calculated based on operating revenues of all the funds except the General Fund. Operating revenues are those actual revenues reported in the County’s audited Comprehensive Annual Financial Report (CAFR) in the fund ‘Statement of Revenues, Expenditures, and Changes in Fund Balance /Net Assets’; which

## FY2018-2019 ADA COUNTY BUDGET

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includes property tax and excludes transfer to and/or from other funds.

The General Fund's minimum fund balance is set based on risk. In conjunction with the annual budget process, the County will review the amount for the General Fund by reviewing the risk impact on:

- property tax and charge for service revenue
- the likelihood of extreme events and the recovery from them
- fund balances of our self-insurance funds and other funds
- state shared revenues
- investment variances
- and general uncertainty



**BUDGET OVERVIEW**





**FY2018-2019**  
**ADA COUNTY BUDGET**

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**Budget Process**

The County budgets its revenues and expenditures, as required by Idaho Code Section 31, Chapter 16. Following these guidelines, the County adopts annual appropriated budgets for General, Special Revenue and Enterprise Funds. All appropriated budgets are adopted on a non-GAAP cash basis. The following is a summary of the budgetary process for the County:

Prior to the third Monday in May, each elected official or department head submits to the Auditor's Office a proposed operating budget for the fiscal year commencing October 1. The operating budget includes proposed expenditures by department categorized by personnel services and other charges and services (including capital outlay) and the means of financing them. The Auditor's office assures the budgets are balanced. Budget hearings give the County departments an opportunity to present their proposed budgets to the County Commissioners and the public at large.

On or before the first Monday in August, the proposed budget is submitted to the County Commissioners for review and tentative approval. When the tentative budget has been approved it must be published in the newspaper. A public budget hearing is conducted by the County on or before the Tuesday after Labor Day to obtain taxpayer comments, and upon conclusion of the hearing, the County Commissioners legally adopt the final budget by a resolution in the official minutes of the board.

In no event shall the final budget be greater than the amount of the advertised tentative budget. Per Idaho Code Section 31, the actual expenditures for the ensuing fiscal year shall not exceed the appropriations legally adopted by the Commissioners. The County's policy is that

amounts may not be transferred between personnel services and other charges and services (including capital outlay); also amounts may not be transferred between departments or funds.

Ada County may increase the total appropriations budget during the current year as grants are subsequently awarded by federal or state agencies, for donations, for carrying forward incomplete capital project balances and for receipt of unscheduled and/or unanticipated revenue, provided that there is no increase in anticipated property taxes. The appropriations budget may only be increased by the amount of actual revenues received or carried forward in the case of major capital construction projects. Such budget revisions must be advertised, discussed in a public hearing, and adopted by a resolution from the Board of County Commissioners.

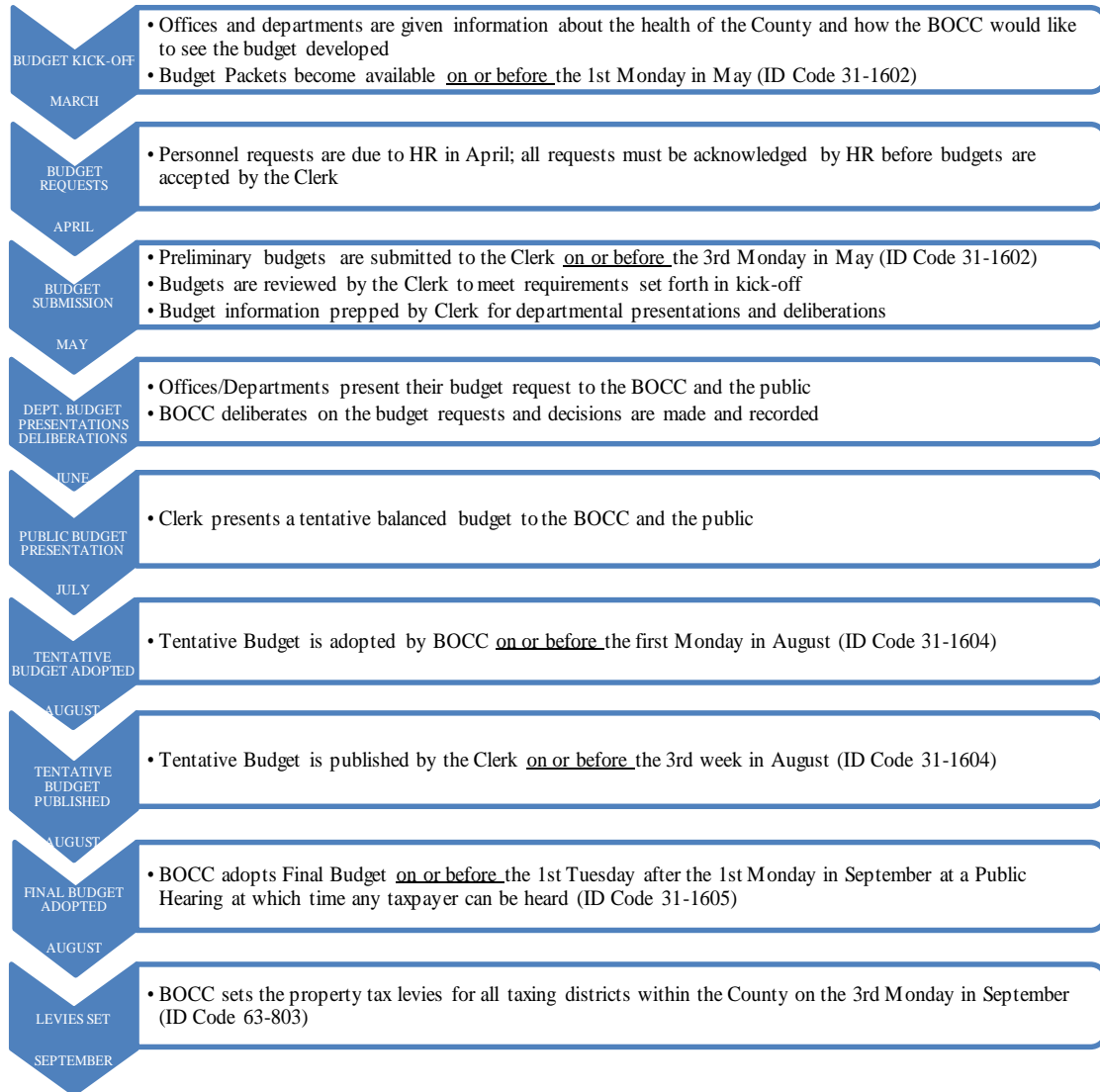
The County employs budgetary integration as a management control device during the year for all funds. All appropriations, other than those for capital improvements not yet completed, lapse at the end of the fiscal year and become null and void. Lawful claims presented thereafter against any subsequent appropriation will be paid for in the ensuing budget.

Encumbrance accounting, the recording of purchase orders, contracts and other commitments for the expenditure of monies to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in all funds. All encumbrances are canceled when appropriations lapse.

A more detailed view of the County's budget calendar is on the next page:

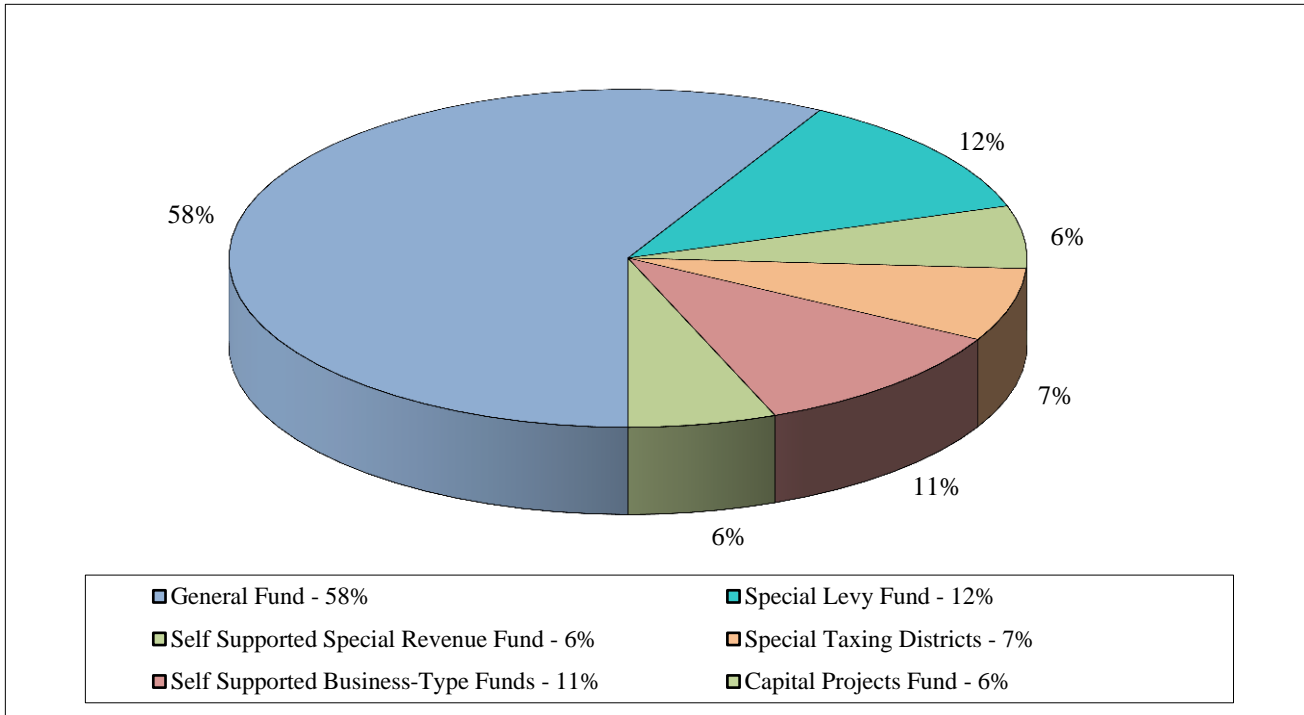
# FY2018-2019 ADA COUNTY BUDGET

## ADA COUNTY BUDGET CALENDAR



**FY2018-2019  
ADA COUNTY BUDGET**

**BUDGET REQUEST BY FUND TYPE**



**GENERAL FUND**

General	7,224,277
Auditor/Recorder/Elections	3,452,896
Sheriff	76,053,877
Treasurer	1,594,415
Assessor Administration	846,707
Prosecutor	16,454,861
Juvenile	9,258,037
Motor Vehicle	2,861,038
Operations	11,956,080
Coroner	2,947,365
Information Technology	14,072,238
Development Services	2,822,274
Public Defender	10,059,791
Department of Administration	5,155,681
<b>Total</b>	<b>164,759,537</b>

**SELF SUPPORTED SPECIAL REVENUE FUNDS**

Drug Court/Mental Health	4,823,661
Emergency Communications	9,355,761
Waterways	234,748
Court Monitoring	35,000
Emergency Management	581,871
Consolidated Elections	703,399
<b>Total</b>	<b>15,734,440</b>

**SPECIAL TAXING DISTRICTS**

Emergency Medical Svcs.	18,363,124
Pest Extermination	713,136
Mosquito Abatement	1,205,398
Avimor CID #1	230,721
<b>Total</b>	<b>20,512,379</b>

**SPECIAL LEVY FUNDS**

Indigent Services	10,360,529
Public Health	2,125,775
Weed Control	1,087,683
Parks	912,741
Appraisal/Land Records	3,686,363
Veterans Memorial	20,000
Clerk of the Court	8,706,714
Trial Court Administrator	6,708,629
<b>Total</b>	<b>33,608,434</b>

**SELF SUPPORTED BUSINESS-TYPE FUNDS**

Billing Services	5,920,337
Expo Idaho - Fair/Interim Events	6,959,330
Solid Waste Management	18,481,016
<b>Total</b>	<b>31,360,683</b>

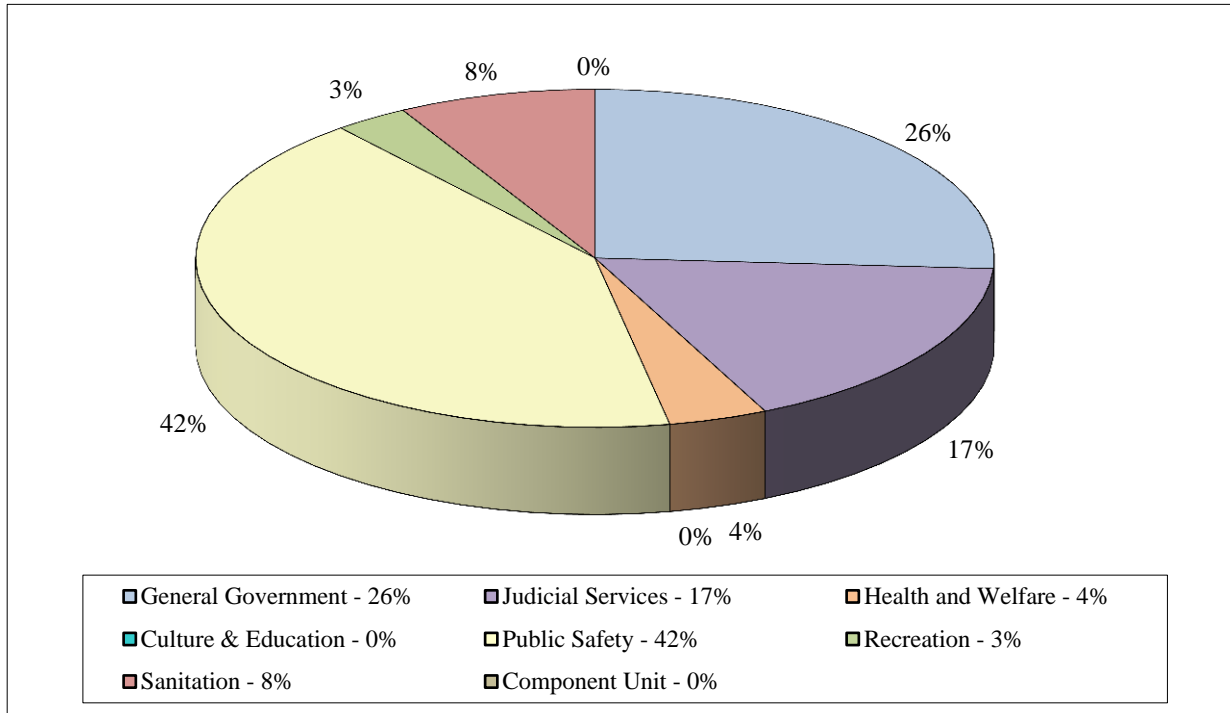
**CAPITAL PROJECTS FUND**

Parking Facilities	15,000,000
<b>Total</b>	<b>15,000,000</b>

**GRAND TOTAL BUDGET 280,975,473**

**FY2018-2019  
ADA COUNTY BUDGET**

**BUDGET REQUEST BY PROGRAM TYPE**



**GENERAL GOVERNMENT**

General	7,224,277
Auditor/Recorder/Elections	3,452,896
Treasurer	1,594,415
Assessor Administration	846,707
Motor Vehicle	2,861,038
Operations	11,956,080
Information Technology	14,072,238
Development Services	2,822,274
Department of Administration	5,155,681
Appraisal/Land Records	3,686,363
Billing Services	5,920,337
Consolidated Elections	703,399
Capital Projects - Parking Facilities	15,000,000
<b>Total</b>	<u>75,295,705</u>

**JUDICIAL SERVICES**

Prosecutor	16,454,861
Public Defender	10,059,791
Clerk of the Court	8,706,714
Trial Court Administrator	6,708,629
Drug Court/Mental Health	4,823,661
<b>Total</b>	<u>46,753,656</u>

**HEALTH AND WELFARE**

Indigent Services	10,360,529
Public Health	2,125,775
<b>Total</b>	<u>12,486,304</u>

**CULTURE & EDUCATION**

Veterans Memorial	20,000
<b>Total</b>	<u>20,000</u>

**PUBLIC SAFETY**

Sheriff	76,053,877
Emergency Medical Svcs.	18,363,124
Juvenile	9,258,037
Coroner	2,947,365
Emergency Communications	9,355,761
Court Monitoring	35,000
Emergency Management	581,871
<b>Total</b>	<u>116,595,035</u>

**RECREATION**

Expo Idaho - Fair/Interim Events	6,959,330
Parks	912,741
Waterways	234,748
<b>Total</b>	<u>8,106,819</u>

**SANITATION**

Weed Control	1,087,683
Pest Extermination	713,136
Mosquito Abatement	1,205,398
Solid Waste Management	18,481,016
<b>Total</b>	<u>21,487,233</u>

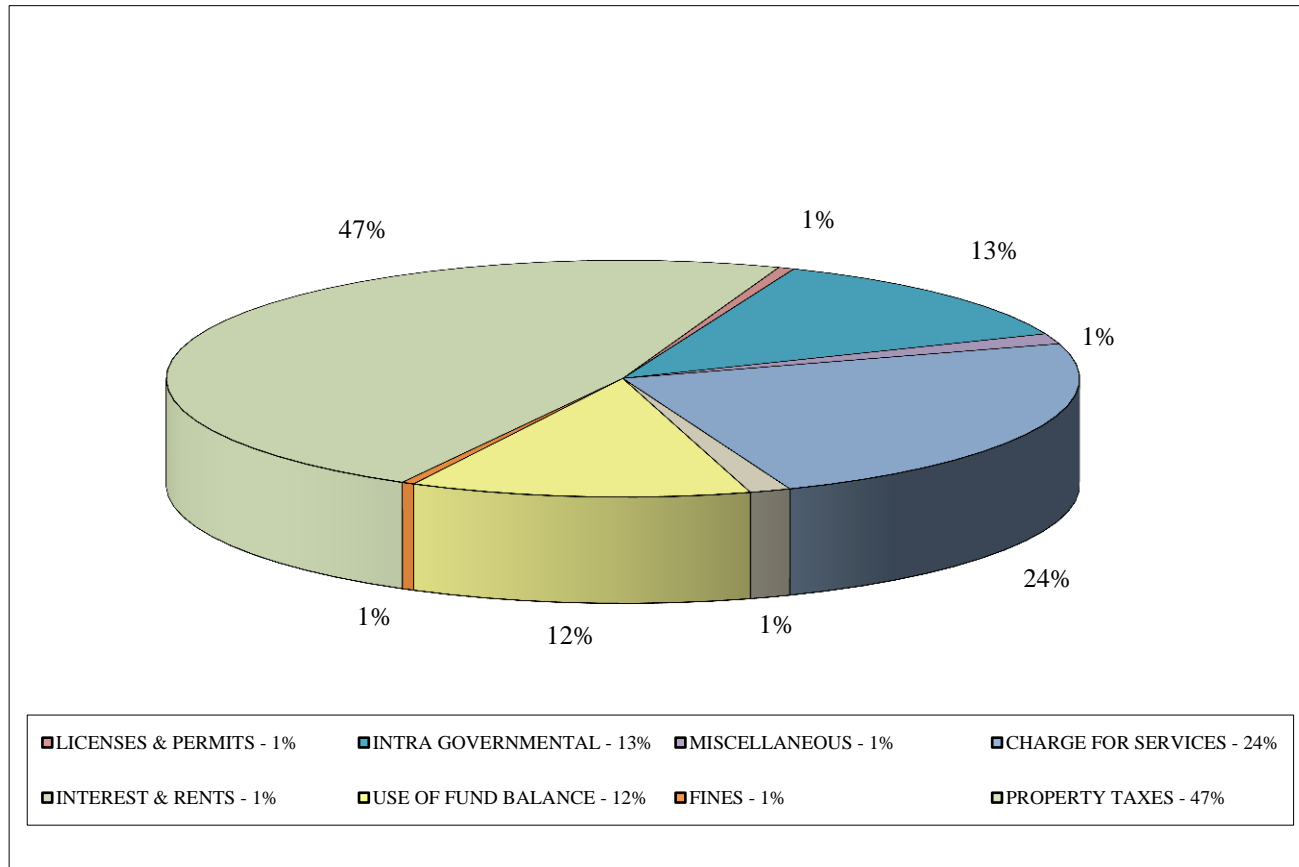
**COMPONENT UNIT**

Avimor CID #1	230,721
<b>Total</b>	<u>230,721</u>

**GRAND TOTAL BUDGET** **280,975,473**

**FY2018-2019  
ADA COUNTY BUDGET**

**BUDGET FUNDING BY SOURCE**



**ADA COUNTY FUNDING BY SOURCE**

LICENSES & PERMITS - 1%	1,581,750
INTRA GOVERNMENTAL - 13%	35,767,350
MISCELLANEOUS - 1%	3,998,222
CHARGE FOR SERVICES - 24%	66,832,603
INTEREST & RENTS - 1%	4,070,602
USE OF FUND BALANCE - 12%	33,850,549
FINES - 1%	1,263,000
PROPERTY TAXES - 47%	133,611,397
<b>TOTAL FUNDING</b>	<b>280,975,473</b>

**FY2018-2019**  
**ADA COUNTY BUDGET**

**PROPERTY TAX COMPARISON YEAR BY YEAR**

	Fiscal Year 2019 Tax Year 2018	Fiscal Year 2018 Tax Year 2017	Fiscal Year 2017 Tax Year 2016	Fiscal Year 2016 Tax Year 2015	Fiscal Year 2015 Tax Year 2014
<b>COUNTY LEVY FUNDS</b>					
Current Expense	\$100,744,941	\$89,704,692	\$87,357,215	\$80,533,955	\$70,002,313
Appraisal/Land Records	3,317,563	3,244,227	3,117,984	2,534,136	2,894,678
District Court	11,641,459	10,879,865	10,116,433	8,371,753	8,018,462
Parks & Recreation	258,598	3,138,600	628,729	175,403	168,533
Indigent Services	6,724,917	7,861,833	5,298,176	8,661,720	9,477,662
Veterans Memorial	20,000	20,000	19,700	19,700	19,400
Weed Control	717,583	566,118	550,816	532,559	491,419
Public Health	2,125,775	2,059,825	1,978,163	1,901,805	1,840,930
	125,550,836	117,475,160	109,067,216	102,731,031	\$92,913,397
<b>BONDS</b>					
<b>SPECIAL TAXING DISTRICTS</b>					
Emergency Medical Svcs.	6,208,423	5,809,025	5,456,661	5,111,954	4,824,047
Pest Extermination	655,154	624,654	617,320	578,158	550,129
Mosquito Abatement	1,163,898	1,102,394	1,035,383	969,818	911,906
Avimor CID #1	33,086	4,371	4,637	4,344	-
	8,060,561	7,540,444	7,114,001	6,664,274	6,286,082
<b>Grand Total All Funds *</b>	<b>\$ 133,611,397</b>	<b>\$ 125,015,604</b>	<b>\$ 116,181,217</b>	<b>\$ 109,395,305</b>	<b>\$ 99,199,479</b>

\* \$18,492,542 or 49.3% of the increase over this five year period is from the New Construction Roll (NCR). In and by itself, the NCR does not increase taxes over the prior year.

**FY2018-2019  
ADA COUNTY BUDGET**

<b>Funds/Departments</b>	<b>2018-2019 Expenditure Budget</b>	<b>2018-2019 Revenue Budget</b>	<b>Shared Revenue</b>	<b>Use of Fund Balance</b>	<b>2018-2019 Projected Property Tax</b>
<b>CURRENT EXPENSE</b>					
General					
Salaries and Benefits	550,000				
Other Expenses	3,536,746				
Capital Projects	3,137,531				
Total	<u>7,224,277</u>	31,532,188	(28,495,442)	2,720,000	1,467,531
Auditor/Recorder/Elections					
Salaries and Benefits	2,451,787				
Other Expenses	1,001,109				
Total	<u>3,452,896</u>	3,211,537	241,359	0	0
Sheriff					
Salaries and Benefits	64,639,060				
Other Expenses	11,414,817				
Total	<u>76,053,877</u>	15,712,018	14,431,100	81,000	45,829,759
Treasurer					
Salaries and Benefits	1,201,107				
Other Expenses	393,308				
Total	<u>1,594,415</u>	62,515	214,699	0	1,317,201
Assessor Administration					
Salaries and Benefits	757,111				
Other Expenses	89,596				
Total	<u>846,707</u>	0	158,880	0	687,827
Prosecutor					
Salaries and Benefits	15,050,556				
Other Expenses	1,404,305				
Total	<u>16,454,861</u>	1,562,265	3,312,666	0	11,579,930
Juvenile					
Salaries and Benefits	8,509,266				
Other Expenses	748,771				
Total	<u>9,258,037</u>	2,254,528	1,737,221	197,883	5,068,405
Motor Vehicle					
Salaries and Benefits	2,378,737				
Other Expenses	482,301				
Total	<u>2,861,038</u>	2,861,038	0	0	0

**FY2018-2019  
ADA COUNTY BUDGET**

<b>Funds/Departments</b>	<b>2018-2019 Expenditure Budget</b>	<b>2018-2019 Revenue Budget</b>	<b>Shared Revenue</b>	<b>Use of Fund Balance</b>	<b>2018-2019 Projected Property Tax</b>
Operations					
Salaries and Benefits	3,167,903				
Other Expenses	8,788,177				
Total	<u>11,956,080</u>	1,119,028	2,243,494	117,000	8,476,558
Coroner					
Salaries and Benefits	2,549,220				
Other Expenses	398,145				
Total	<u>2,947,365</u>	181,500	316,978	0	2,448,887
Information Technology					
Salaries and Benefits	6,966,636				
Other Expenses	7,105,602				
Total	<u>14,072,238</u>	141,096	2,640,580	102,000	11,188,562
Development Services					
Salaries and Benefits	2,638,205				
Other Expenses	184,069				
Total	<u>2,822,274</u>	2,150,000	343,363	0	328,911
Public Defender					
Salaries and Benefits	7,784,132				
Other Expenses	2,275,659				
Total	<u>10,059,791</u>	9,000	1,887,666	0	8,163,125
Department of Administration					
Salaries and Benefits	2,767,862				
Other Expenses	2,387,819				
Total	<u>5,155,681</u>	0	967,436	0	4,188,245
Total Salaries and Benefits	121,411,582				
Total Other Expenses	43,347,955				
<b>Total Current Expense</b>	<u>164,759,537</u>	60,796,713	0	3,217,883	100,744,941



**FY2018-2019  
ADA COUNTY BUDGET**

<b>Funds/Departments</b>	<b>2018-2019 Expenditure Budget</b>	<b>2018-2019 Revenue Budget</b>	<b>Shared Revenue</b>	<b>Use of Fund Balance</b>	<b>2018-2019 Projected Property Tax</b>
<b>SPECIAL LEVY FUNDS</b>					
<i>Property Tax Supported</i>					
Indigent Services					
Salaries and Benefits	1,352,741				
Other Expenses	9,007,788				
Total	10,360,529	1,005,000	0	2,630,612	6,724,917
Public Health					
Other Expenses	2,125,775				
Total	2,125,775	0	0	0	2,125,775
Weed Control					
Salaries and Benefits	689,535				
Other Expenses	398,148				
Total	1,087,683	370,100	0	0	717,583
Parks					
Salaries and Benefits	465,130				
Other Expenses	447,611				
Total	912,741	403,143	0	251,000	258,598
Appraisal/Land Records					
Salaries and Benefits	3,327,328				
Other Expenses	359,035				
Total	3,686,363	85,300	0	283,500	3,317,563
Veterans Memorial					
Other Expenses	20,000				
Total	20,000	0	0	0	20,000
Clerk of the Court					
Salaries and Benefits	8,314,125				
Other Expenses	392,589				
Total	8,706,714	1,614,500	0	30,000	7,062,214
Trial Court Administrator					
Salaries and Benefits	5,085,901				
Other Expenses	1,622,728				
Total	6,708,629	2,092,113	0	37,271	4,579,245
District Court					
Total Salaries and Benefits	13,400,026				
Total Other Expenses	2,015,317				
Total District Court	15,415,343	3,706,613	0	67,271	11,641,459
Total Salaries and Benefits	19,234,760				
Total Other Expenses	14,373,674				
<b>Total Special Levy Funds</b>	<b>33,608,434</b>	<b>5,570,156</b>	<b>0</b>	<b>3,232,383</b>	<b>24,805,895</b>
<i>(Property Tax Supported)</i>					
<b>Total Current Expense/Special Levy Funds</b>	<b>198,367,971</b>	<b>66,366,869</b>	<b>0</b>	<b>6,450,266</b>	<b>125,550,836</b>

**FY2018-2019  
ADA COUNTY BUDGET**

<u>Funds/Departments</u>	<u>2018-2019 Expenditure Budget</u>	<u>2018-2019 Revenue Budget</u>	<u>Shared Revenue</u>	<u>Use of Fund Balance</u>	<u>2018-2019 Projected Property Tax</u>
<b><u>SPECIAL REVENUE FUNDS</u></b>					
<i>Non-Property Tax Supported</i>					
Drug Court/Mental Health					
Salaries and Benefits	1,432,493				
Other Expenses	3,391,168				
Total	4,823,661	1,621,423	0	3,202,238	0
Emergency Communications					
Salaries and Benefits	1,156,042				
Other Expenses	8,199,719				
Total	9,355,761	6,739,000	0	2,616,761	0
Waterways					
Salaries and Benefits	85,173				
Other Expenses	149,575				
Total	234,748	173,500	0	61,248	0
Court Monitoring					
Other Expenses	35,000				
Total	35,000	35,000	0	0	0
Emergency Management					
Salaries and Benefits	501,131				
Other Expenses	80,740				
Total	581,871	547,423	0	34,448	0
Consolidated Elections					
Salaries and Benefits	186,875				
Other Expenses	516,524				
Total	703,399	690,386	0	13,013	0
Total Salaries and Benefits	3,361,714				
Total Other Expenses	12,372,726				
<b>Total Special Revenue Funds</b>	<b>15,734,440</b>	<b>9,806,732</b>	<b>0</b>	<b>5,927,708</b>	<b>0</b>
<i>(Non-Property Tax Supported)</i>					

**FY2018-2019  
ADA COUNTY BUDGET**

<u>Funds/Departments</u>	<u>2018-2019 Expenditure Budget</u>	<u>2018-2019 Revenue Budget</u>	<u>Shared Revenue</u>	<u>Use of Fund Balance</u>	<u>2018-2019 Projected Property Tax</u>
<b><u>SPECIAL TAXING DISTRICTS</u></b>					
Emergency Medical Services					
Salaries and Benefits	13,155,623				
Other Expenses	5,207,501				
Total	18,363,124	10,261,071	0	1,893,630	6,208,423
Pest Extermination					
Salaries and Benefits	230,714				
Other Expenses	482,422				
Total	713,136	31,000	0	26,982	655,154
Mosquito Abatement					
Salaries and Benefits	428,698				
Other Expenses	776,700				
Total	1,205,398	41,500	0	0	1,163,898
Avimor CID No 1					
Other Expenses	230,721				
Total	230,721	197,635	0	0	33,086
Total Salaries and Benefits	13,815,035				
Total Other Expenses	6,697,344				
<b>Total Special Taxing Districts</b>	<b>20,512,379</b>	<b>10,531,206</b>	<b>0</b>	<b>1,920,612</b>	<b>8,060,561</b>
<b><u>SELF SUPPORTED BUSINESS-TYPE FUNDS</u></b>					
Billing Services					
Salaries and Benefits	273,560				
Other Expenses	5,646,777				
Total	5,920,337	5,440,000	0	480,337	0
Expo Idaho - Fair/Interim Events					
Salaries and Benefits	1,196,258				
Other Expenses	5,763,072				
Total	6,959,330	5,931,190	0	1,028,140	0
Solid Waste Management					
Salaries and Benefits	1,297,955				
Other Expenses	17,183,061				
Total	18,481,016	15,437,530	0	3,043,486	0
Total Salaries and Benefits	2,767,773				
Total Other Expenses	28,592,910				
<b>Total Self Supported Funds</b>	<b>31,360,683</b>	<b>26,808,720</b>	<b>0</b>	<b>4,551,963</b>	<b>0</b>
<b><u>CAPITAL PROJECTS FUND</u></b>					
Parking Facilities	15,000,000				
<b>Total Lease Amortization</b>	<b>15,000,000</b>	<b>0</b>	<b>0</b>	<b>15,000,000</b>	<b>0</b>
<b>TOTAL SALARIES AND BENEFITS</b>	<b>160,590,864</b>				
<b>TOTAL OTHER EXPENSES</b>	<b>120,384,609</b>				
<b>GRAND TOTAL ALL FUNDS</b>	<b>280,975,473</b>	<b>113,513,527</b>	<b>0</b>	<b>33,850,549</b>	<b>133,611,397</b>



# **FUNDS OVERVIEW**



**FY2018-2019  
ADA COUNTY BUDGET**

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**GENERAL** – Headed by Elected Commissioners David L. Case, Jim Tibbs and Rick Visser, the General department covers costs associated with all the offices and departments within the General Fund. These costs include; litigation/attorney fees, postage, unemployment insurance, excise tax and contingency appropriation. The County also budgets the funding for its capital projects in this department. Once the new fiscal year has arrived approved project funding is move to the Capital Projects Fund for easier management and transparency.

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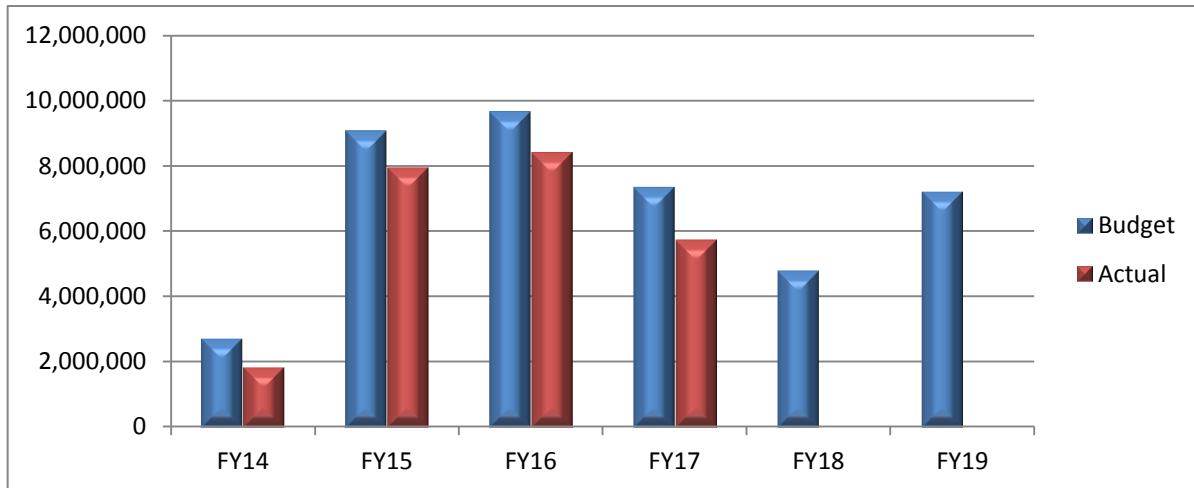
**FY19 HIGHLIGHTS**

- Payroll / Time Management System

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
  - Sales Tax and State Revenue Sharing
  - Liquor
  - Interest

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 0**

**GENERAL**

**FY2018-2019  
ADA COUNTY BUDGET**

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**AUDITOR/RECORDER/ELECTIONS** - Headed by Elected Clerk, Christopher D. Rich these three divisions are part of the larger office known as the Clerk's Office; however for presentation purposes these divisions, which are funded in the General Fund, are presented here separately. The other divisions, Indigent Services and Courts, will be presented later on. The Auditor's Office is responsible for the budget, accounting, payroll and countywide financial reporting, while the Recorder handles the recording of land records and issues marriage and liquor licenses. The Elections Office registers voters and can potentially handle four elections per year, manage 150 precincts and thousands plus temporary employees that staff the precincts on election day and work election night.

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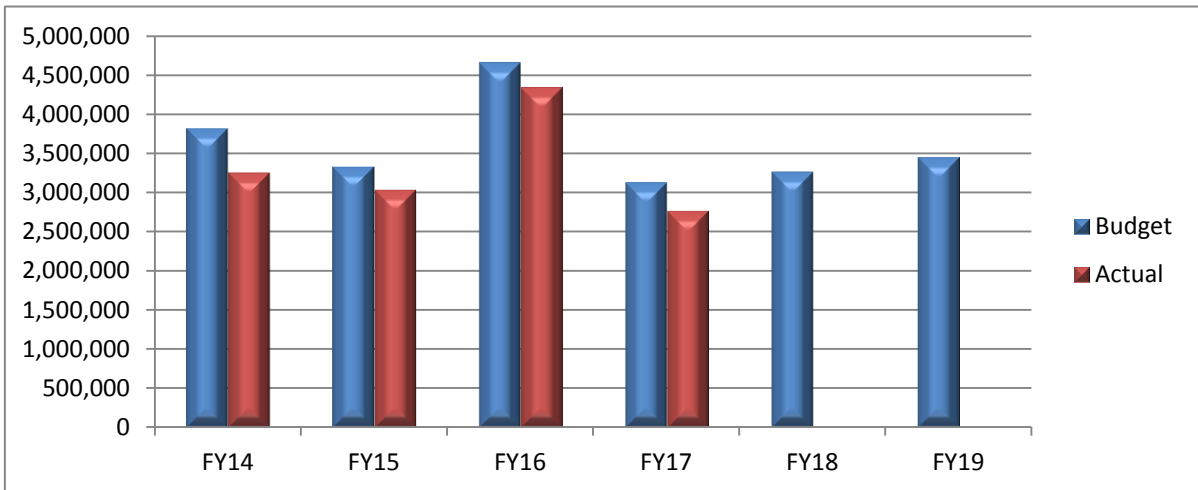
**FY19 HIGHLIGHTS**

- 1 New Position (Recording Clerk)
- New Vehicle for Elections Trailer

**TOP REVENUE STREAMS**

- Shared Revenues
- Departmental Revenue
  - Recording Fees
  - Financial Management Admin Fees

**BUDGET TO ACTUAL COMPARISON**





**FY2018-2019**  
**ADA COUNTY BUDGET**

**SHERIFF** – Headed by Elected Sheriff Stephen Bartlett, the Sheriff's Office is Idaho's largest law enforcement organization, which works every day to ensure Ada County is a safe place to live, work and play. The Sheriff's Office is broken into five bureaus: Police, Jail, Court, Administrative and Emergency Communications. For presentation purposes each will have their own page, here we will discuss the **JAIL SERVICES BUREAU**. The Jail Services Bureau manages the Ada County Jail — Idaho's largest and most secure jail facility — which has an inmate capacity of 1217. The bureau is composed of 160 sworn deputies and 64 full-time professional employees. Most inmates are housed in a dorm setting, with higher-risk inmates placed in more secure closed custody units. The jail has fully functional medical clinic staffed by licensed health care workers and inmate-staffed kitchen and laundry facilities.

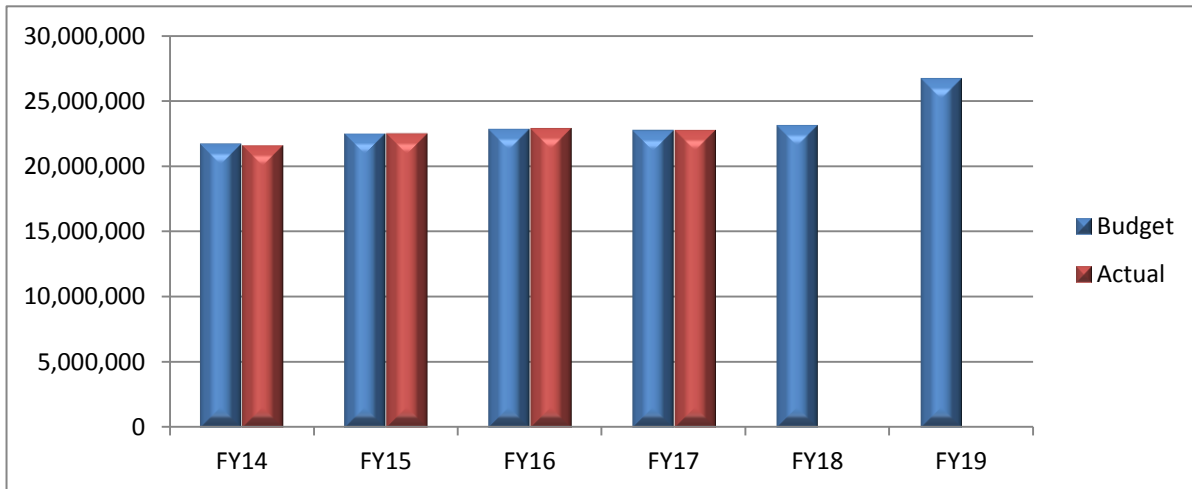
**FY19 HIGHLIGHTS**

- 27 New Positions (12 Deputies/2 Police Sergeants/2 Security Control Specialists  
Sewing Technician/Inmate Health Care Supervisor/8 RNs/Social Worker)
- Anticipate Increased Overtime
- Anticipate Increase Non-Indigent Medical

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - IDOC Inmate Housing Fees
  - US Marshall Inmate Housing Fees

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 254**

**SHERIFF - JAIL SERVICES BUREAU**

**FY2018-2019  
ADA COUNTY BUDGET**

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**SHERIFF** – Headed by Elected Sheriff Stephen Bartlett, the Sheriff's Office is Idaho's largest law enforcement organization, which works every day to ensure Ada County is a safe place to live, work and play. The Sheriff's Office is broken into five bureaus: Police, Jail, Court, Administrative and Emergency Communications. For presentation purposes each will have their own page, here we will discuss the **COURT SERVICES BUREAU**. The Court Services Bureau has 36 sworn deputies and 58 full-time professional employees and runs a variety of public safety programs in concert with the Jail Services Bureau, including alternative sentencing, misdemeanor probation, pretrial services, and inmate transport. The employee training and civil services units are also part of the court services bureau.

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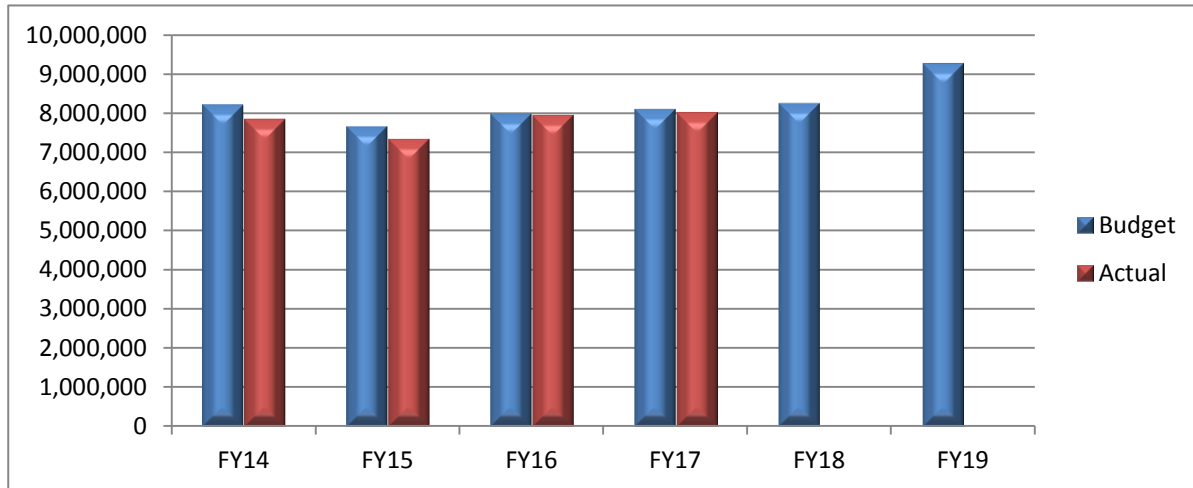
**FY19 HIGHLIGHTS**

- 6 New Positions (Deputies)
- New Transport Vehicles (Sedans)

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - Sheriff Fees/Commissions (Collected thru the Civil Service Process)
  - Misdemeanor Probation Fees

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 103**

**SHERIFF - COURT SERVICES BUREAU**

**FY2018-2019**  
**ADA COUNTY BUDGET**

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**SHERIFF** – Headed by Elected Sheriff Stephen Bartlett, the Sheriff's Office is Idaho's largest law enforcement organization, which works every day to ensure Ada County is a safe place to live, work & play. The Sheriff's Office is broken into five bureaus: Police, Jail, Court, Administrative & Emergency Communications. For presentation purposes each will have their own page, here we will discuss the **POLICE SERVICES BUREAU**. The Police Services Bureau has 135 commissioned deputies & supervisors who provide direct police services to all unincorporated areas of Ada County & the cities of Kuna, Star & Eagle. Deputies protect 1,164 square miles of land & patrol more than 2,124 miles of roads in Ada County. Also included are persons/property crimes detectives, narcotics & school resource officers, & specialty units like K9, SWAT & Marine Patrol.

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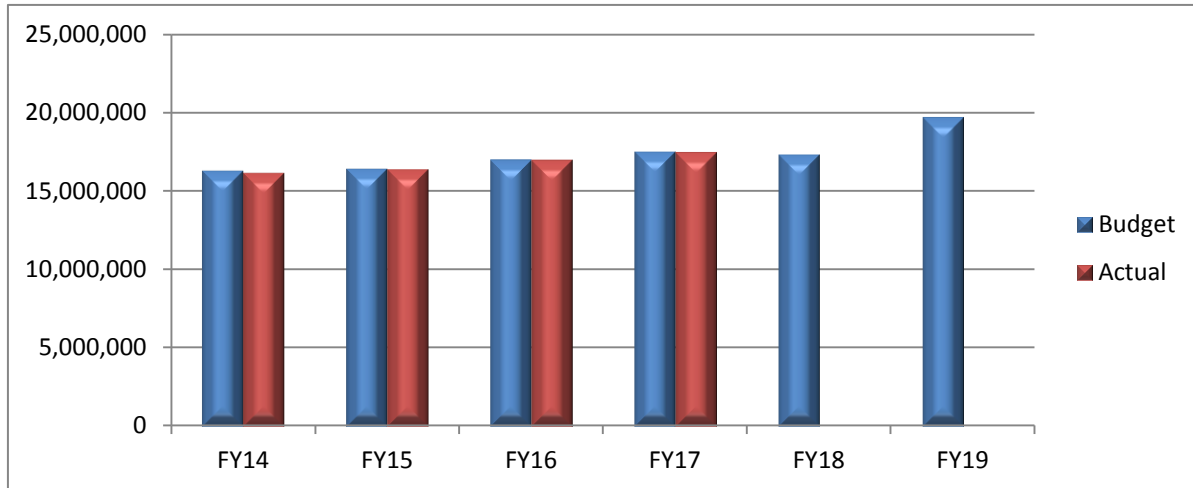
**FY19 HIGHLIGHTS**

- 4 New Positions (3 Deputies/Forensic Lab Manager)
- Anticipate Increased Overtime
- SWAT Equipment and Training

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - City Contracts (Eagle, Kuna and Star)
  - School SRO (West Ada and Kuna)

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 152**

**SHERIFF - POLICE SERVICES BUREAU**

**FY2018-2019**  
**ADA COUNTY BUDGET**

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**SHERIFF** – Headed by Elected Sheriff Stephen Bartlett, the Sheriff's Office is Idaho's largest law enforcement organization, which works every day to ensure Ada County is a safe place to live, work and play. The Sheriff's Office is broken into five bureaus: Police, Jail, Court, Administrative and Emergency Communications. For presentation purposes each will have their own page, here we will discuss the **ADMINISTRATIVE SERVICES BUREAU**. The Administrative Services Bureau has 116 full-time professional employees and includes the Human Resources, Finance, Property and Evidence, Planning and Research, and the Victim-Witness units. The bureau also runs the ACSO's records, public information, and driver's license offices and manages the vehicle repair shop.

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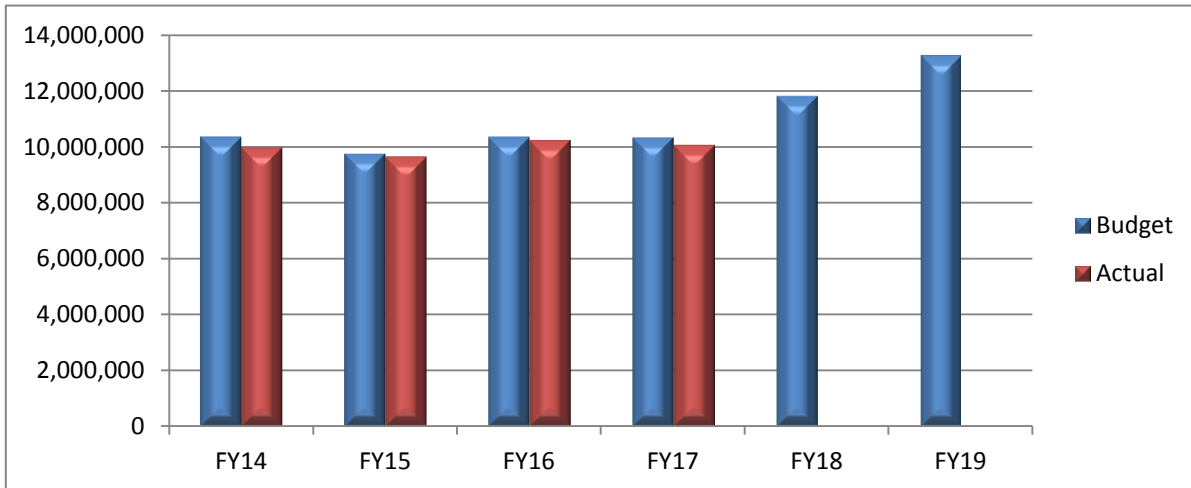
**FY19 HIGHLIGHTS**

- 5 New Positions (4 Law Enforcement Record Technicians/Victim Witness Coordinator)
- Critical Incident Task Force (Funding for Overtime)
- Driver's License Security Improvements

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - Driver's License Fees
  - Boise Police Evidence Storage Contract

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 140**

**SHERIFF - ADMINISTRATIVE SERVICES BUREAU**

**FY2018-2019  
ADA COUNTY BUDGET**

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**SHERIFF** – Headed by Elected Sheriff Stephen Bartlett, the Sheriff's Office is Idaho's largest law enforcement organization, which works every day to ensure Ada County is a safe place to live, work and play. The Sheriff's Office is broken into five bureaus: Police, Jail, Court, Administrative and Emergency Communications. For presentation purposes each will have their own page, here we will discuss the **EMERGENCY COMMUNICATIONS BUREAU**. The Emergency Communications Bureau has 82 full-time professional employees and runs Ada County's state-of-the-art 911 Emergency Dispatch Center. Dispatchers handle all public calls for service and coordinate all police, fire, and Emergency Medical Service movement within Ada County. Dispatchers took 403,771 total calls in 2017 — 137,722 911 calls and 264,611 non-emergency dispatch calls.

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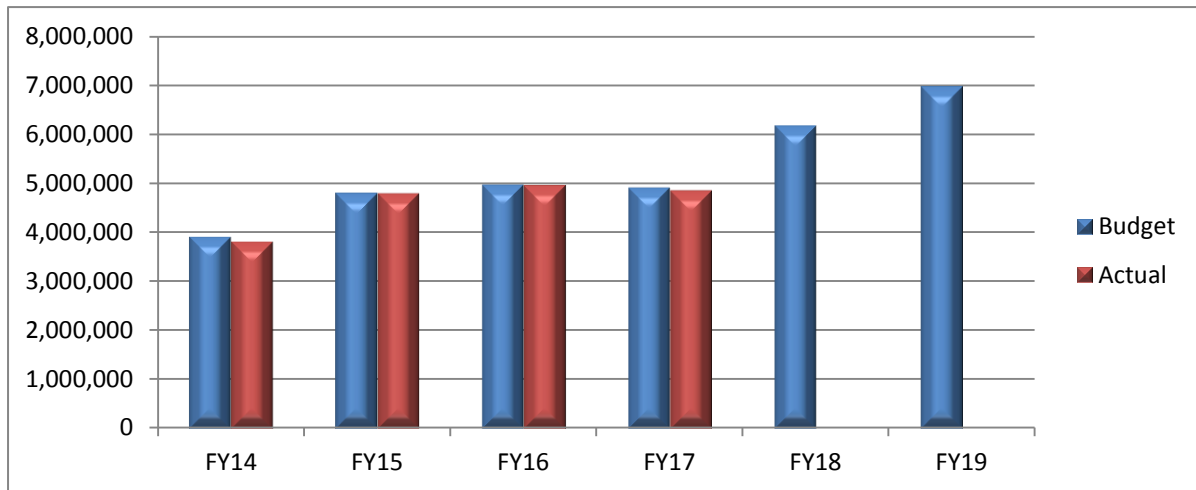
**FY19 HIGHLIGHTS**

- 2 New Positions (Application Administrators)

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - Dispatch Services (All Fire Districts and EMS)

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**TREASURER** – Headed by Elected Treasurer Vicky J. McIntyre, the Treasurer's Office handles all treasury functions for the County (banking and investing), along with property tax collections for all taxing districts within the boundaries of Ada County. The office is also ex-officio Public Administrator which handles the estates of those descendants who die without a will and/or no one to administrate their estate.

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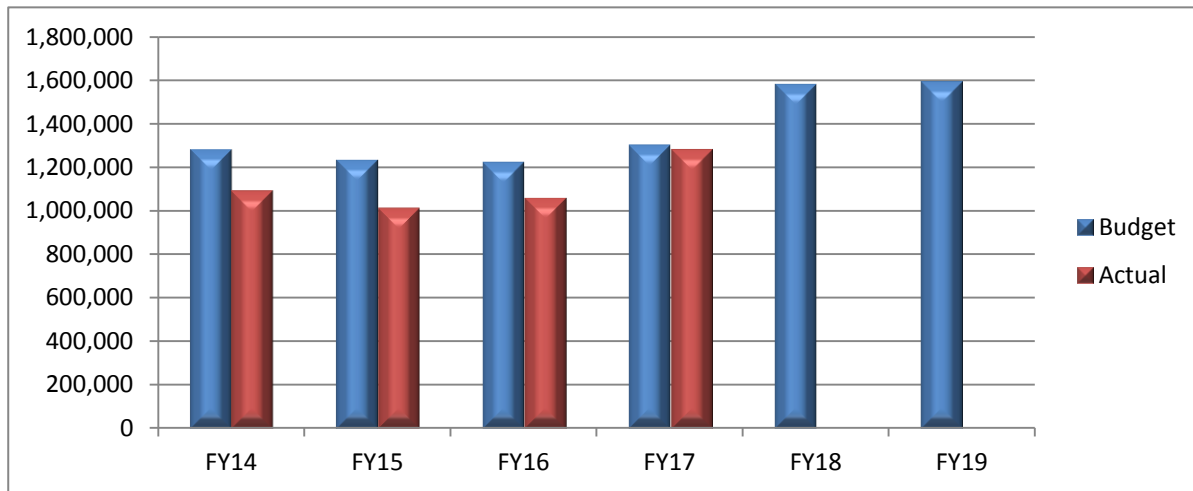
**FY19 HIGHLIGHTS**

- Software & Website Improvements

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - Pending Issuance Fees (Recovery of costs associated with delinquent properties going through the tax deed process)
  - Costs for Tax Collection (Recovery of costs associated with delinquent properties before going to tax deed)

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 16**

**TREASURER**

**FY2018-2019  
ADA COUNTY BUDGET**

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**ASSESSOR ADMINISTRATION** – Headed by Elected Assessor Robert McQuade, the Assessor's Office handles administrative functions for the duties the Assessor is responsible for which are Motor Vehicle, Appraisal and Land Records. Their primary responsibility is serving the public at walk-up counters, processing address updates, homeowner's exemptions and property tax reduction applications.

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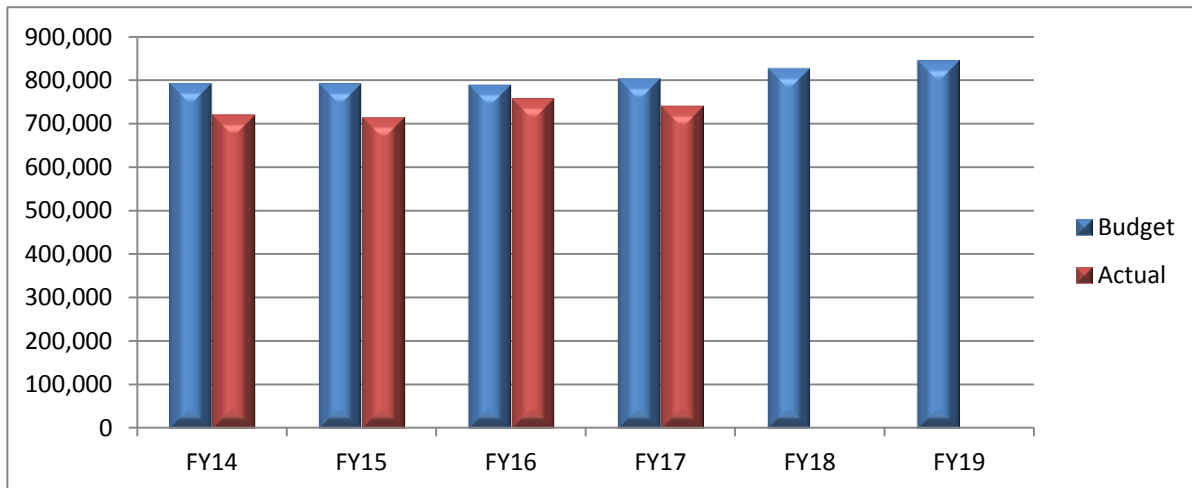
**FY19 HIGHLIGHTS**

- Maintained at Existing Level

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**PROSECUTOR** – Headed by Elected Prosecutor Jan M. Bennetts, the Prosecutor's Office is comprised of two main divisions: Criminal and Civil. The Criminal division handles all felonies within Ada County and is also responsible for handling a wide variety of additional cases, including but not limited to child protection, misdemeanors, mental holds, juvenile cases, post-conviction matters, and infractions. The Criminal division also provides support to crime victims through the Victim-Witness Unit, FACES of Hope Victim Center, and the Restitution Unit. The Civil division is engaged in a wide spectrum of government and civil practice, including litigation, on behalf of Ada County, representing Ada County elected offices and departments. The Ada County Prosecutor's Office has a legal intern program with several law students working within the Criminal/Civil divisions.

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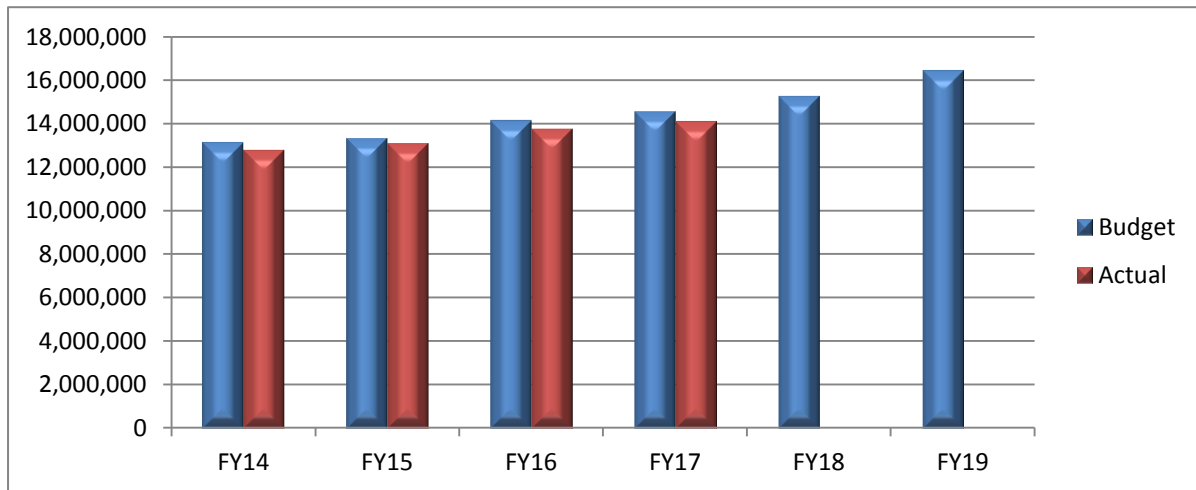
**FY19 HIGHLIGHTS**

- 10 New Positions (2-Felony Preliminary Hearings Team / 2-Magistrate Replacements  
3-Felony Trial Team / Victim Witness Coordinator / Investigator/Restitution Coordinator)
- Drug Restitution (if received) - Funding for Opioid Awareness Addiction/Education

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - Prosecuting Attorney Fees
  - Idaho Prosecuting Attorney Association Contract

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 172**

**PROSECUTOR**



**FY2018-2019  
ADA COUNTY BUDGET**

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**JUVENILE** – Headed by Director Dawn Burns, the Juvenile department operates in four divisions: Detention, Probation, Programs and Support Services. Also Juvenile receives funding from the State of Idaho from Cigarette/Tobacco Tax and Block grants listed under State Support. For presentation purposes each will have their own page, here we will discuss **DETENTION**. Detention provides for the detainment, protection and well-being of incarcerated youth, while helping to ensure community safety.

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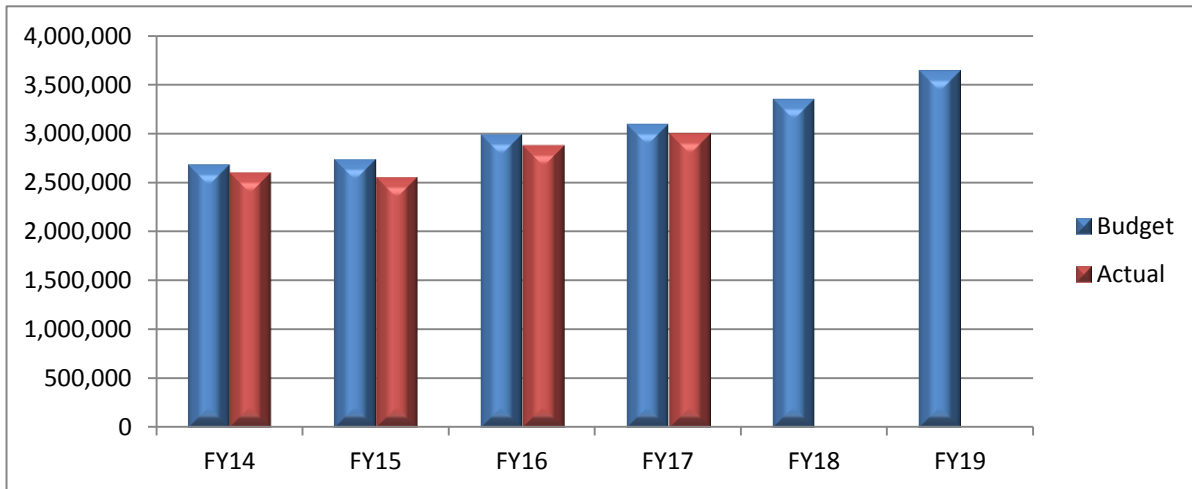
**FY19 HIGHLIGHTS**

- 1 New Position (Medical Attendant)
- Special Salary Adjustment - Detention Officer Job Class
- EOL Radio Replacement (Final Phase)

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - Detention Contracts ( Other Counties)
  - State Food Cost (National Breakfast/School Lunch Program and Commodities)

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**JUVENILE** – Headed by Director Dawn Burns, the Juvenile department operates in four divisions: Detention, Probation, Programs and Support Services. Also Juvenile receives funding from the State of Idaho from Cigarette/Tobacco Tax and Block grants listed under State Support. For presentation purposes each will have their own page, here we will discuss **PROBATION**. Probation provides comprehensive and collaborative supervision strategies focused on accountability, community protection, and skills development for youth in several levels of probation, from diversion to community supervision. The Probation division strives to follow best practices and offer evidenced based services.

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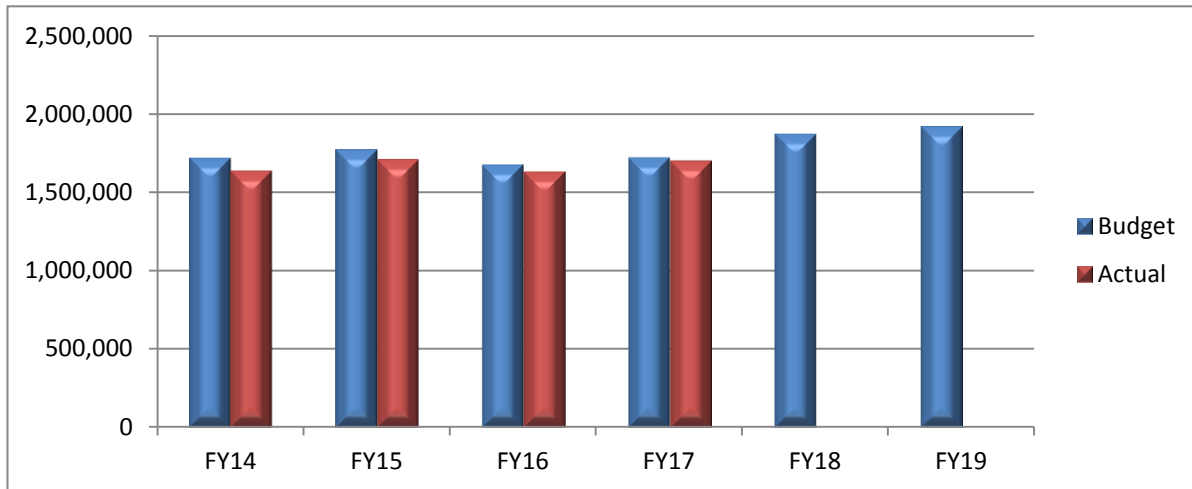
**FY19 HIGHLIGHTS**

- Fine Enforcement Restitution Payouts

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - Diversion Fees
  - Probation Fees

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**JUVENILE** – Headed by Director Dawn Burns, the Juvenile department operates in four divisions: Detention, Probation, Programs and Support Services. Also Juvenile receives funding from the State of Idaho from Cigarette/Tobacco Tax and Block grants listed under State Support. For presentation purposes each will have their own page, here we will discuss **PROGRAMS**. Programs provide statutory screenings and assessments for the court, substance abuse treatment services, mental health counseling, alternative school education for youth on probation, victim services and community service programming for juveniles to repay the community for their offenses. These programs foster youth and family growth, insight, and rehabilitation, relevant to the juvenile justice system.

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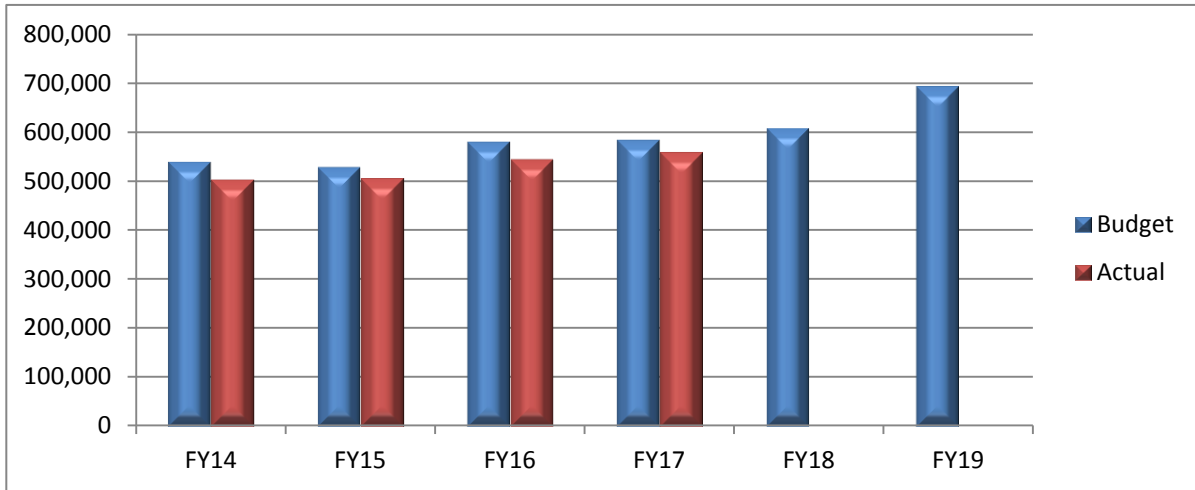
**FY19 HIGHLIGHTS**

- Maintained at Existing Level

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - Residential Treatment/Aftercare Fees

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**JUVENILE** – Headed by Director Dawn Burns, the Juvenile department operates in four divisions: Detention, Probation, Programs and Support Services. Also Juvenile receives funding from the State of Idaho from Cigarette/Tobacco Tax and Block grants listed under State Support. For presentation purposes each will have their own page, here we will discuss **SUPPORT SERVICES**. Support Services is responsible for supporting the department’s other three divisions and the director. Support includes the areas of budget/finance, administrative, training, limited personnel support, business analysis, and planning and project management. Other support is provided to partners such as the Prosecutor’s Office, Public Defender’s Office, Courts, and the State Departments of Health and Welfare and Juvenile Corrections.

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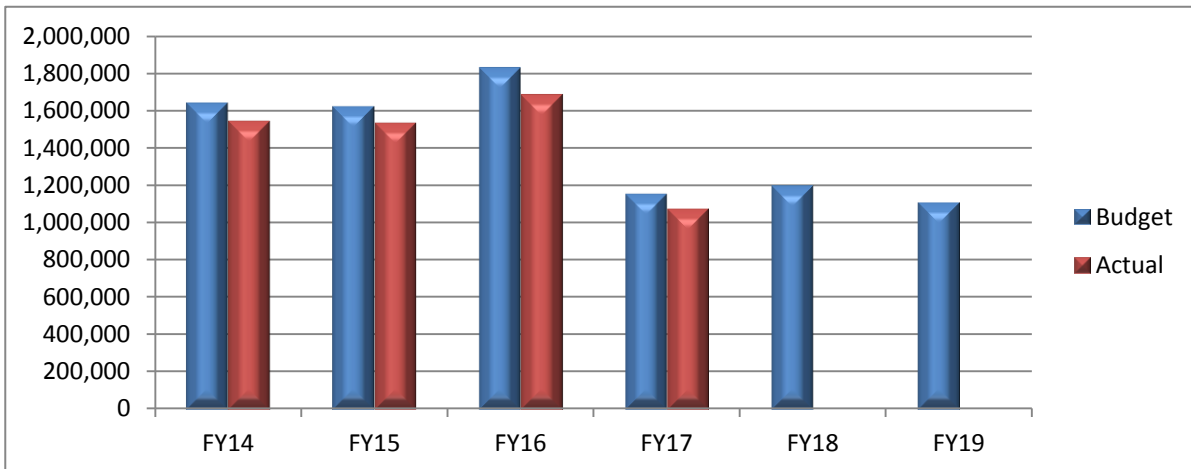
**FY19 HIGHLIGHTS**

- Maintained at Existing Level

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**JUVENILE** – Headed by Director Dawn Burns, the Juvenile department operates in four divisions: Detention, Probation, Programs and Support Services. Also Juvenile receives funding from the State of Idaho from Cigarette/Tobacco Tax and Block grants listed under State Support. For presentation purposes each will have their own page, here we will discuss **STATE SUPPORT**. State support comes through funding from Cigarette/Tobacco Tax and Block Grant to help support detention, probation and programs. Even though this funding supports the divisions listed earlier, it is kept separate for reporting purposes.

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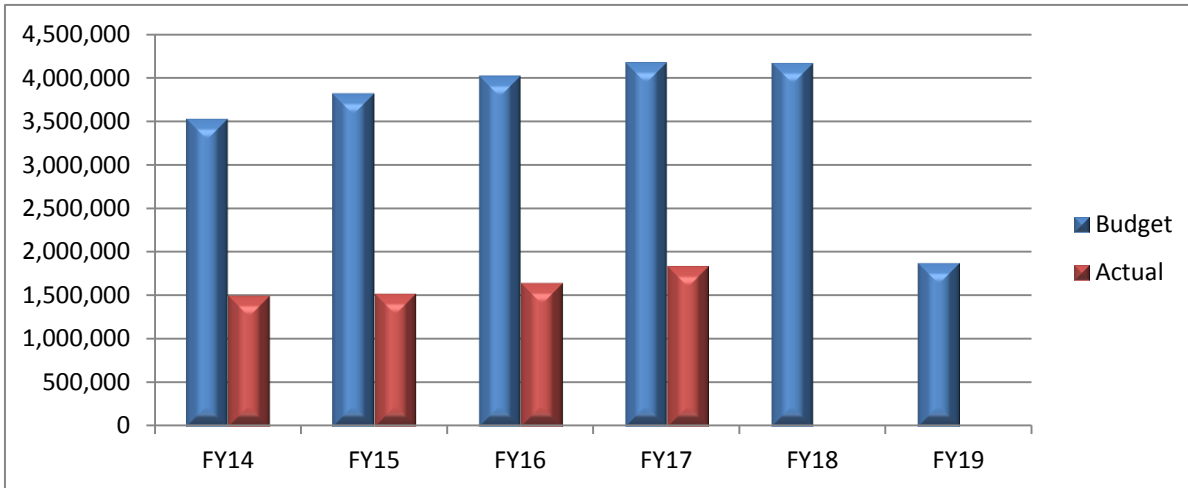
**FY19 HIGHLIGHTS**

- Maintained at Existing Level

**TOP REVENUE STREAMS**

- Departmental Revenue
  - Cigarette/Tobacco Tax
  - Block Grant

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**MOTOR VEHICLE** – Headed by Elected Assessor Robert McQuade, the Motor Vehicle department acts as an agent of the Idaho Department of Transportation in processing vehicle registrations, vehicle licenses and titles.

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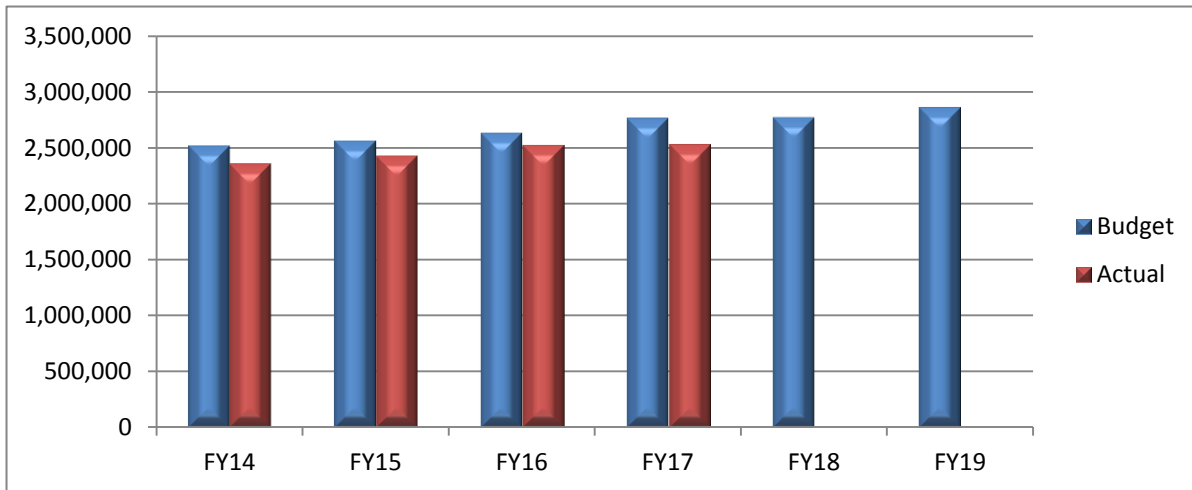
**FY19 HIGHLIGHTS**

- 2 New Positions (Motor Vehicle Clerks)

**TOP REVENUE STREAMS**

- Departmental Revenue
  - Administrative Fees
  - Title Fees
  - Monthly Postage Reimbursement
  - Transfer Fees

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**OPERATIONS** – Headed by Director Scott Williams, Operations is the County's centralized maintenance department that manages daily operations and maintenance for 25 facilities encompassing over 1.3 million square feet. They also oversee all capital building projects within the County, property leases, site certifications and facility compliance issues. The Operations department pays for most of the County's utility expenses, manages the energy conservation plan, the County's Parking and Alternate Transportation Program and provides for the County's Mail and Distribution system.

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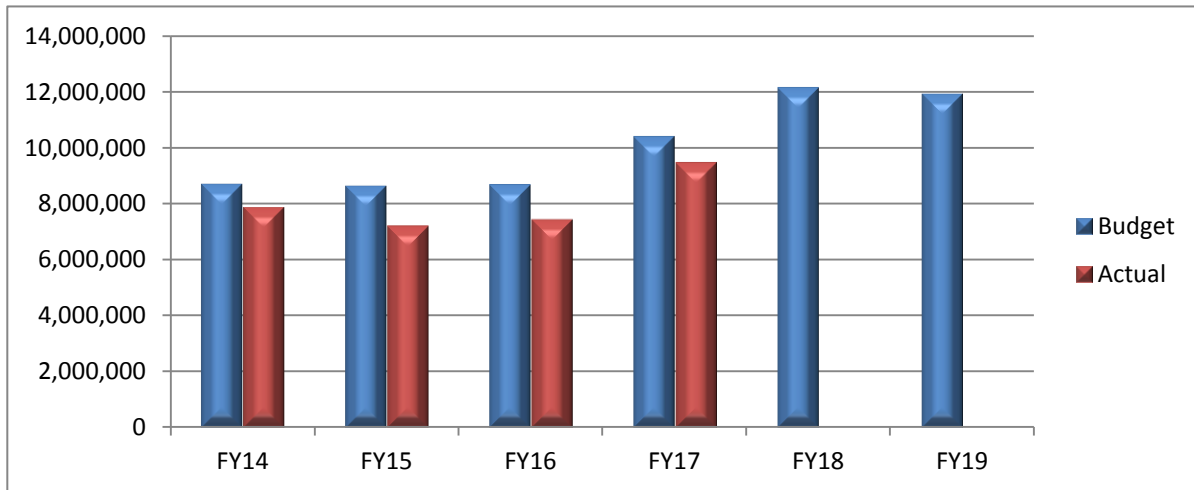
**FY19 HIGHLIGHTS**

- 3 New Positions (Mail Clerk / HVAC Technician / Maintenance Mechanic)
- 1 Employee Transfer from Landfill (Construction Manager)
- Courthouse Access Control System Upgrade
- Courtroom AV Upgrades - 6 Courtrooms

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - Parking (Public and Employee)
  - Contract Maintenance (Emergency Medical Services Facilities)

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 47**

**OPERATIONS**

**FY2018-2019  
ADA COUNTY BUDGET**

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**CORONER** – Headed by Elected Coroner Dotti Owens. It is the duty of the Coroner to investigate, determine and certify the cause and manner of death for cases which fall under the jurisdiction of the Coroner’s Office, including death resulting from natural causes, accidental death, homicide and suicide. In addition, Ada County provides pathology services to other Idaho counties to ensure standards are met state-wide. The Ada County Coroner’s Office has three distinct departments: Administration, Forensics and Investigations. These three departments complement and support one another in order to provide the absolute highest standards to the public that we are called to serve. The office is accredited with the National Association of Medical Examiners and with the International Association of Coroners and Medical Examiners.

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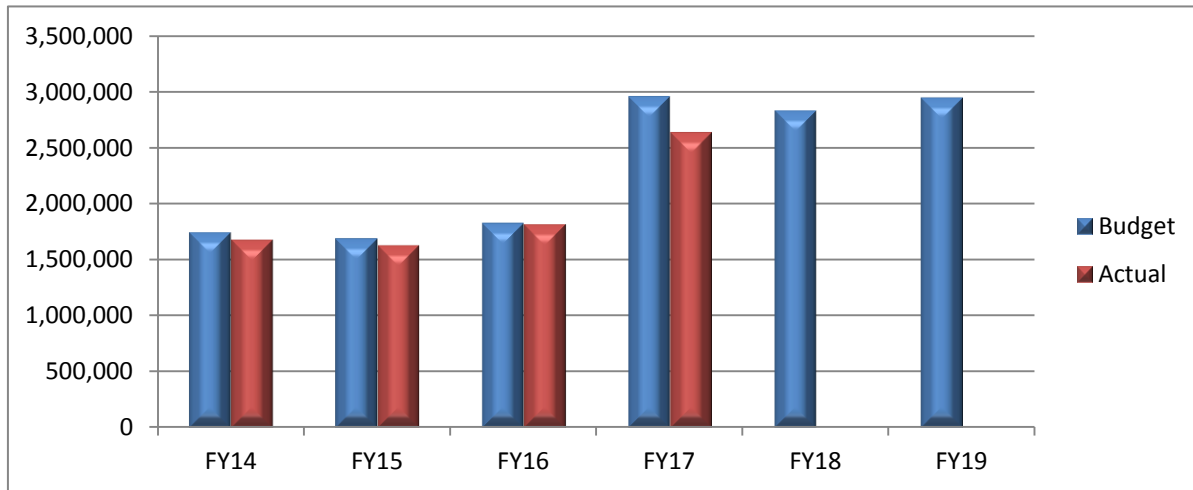
**FY19 HIGHLIGHTS**

- Maintained at Existing Level

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - Coroner Fees (Other Counties)
  - Toxicology/UA Fees (Other Counties)

**BUDGET TO ACTUAL COMPARISON**





**FY2018-2019  
ADA COUNTY BUDGET**

**INFORMATION TECHNOLOGY (IT)** – Headed by Director Stephen O'Meara, the IT department provides 24X7 support to all 1800 employees through 6 divisions. The maintenance of over 5,000 user devices is handled daily by the Customer Support Division. The Project Management Division drives the acquisition and implementation of new technology. The management of network access to 32 county sites, 4 datacenters, 350+ servers as well as cyber security for all infrastructure is handled by the Enterprise Services Division. The Development Division creates and maintains all enterprise business applications as well as 3rd party integrations for on premise, cloud and web platforms. IT's GIS Division expands in response to demand for geospatial applications and data. Lastly the Business Operations Division oversees the procurement of all county hardware and software, in addition to managing software license compliance.

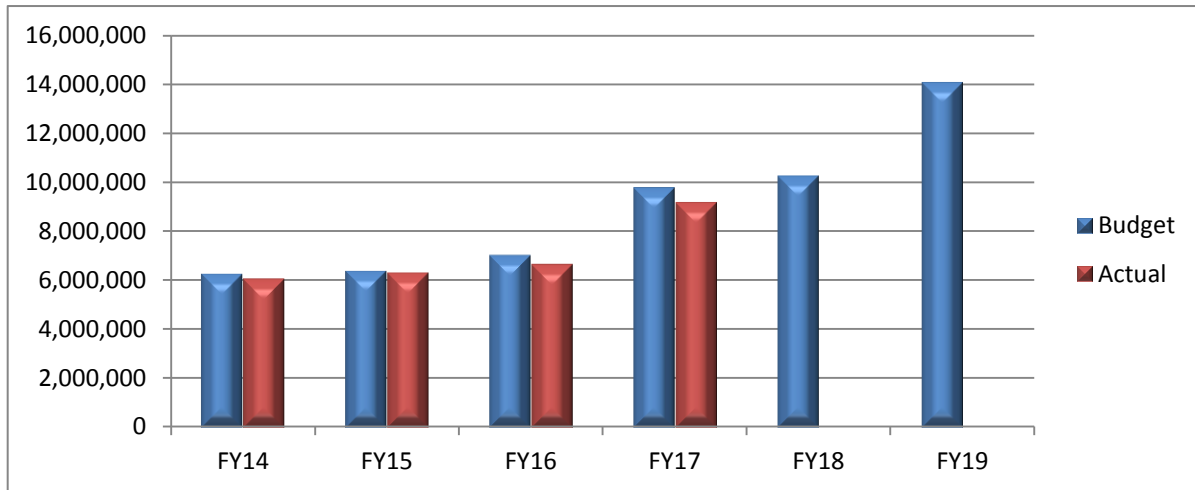
**FY19 HIGHLIGHTS**

- 10 New Positions (Enterprise Operations Tech/Software Developer/Web Developer Business Analyst/2-Project Managers/System Engineer/Security Engineer/2-GIS Developers)
- Security Enhancements and Operational Expand
- Microsoft Windows and Office 365

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - Reimburse Salary Expense (Emergency Communications)
  - Public Internet Access

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**DEVELOPMENT SERVICES** – Headed by Director Megan Leatherman, the Development Services Department has five divisions. The Building division ensures building plans/structures are in accordance with the uniform Building Code, while the Community Planning division reviews development proposals for compliance with the County’s Zoning Ordinance.

Engineering/Surveying reviews plans for development proposals & certifies all subdivision & condominium plats , while Engineering regulates FEMA flood regulations, reviews grading & drainage plans, & reviews development proposals. The Strategic Planning division administers the County’s Capital Investment Program (CIP) & implements the Ada Comprehensive Plan objectives. The Permitting division intakes applications from the public for the divisions & issues permits.

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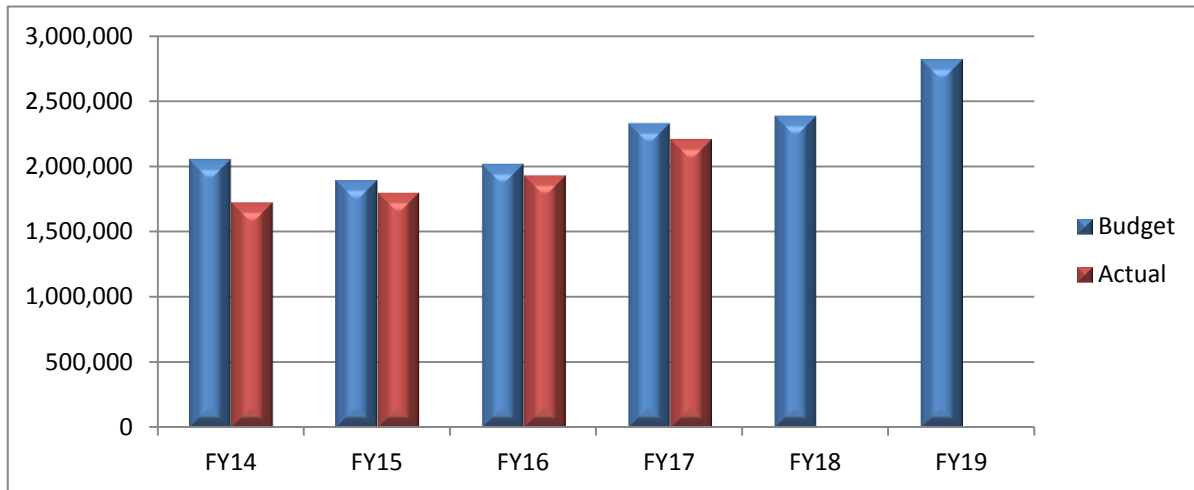
**FY19 HIGHLIGHTS**

- 5 New Positions (2-Survey/Engineering Technicians/Plans Examiner Assistant Planner/Planning & Building Specialist)

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues
- Departmental Revenue
  - Building and Plan Check Fees
  - Zoning Fees

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**PUBLIC DEFENDER** – Headed by Director Anthony Geddes, the Public Defender is charged with zealously protecting and defending the rights of persons facing a loss of liberty in Ada County. After appointment by the court, attorneys in the office are assigned to represent adults and juveniles accused of committing misdemeanor and felony offenses, persons facing involuntary mental commitment, and child abuse/neglect cases. Representation can include conducting criminal investigations, interviewing witnesses, arguing legal motions before a court, negotiating settlements, and trying cases before judges and juries.

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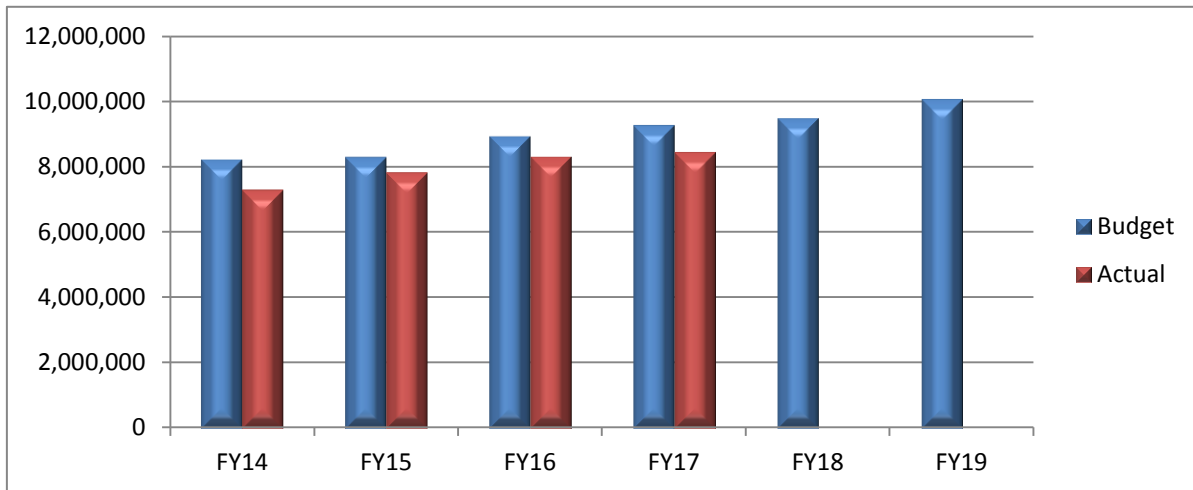
**FY19 HIGHLIGHTS**

- 4 New Positions (Attorneys - Legal Research/Juvenile Division/2-Magistrate Division)

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**DEPARTMENT OF ADMINISTRATION** – Headed by Elected Commissioners David L. Case, Jim Tibbs and Rick Visser, is broken into three areas: Community Programs, Commissioners and Administration. For presentation purposes each will have their own page, here we will discuss **COMMUNITY PROGRAMS**. Community Programs are programs that benefit Ada County as a whole such as; Humane Shelter, Senior Contracts, U of I Extension, Family Advocates, Compass and Allumbaugh House.

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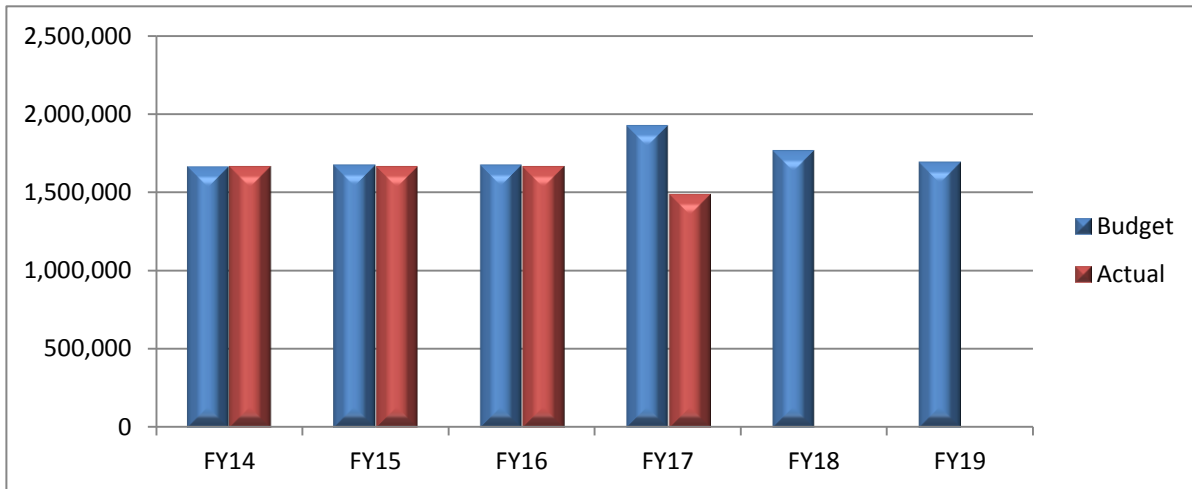
**FY19 HIGHLIGHTS**

- Capital Crimes Defense
- House First Initiative (moved to Indigent Services)

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 0**

**DEPT. OF ADMIN - COMMUNITY PROGRAMS**

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**FY2018-2019  
ADA COUNTY BUDGET**

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**DEPARTMENT OF ADMINISTRATION** – Headed by Elected Commissioners David L. Case, Jim Tibbs and Rick Visser, is broken into three areas: Community Programs, Commissioners and Administration. For presentation purposes each will have their own page, here we will discuss the **COMMISSIONERS**. The Commissioners Office oversees the operations of 12 departments, acts as the Board of Equalization, provides oversight for the Fair and Emergency Medical Services and adjudicates indigent claims. They serve on various other boards and committees, a few which include COMPASS, Valley Regional Transit Board and Catastrophic Health Care Costs. Additionally, the Commissioners are responsible for all County contracts, ordinances and resolutions, grant applications and overall direction of Ada County.

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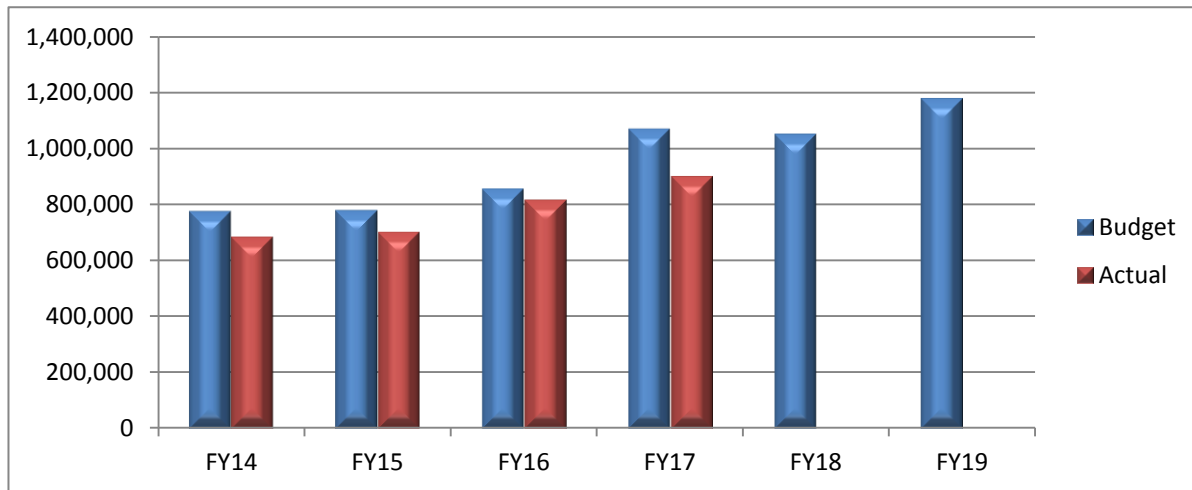
**FY19 HIGHLIGHTS**

- Equipment Replacements and License Upgrades

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 8**

**DEPT. OF ADMIN - COMMISSIONERS**

**FY2018-2019  
ADA COUNTY BUDGET**

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**DEPARTMENT OF ADMINISTRATION** – Headed by Elected Commissioners David L. Case, Jim Tibbs and Rick Visser, is broken into three areas: Community Programs, Commissioners and Administration. For presentation purposes each will have their own page, here we will discuss **ADMINISTRATION**. Administration is comprised of support for the Commissioners, Human Resources and Benefits, Risk Management and Procurement; all functions support all Ada County offices and departments. This Department also includes the Board of Community Guardianship which was created to protect incapacitated adult citizens.

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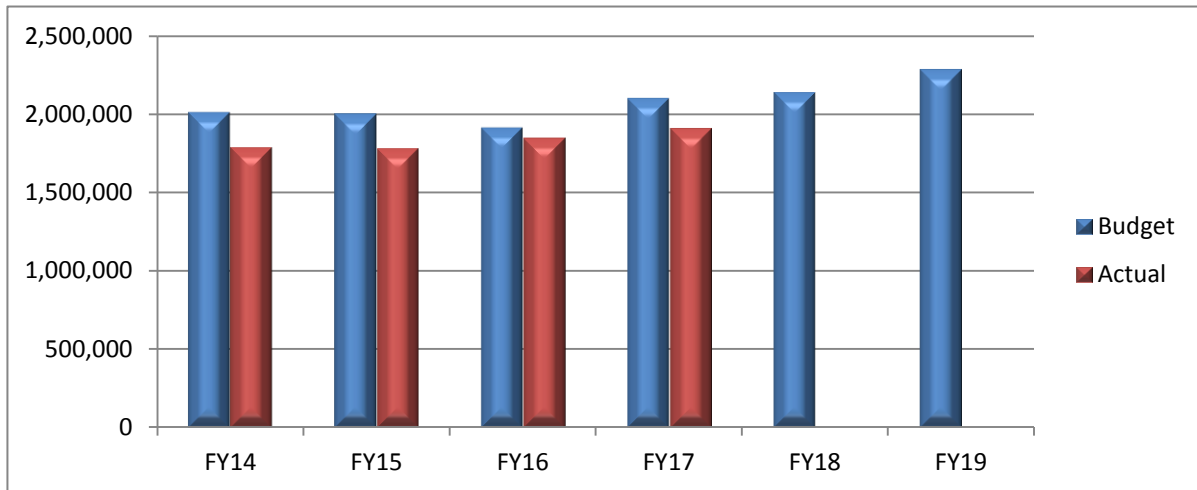
**FY19 HIGHLIGHTS**

- Internal Investigator (changed from PT to FT)
- E-Procurement Software
- People Admin License Subscription

**TOP REVENUE STREAMS**

- Property Taxes
- Shared Revenues

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**INDIGENT SERVICES** – Headed by Elected Clerk Christopher D. Rich, Indigent Services carries out its statutory charge to provide limited and temporary assistance to Ada County residents for the payment of qualifying non-medical and medical expenses. This involves an extensive application and interview process, followed by thorough verification.

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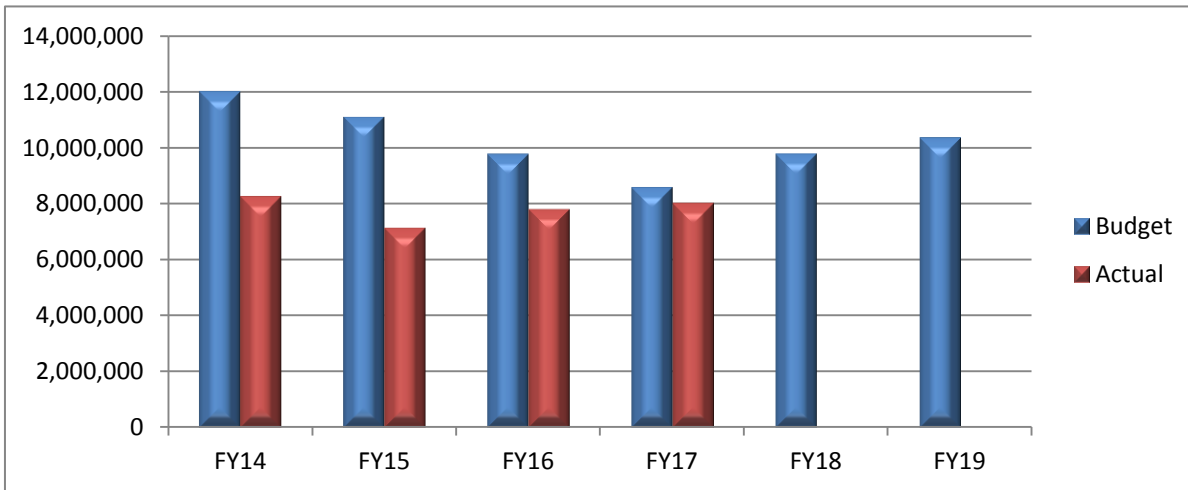
**FY19 HIGHLIGHTS**

- Special Salary Adjustment - Service Worker Job Class
- Anticipated Increase in Applications & Cases for Voluntary & In-voluntary Mental Health
- Housing First Initiative (moved from Dept. of Admin-Community Programs)

**TOP REVENUE STREAMS**

- Property Taxes
- Departmental Revenue
  - Welfare Payments (Reimbursement from Clients)

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**PUBLIC HEALTH** – Managed by Elected Commissioners David L. Case, Jim Tibbs and Rick Visser, the Public Health fund provides the County's portion of funding for services provided on a regional basis by the State of Idaho. This funding is provided directly to Central District Health as directed by Idaho Code 31-862.

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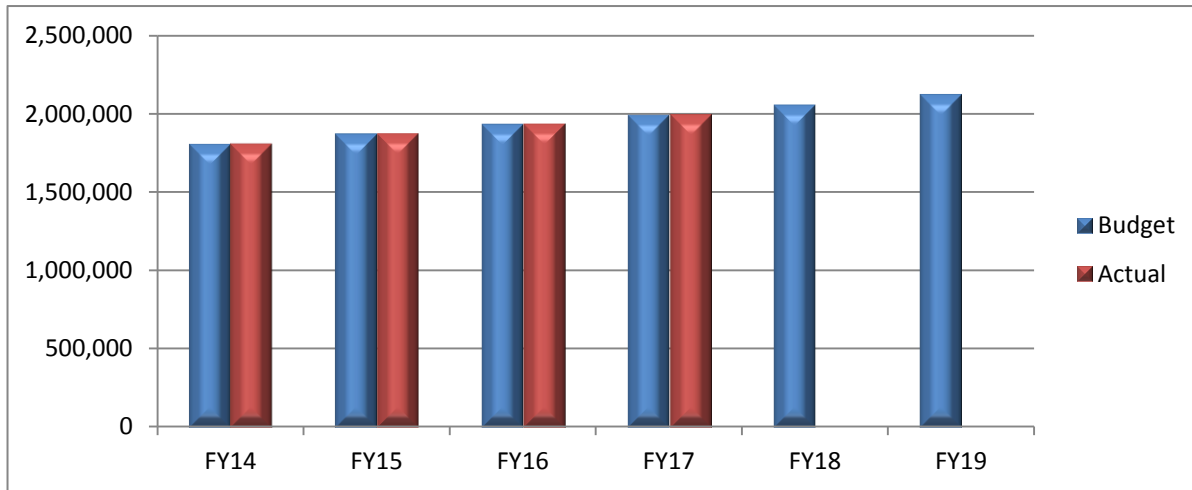
**FY19 HIGHLIGHTS**

- 1.7% Increase Requested and Approved

**TOP REVENUE STREAMS**

- Property Taxes

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 0**

**PUBLIC HEALTH**



**FY2018-2019  
ADA COUNTY BUDGET**

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**WEED CONTROL** – Headed by Director Adam Schroeder, the Weed Control Department enforces the Idaho noxious weed law, and works to eliminate or control noxious weeds found within the county. Weed Control is partially funded in General Fund, but also provides enterprise services to Ada County taxpayers and public agencies. There are currently 26 out of 67 state-designated noxious weed species found in Ada County.

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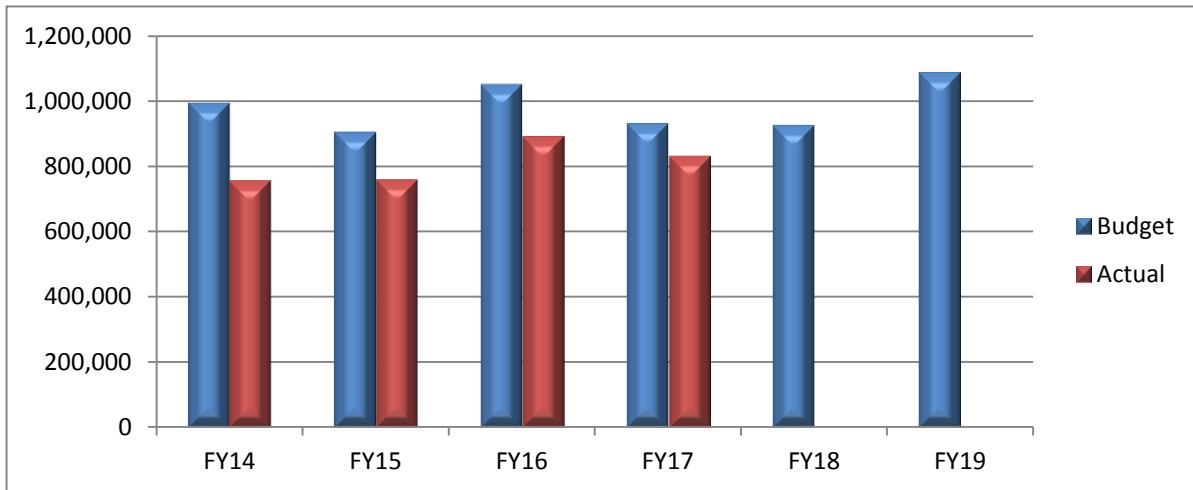
**FY19 HIGHLIGHTS**

- 2 New Positions (Division Coordinator & Field Technician)
- 2 ATVs and Truck

**TOP REVENUE STREAMS**

- Property Taxes
- Departmental Revenue
  - Chemical Fees
  - Weed Removal Fees

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 14**

**WEED CONTROL**

**FY2018-2019  
ADA COUNTY BUDGET**

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**PARKS** – Headed by Director Scott Koberg, the Parks department is responsible for the operation and maintenance of Barber Park, the Barber Park Education & Event Center, the annual Boise River Float Season including equipment rental and shuttle concession, several miles of the Greenbelt Pathway, the Oregon Trail Recreation Area, the Ada/Eagle Bike Park, Hubbard Recreation Area, and Victory Wetland. The Parks Director is also the designated county representative for the Ridge to Rivers partnership which manages nearly 200 miles of multi-use recreational trails in the Boise Foothills.

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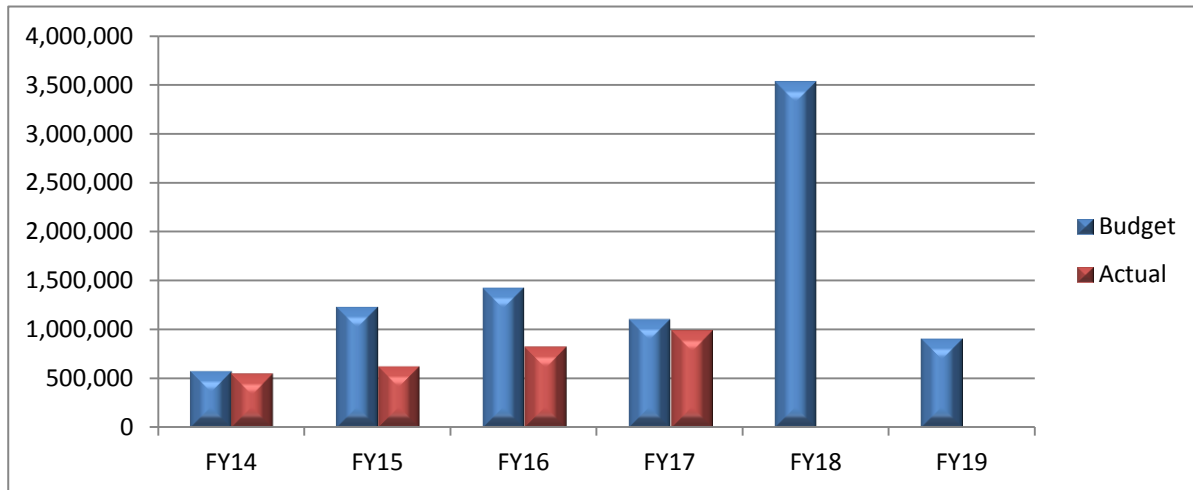
**FY19 HIGHLIGHTS**

- Barber Park Flood Embankment and Wetlands
- Red Hawk Area Trail Development

**TOP REVENUE STREAMS**

- Property Taxes
- Departmental Revenue
  - Concession Rental (Raft and Tube)
  - Parking Fees (Float Season)

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 7**

**PARKS**

**FY2018-2019  
ADA COUNTY BUDGET**

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**APPRAISAL** – Headed by Elected Assessor Robert McQuade, Appraisal is responsible for the annual assessment of all real and personal property in Ada County. Every year in late May the Assessor sends market value estimates to all property owners in the county. In June, appraisers respond to taxpayer questions regarding assessments and defend their estimates of value on appeal before the county Board of Equalization. Appraisers also collect all data related to new construction, physically re-inspect at least 20% of the county annually, and conduct market analyses for trending purposes.

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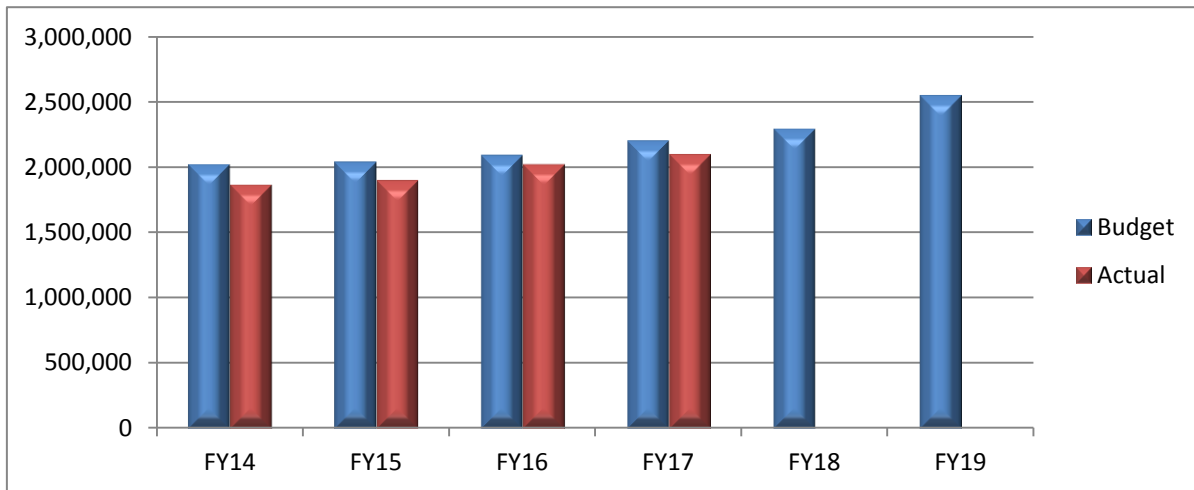
**FY19 HIGHLIGHTS**

- 1 New Position (Appraisal Technician)
- Mobile Devices for Field Data Collection

**TOP REVENUE STREAMS**

- Property Taxes

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**LAND RECORDS** – Headed by Elected Assessor Robert McQuade, Land Records' mission is to compile Ada County property ownership records in support of assessment analysis and public inquiry. This department is responsible for maintaining the county's official tax parcel map and ownership records. Land Records also maintains the online property information system and GIS map as well as the official street name and address numbering map.

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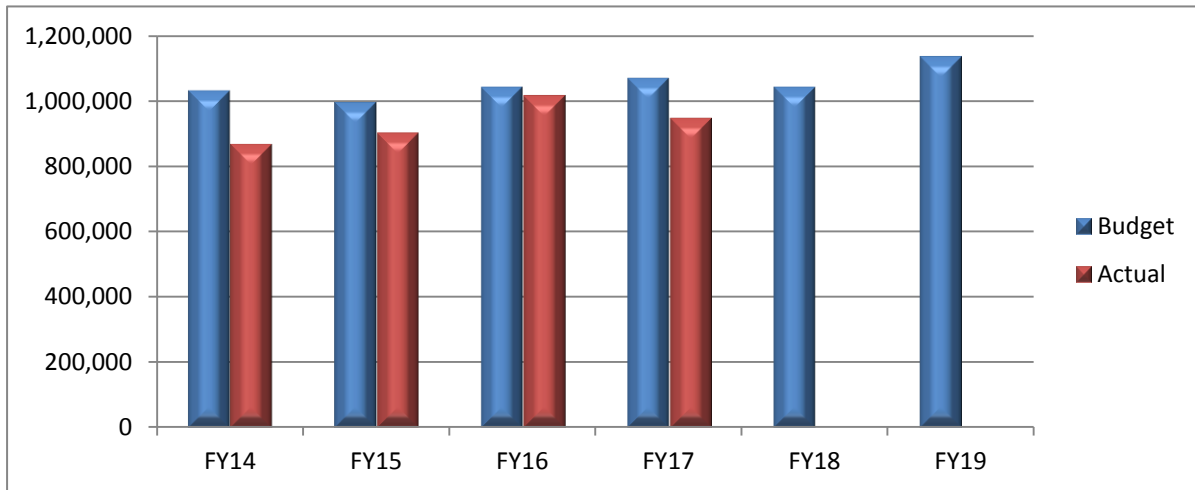
**FY19 HIGHLIGHTS**

- Scan Microfiche Assessment Records to Digital Format

**TOP REVENUE STREAMS**

- Property Taxes
- Departmental Revenue
  - Street Naming Fee
  - Street Numbering Fee

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 14**

**LAND RECORDS**

**FY2018-2019  
ADA COUNTY BUDGET**

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**VETERANS**– Managed by Elected Commissioners David L. Case, Jim Tibbs and Rick Visser, the Veterans fund assists in the maintenance, upkeep and repair of servicemen's memorials with Ada County. This funding is provided directly to American Legion Posts as requested and as directed by Idaho Code 65-102,103.

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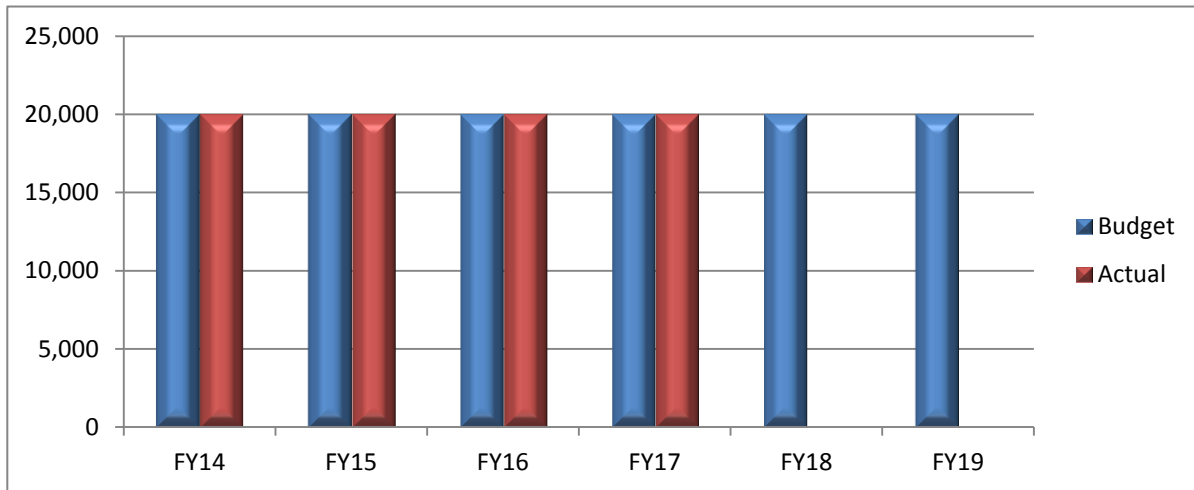
**FY19 HIGHLIGHTS**

- Maintained at Existing Level

**TOP REVENUE STREAMS**

- Property Taxes

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 0**

**VETERANS**

**FY2018-2019  
ADA COUNTY BUDGET**

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**CLERK OF THE COURT** - Headed by Elected Clerk Christopher D. Rich, the Clerk's Office is dedicated to the processing and preservation of court records, collections of fines and fees, in-court support for the County's 32 judges, visiting judges and Plan B judges. In addition the Court Assistance Office helps pro se defendants navigate the court system.

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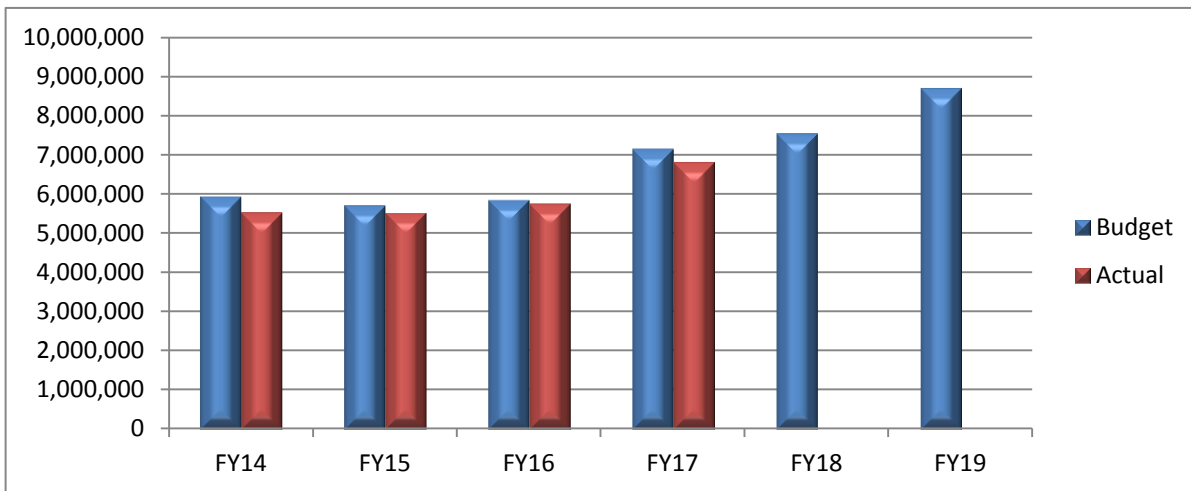
**FY19 HIGHLIGHTS**

- 13 New Positions (8-Court Clerks/1-InCourt Clerk/4-Archive Clerks)
- Special Salary Adjustment - Court Clerk & Archive Clerk Job Classes
- Remodel 1st Floor Clerk's Area (where court files were previously housed)

**TOP REVENUE STREAMS**

- Property Taxes
- Departmental Revenue
  - Magistrate Court Fees
  - Shared Liquor Sales

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 142**

**CLERK OF THE COURT**

**FY2018-2019  
ADA COUNTY BUDGET**

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**TRIAL COURT ADMINSTRATOR** – Headed by Trial Court Administrator, Larry D. Reiner, Trial Court Administrator (TCA) is responsible for managing the non-judicial activities and programs of the Fourth Judicial District Court, which includes Ada, Boise, Elmore and Valley Counties. In Ada County, court program support includes the Problem Solving Courts, Family Court Services, Civil and Small Claims Mediation, Language Access Services, the Marshal’s Office, Petit and Grand Jury Services, Guardianship Monitoring, and the Transcripts Services. While the district and magistrate judges are state employees, the support staff of the TCA office fall under the Ada County umbrella.

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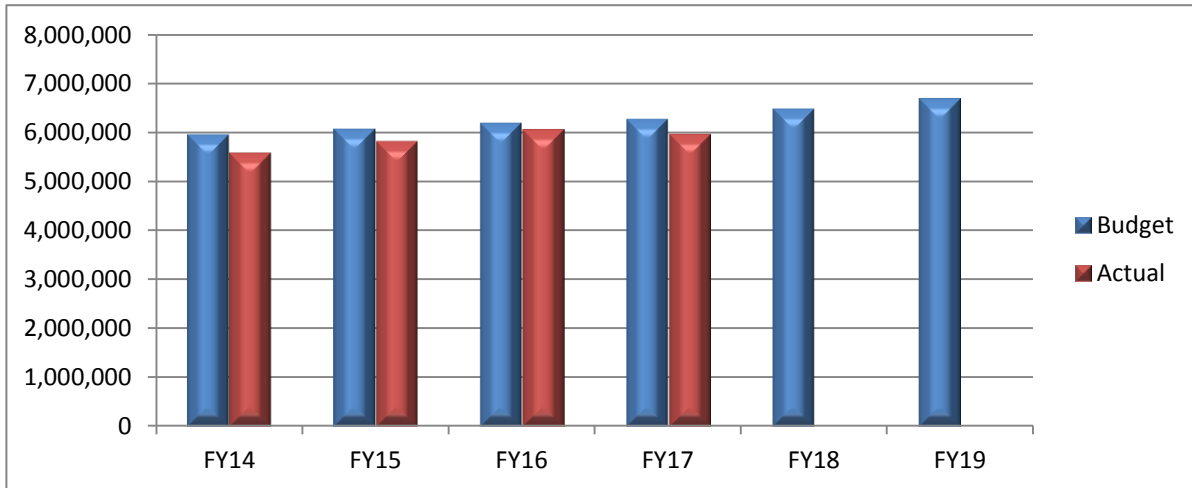
**FY19 HIGHLIGHTS**

- 1 New Position (Administrative Specialist)
- Special Salary Adjustment - Law Clerk and Deputy Marshall Job Classes
- Anticipated Increase in Court-Ordered Mental Health Evaluations
- Anticipated Increase in Witness Fees - Mental Cases

**TOP REVENUE STREAMS**

- Property Taxes
- Departmental Revenue
  - Court Filing Fees (Civil)
  - Court Costs (Criminal)

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**DRUG COURT/MENTAL HEALTH** – Headed by Trail Court Administrator Larry Reiner, Drug Court/Mental Health Court, also known as Problem Solving Courts in Ada County, are comprised of Drug Courts, a Mental Health Court and a Veterans' Court and handle selected individuals with substance abuse issues and serious mental conditions who are involved in the criminal justice system. The department provides comprehensive supervision, treatment, testing and counseling services to program participants. The program is 100% self-funded, with no program costs to Ada County.

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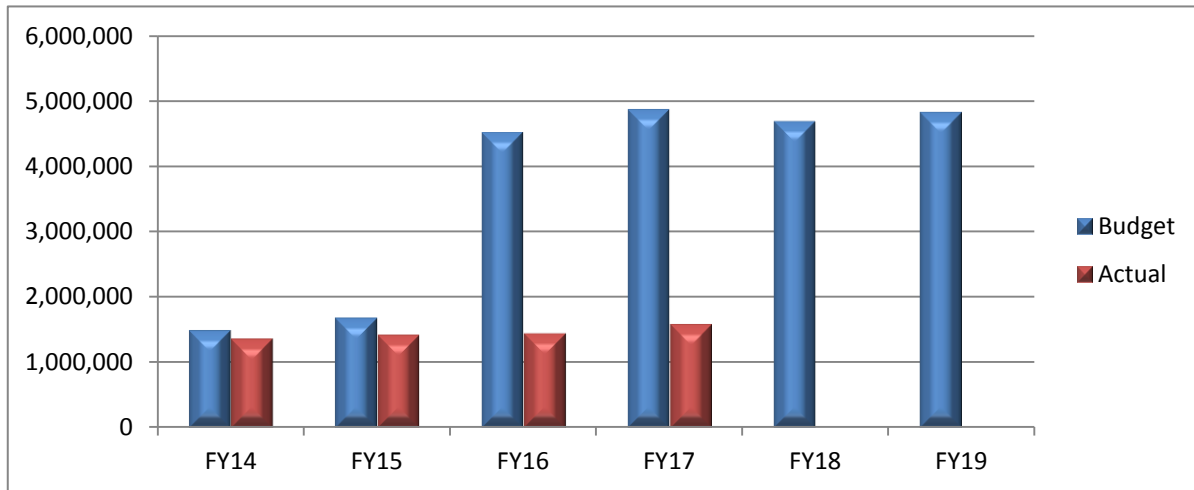
**FY19 HIGHLIGHTS**

- Special Salary Adjustment - Drug Screening Technicians

**TOP REVENUE STREAMS**

- Departmental Revenue
  - Supreme Court Treatment Funding (Reimbursement for Treatment Services)
  - Supreme Court (Reimbursement for Coordination and Drug Testing)
  - Drug Court Fees

**BUDGET TO ACTUAL COMPARISON**





**FY2018-2019  
ADA COUNTY BUDGET**

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**EMERGENCY COMMUNICATIONS** – Headed by Elected Sheriff Stephen Bartlett, the Emergency Communications fund accounts for the initiation, maintenance and enhancement of Ada County's consolidated Emergency 911 communications system. Each citizen pays a monthly \$1 fee for each phone line they have to provide funding for Ada County's consolidated 911 Emergency Dispatch system. Ada County voters have approved the fee. The fund pays for 12 full-time employees.

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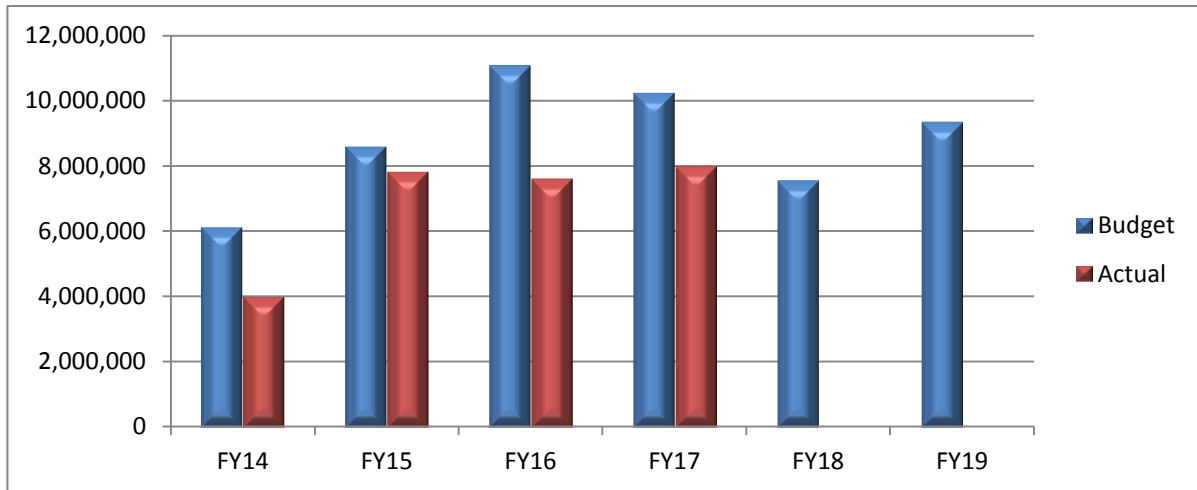
**FY19 HIGHLIGHTS**

- IP Simulcast
- Radio Site Power System Replacements
- Radio System Manager/Enhancements
- Inform Me TriTech CAD Enhancement

**TOP REVENUE STREAMS**

- Departmental Revenue
  - 911 Surcharge Wireless
  - 911 Surcharge Quest (Landlines)
  - 911 Surcharge Telephone (Landlines Other Providers)

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 12**

**EMERGENCY COMMUNICATIONS**

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**FY2018-2019  
ADA COUNTY BUDGET**

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**WATERWAYS** – Headed by Director Scott Koberg, Waterways accounts for the installation, operation, and maintenance of over 100 recreational dock strings at 16 recreational sites and 4 access ramps at Lucky Peak Lake (encompassing portions of 3 counties --- Ada, Boise, and Elmore). Waterways is responsible for management of the county vessel fund and provides monetary support to the boater safety and patrol programs initiated by Ada County Sheriff Marine Patrol.

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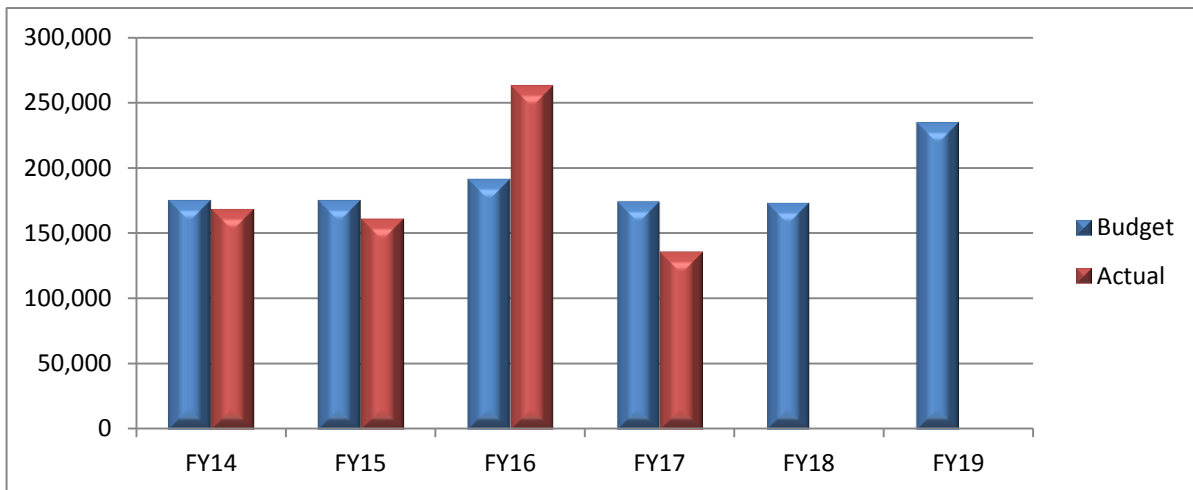
**FY19 HIGHLIGHTS**

- Replacement Turbo Diesel Truck (hauls county vessels to/from Lucky Peak)

**TOP REVENUE STREAMS**

- Departmental Revenue
  - Boat Licenses

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 1**

**WATERWAYS**

**FY2018-2019  
ADA COUNTY BUDGET**

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**COURT MONITORING** – Headed by Trail Court Administrator Larry Reiner, Court Monitoring accounts for the surcharge collected on all fines for persons violating the state law against driving a motor vehicle while under the influence of alcohol, drugs or other intoxicating substances. Monies from the fund may be utilized for alcohol or drug abuse-related probation, treatment or prevention programs for adults and juveniles; as well as the purchase of ignition interlock and electronic devices.

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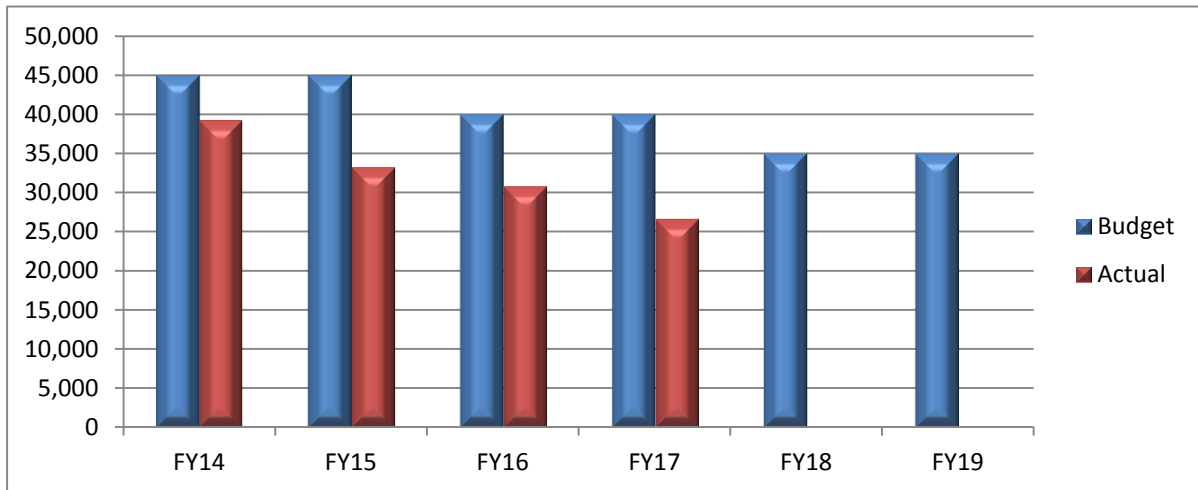
**FY19 HIGHLIGHTS**

- Maintained at Existing Level

**TOP REVENUE STREAMS**

- Departmental Revenue
- Court Monitoring Devices (Collected thru Court Costs)

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 0**

**COURT MONITORING**

**FY2018-2019  
ADA COUNTY BUDGET**

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**EMERGENCY MANAGEMENT** – Headed by Director Doug Hardman, Emergency Management is the local inter-governmental agency that is responsible for all disaster mitigation, preparedness, response and recovery activities in Ada County, with a primary goal to protect lives and property. The department is under the administration of the County and receives jurisdictional input and recommendations from an executive council established pursuant to a joint powers agreement among the six cities and the highway district within Ada County.

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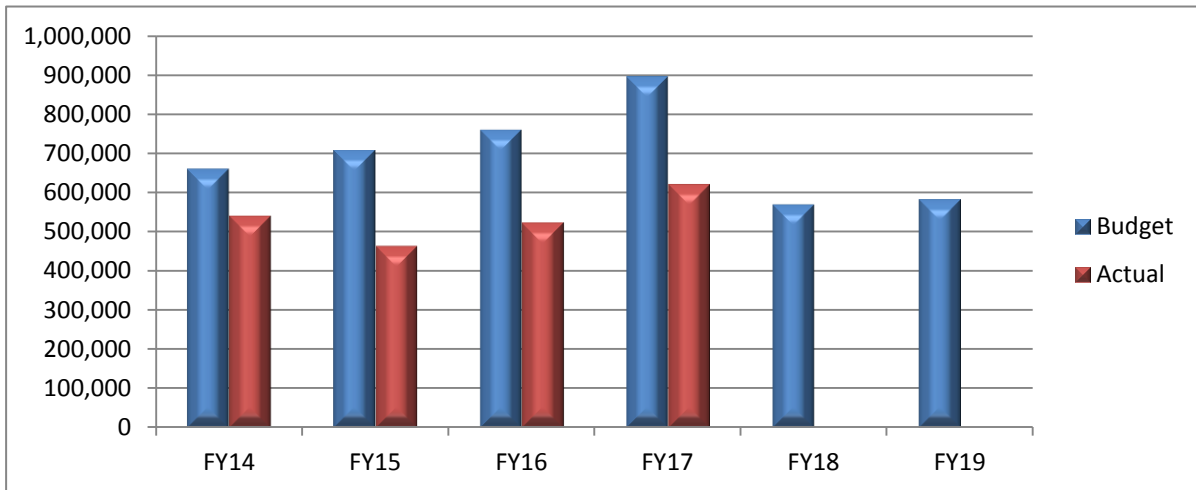
**FY19 HIGHLIGHTS**

- Maintained at Existing Level

**TOP REVENUE STREAMS**

- Departmental Revenue
  - Bureau of Homeland Security
  - Participant Fees (Cities, County and Highway District)

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**CONSOLIDATED ELECTIONS** - Headed by Elected Clerk, Christopher D. Rich, Consolidated Elections accounts for all costs related to conducting elections within Ada County, for the cities, school districts and most other political subdivisions.

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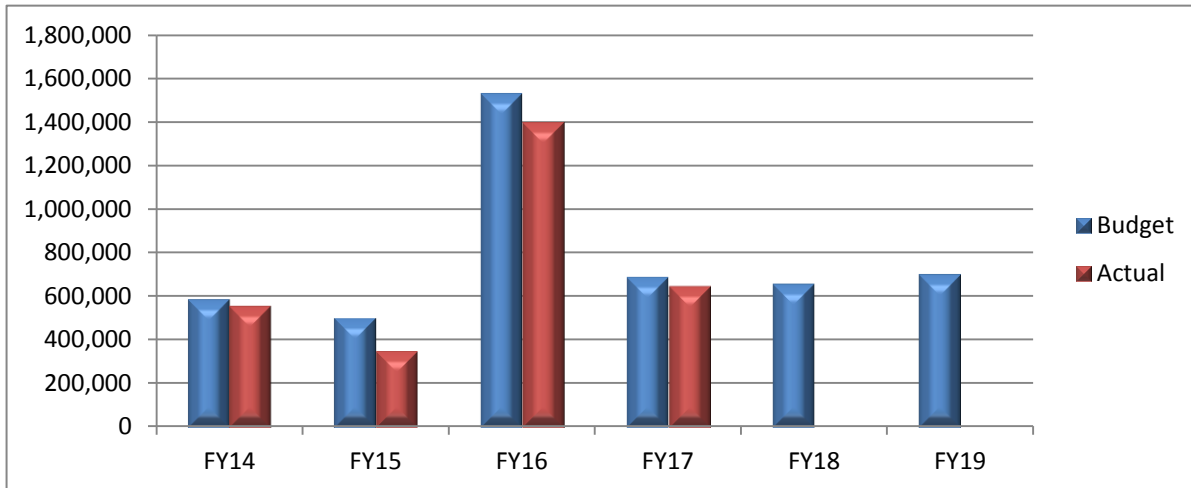
**FY19 HIGHLIGHTS**

- Election Technician Specialist (changed from PT to FT)
- Ballot Mail Tracking Software
- Voting Equipment & Mobile Voting Trailer Accessories

**TOP REVENUE STREAMS**

- Departmental Revenue
  - Sales Tax

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**EMERGENCY MEDICAL SERVICES** – Headed by Director Darby Weston, Ada County Paramedics (ACP) is the sole provider of 911 emergency medical services (EMS) for the citizens of Boise, Garden City, Meridian, Eagle, Star, and rural Ada County. ACP assists Kuna with second-in coverage. Along with our Ada County-City Emergency Services System (ACCESS) partners (Boise, Meridian, Eagle, Star, and Kuna fire departments), ACP provides 24/7 advanced life support through its operation of 14 paramedic stations strategically placed in Ada County.

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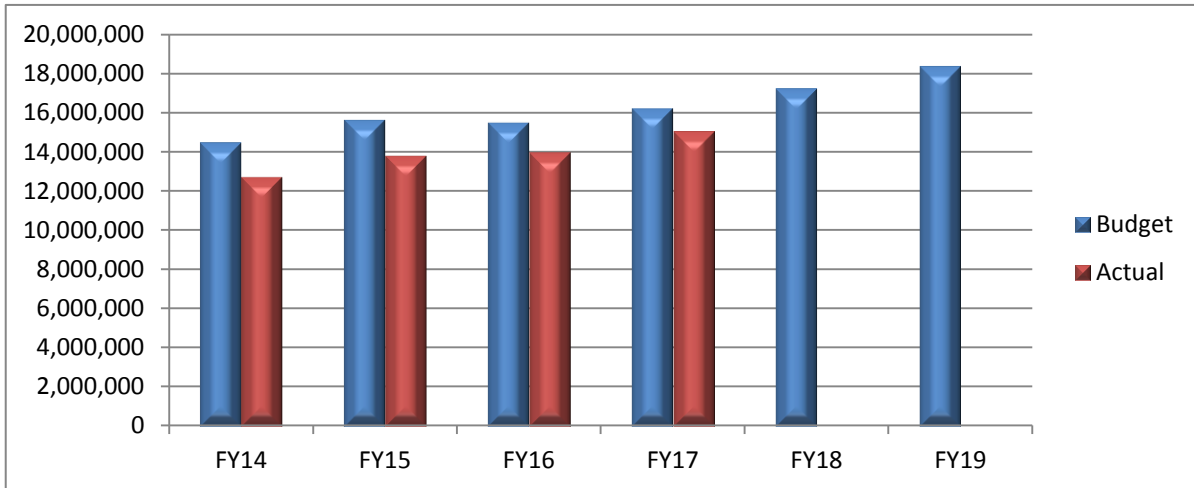
**FY19 HIGHLIGHTS**

- 6 New Positions (3 Paramedics/ 2-EMTs/QA QI Coordinator)
- EOL Radio Replacement

**TOP REVENUE STREAMS**

- Property Taxes
- Departmental Revenue
  - Patient Payments
  - ACCESS - Joint Powers Agreement (All Fire Depts.)

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 153**

**EMERGENCY MEDICAL SERVICES**

**FY2018-2019  
ADA COUNTY BUDGET**

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**PEST EXTERMINATION** – Headed by Director Adam Schroeder, Pest Extermination provides pest control services to landowners living within the pest control district. Pest Abatement is funded mainly through property tax fees charged to district residents. Pest Abatement crews manage gopher and rock chuck infestations that threaten agriculture or infrastructure on public and private property.

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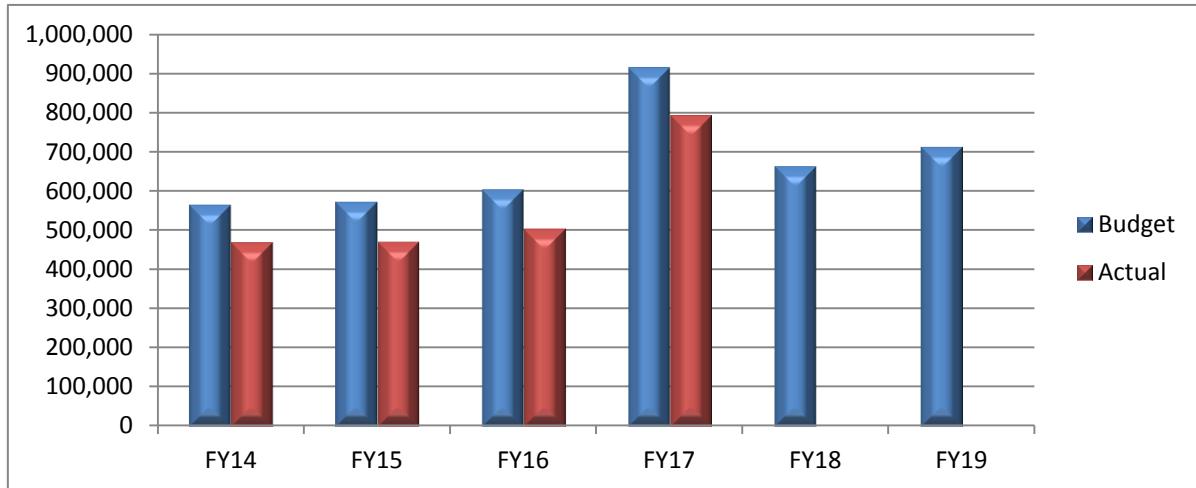
**FY19 HIGHLIGHTS**

- GIS Database - Service, Application and Billing System

**TOP REVENUE STREAMS**

- Property Taxes
- Departmental Revenue
  - Sales Tax
  - Interest

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019  
ADA COUNTY BUDGET**

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**MOSQUITO ABATEMENT** – Headed by Director Adam Schroeder, Mosquito Abatement provides mosquito surveillance, monitoring, and control services to taxpayers living within the mosquito abatement district. Mosquito Abatement is funded mainly through property tax fees charged to district residents. Mosquito Abatement works within an integrated pest management plan to mitigate the impact of West Nile Virus and other vector-borne diseases in Ada County.

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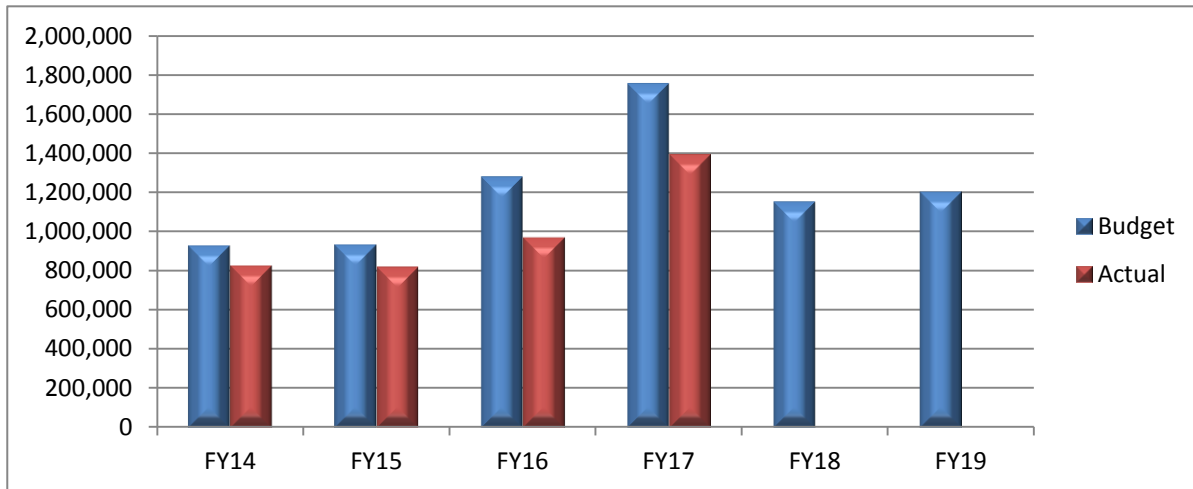
**FY19 HIGHLIGHTS**

- GIS Database - Service, Application and Billing System

**TOP REVENUE STREAMS**

- Property Taxes
- Departmental Revenue
  - Sales Tax
  - Interest

**BUDGET TO ACTUAL COMPARISON**





**FY2018-2019  
ADA COUNTY BUDGET**

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**AVIMOR COMMUNITY INFRASTRUCTURE DISTRICT (CID) NO. 1** - Managed by District Directors David L. Case, Jim Tibbs and Rick Visser, the Avimor CID No. 1 fund is divided into two departments: Administration and Debt Services. For presentation purposes each will have their own page, here we will discuss **ADMINISTRATION**. The CID provides for infrastructure improvements within its boundaries. Administration is responsible for all the expenses related to the operation of the CID such as; management of the district, legal services, procurement and accounting/budgeting services. NOTE: The funds contained herein are that of the Avimor Community Infrastructure District No. 1, a Component Unit, and therefore not affiliated with Ada County.

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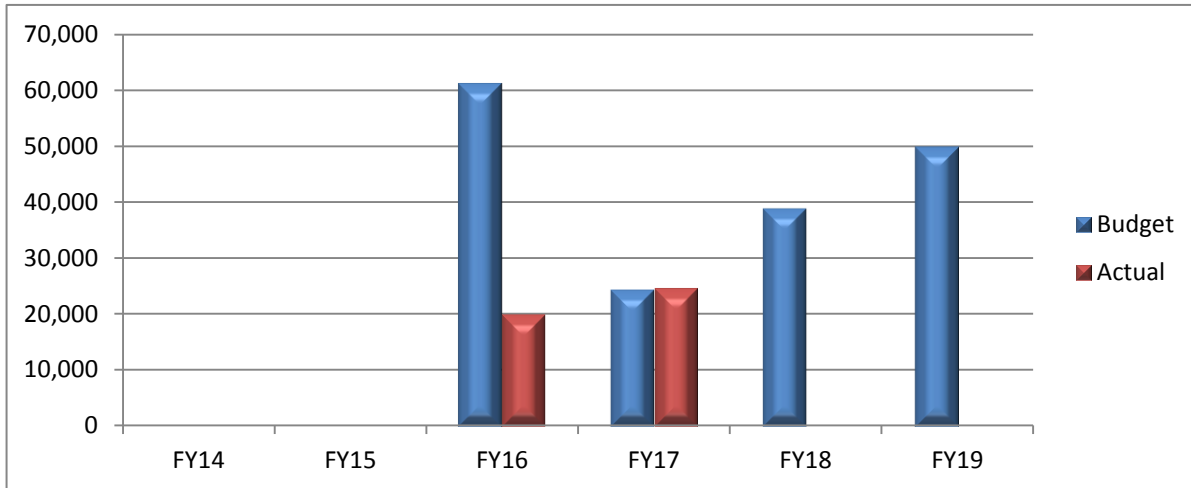
**FY19 HIGHLIGHTS**

- Anticipate New Assessment Areas Being Developed

**TOP REVENUE STREAMS**

- Departmental Revenue
- Developer Contributions

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 0**

**AVIMOR CID NO. 1 - ADMINISTRATION**

**FY2018-2019  
ADA COUNTY BUDGET**

**AVIMOR COMMUNITY INFRASTRUCTURE DISTRICT (CID) NO. 1** - Managed by District Directors David L. Case, Jim Tibbs and Rick Visser, the Avimor CID No. 1 fund is divided into two departments: Administration and Debt Services. For presentation purposes each will have their own page, here we will discuss **DEBT SERVICE**. The CID provides for infrastructure improvements within its boundaries funded through either general obligation bonds or special assessment bonds. Debt Service accounts for the payments received from the homeowners within the district boundaries as levied on their property taxes and payments made for the debt based on the debt schedules. NOTE: The funds contained herein are that of the Avimor Community Infrastructure District No. 1, a Component Unit, and therefore not affiliated with Ada County.

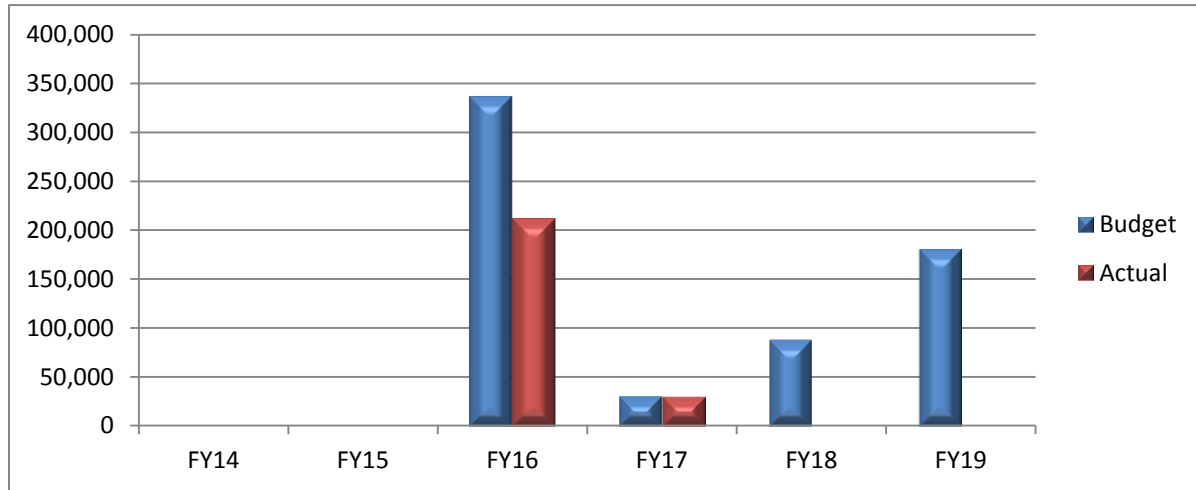
**FY19 HIGHLIGHTS**

- Increased Debt Payments for 2 General Obligation Bonds
- Increased Debt Payments for 3 Special Assessment Bonds

**TOP REVENUE STREAMS**

- Property Tax
- Departmental Revenue
  - Special Assessment Proceeds

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 0**

**AVIMOR CID NO. 1 - DEBT SERVICE**

**FY2018-2019  
ADA COUNTY BUDGET**

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**BILLING SERVICES** – Headed by Director Scott Williams, Billing Services accounts for billing of refuse collection by the County's contractor within the unincorporated areas of Ada County. Fundas are received from customers, which in turn pays the contractor and other costs associated with this type of service.

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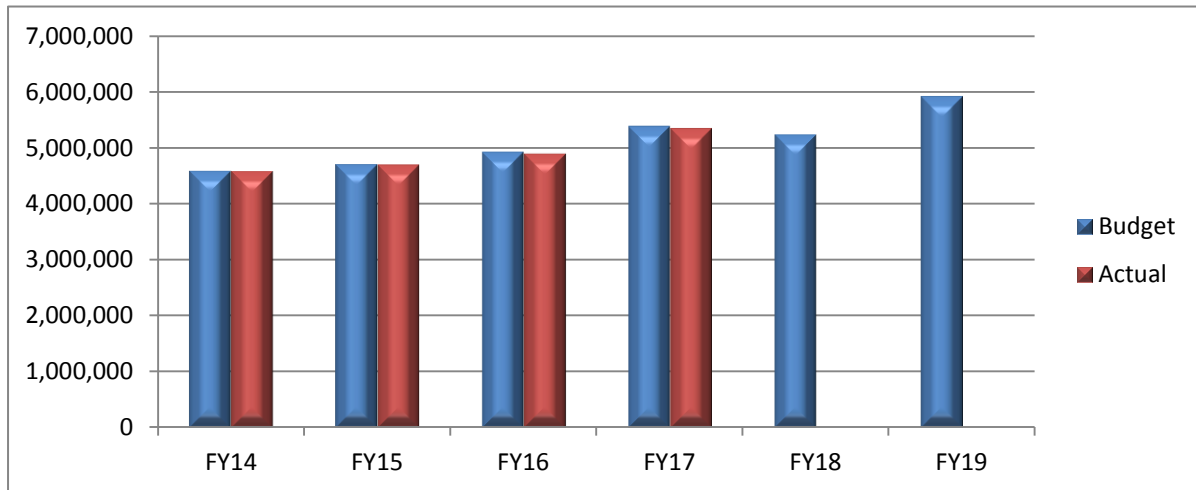
**FY19 HIGHLIGHTS**

- Anticipate Increase Fees Associated New Construction
- Anticipate CIP Increase and Recycle Costs

**TOP REVENUE STREAMS**

- Departmental Revenue
  - Trash Collection
  - Certification Fee (Cost Recovery for Collections on Delinquent Trash Bills)
  - Interest

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 3**

**BILLING SERVICES**

**FY2018-2019  
ADA COUNTY BUDGET**

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**EXPO IDAHO** - Managed by Director Robert Batista, Expo Idaho is broken into two departments: Fair and Interim Events. For presentation purposes each will have their own page, here we will discuss **FAIR**. The Fair provides the annual Western Idaho Fair the 3rd week in August each year and promotes the present and future of agriculture in Ada County with an annual attendance of 250,000. The facility is located on the northwest corner of Chinden and Glenwood. The 240-acre footprint encompasses 15 buildings which equals approximately 236,000 square feet. The fair has parking for approximately 4,500 vehicles and a grandstand with a seating capacity of 3,600 along with a 200 slip R.V. Park.

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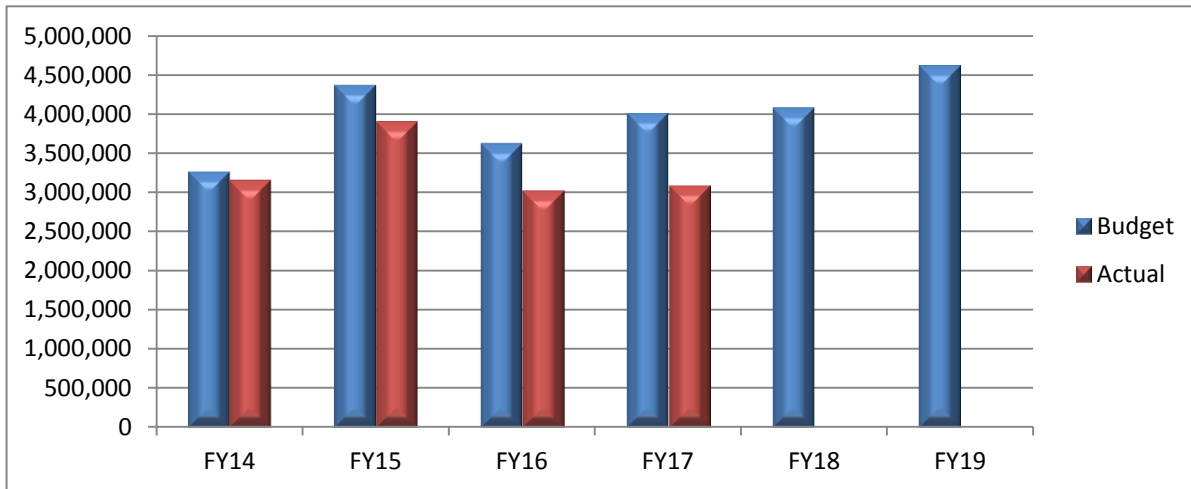
**FY19 HIGHLIGHTS**

- Increased Entertainment Costs & Potentially a 5th Concert
- Parking Lot and Roof Repairs

**TOP REVENUE STREAMS**

- Departmental Revenue
  - Gate Receipts
  - Carnival Tickets
  - Beer Sales
  - Food/Beverage Vendors

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 16**

**EXPO IDAHO - FAIR**

**FY2018-2019  
ADA COUNTY BUDGET**

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**EXPO IDAHO** - Managed by District Robert Batista, the Expo Idaho fund is broken into two departments: Fair and Interim Events. For presentation purposes each will have their own page, here we will discuss **INTERIM EVENTS**. Interim Events are events or activities on shows that occur the rest of the year when the Western Idaho Fair is not in progress. Interim Events hosts approximately 150 events over 500 event days per year, which include the Sportsman show, Roadster show, dog/cat shows, flea markets, health fairs, ski swap, weddings and the Boise Music Festival. The facility is located on the northeast corner of Chinden and Glenwood. The 240-acre footprint encompasses 15 buildings which equal approximately 236,000 square feet, has parking for approximately 4,500 vendors and a grandstand with a seating capacity of 3,600 along with a 200 slip R.V. Park.

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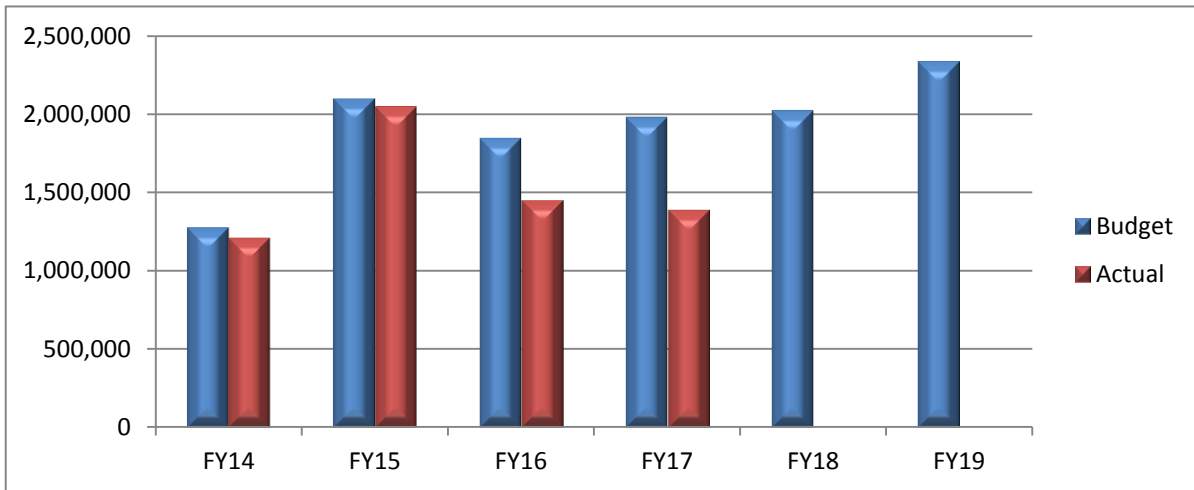
**FY19 HIGHLIGHTS**

- Parking Lot and Roof Repairs

**TOP REVENUE STREAMS**

- Departmental Revenue
  - RV Park Rentals
  - Exposition Building Rent
  - Food/Beverage Commission
  - Grounds Rental

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 0**

**EXPO IDAHO - INTERIM EVENTS**

**FY2018-2019  
ADA COUNTY BUDGET**

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**SOLID WASTE MANAGEMENT** – Headed by Director Scott Williams, Solid Waste Management, also known as the Landfill, has over 2,700 acres off Seaman's Gulch road northwest of Boise. The property includes two (2) landfills, a household hazardous materials collection facility and a landfill gas collection system. Landfill gas from buried waste is generated into electricity and sold to Idaho Power.

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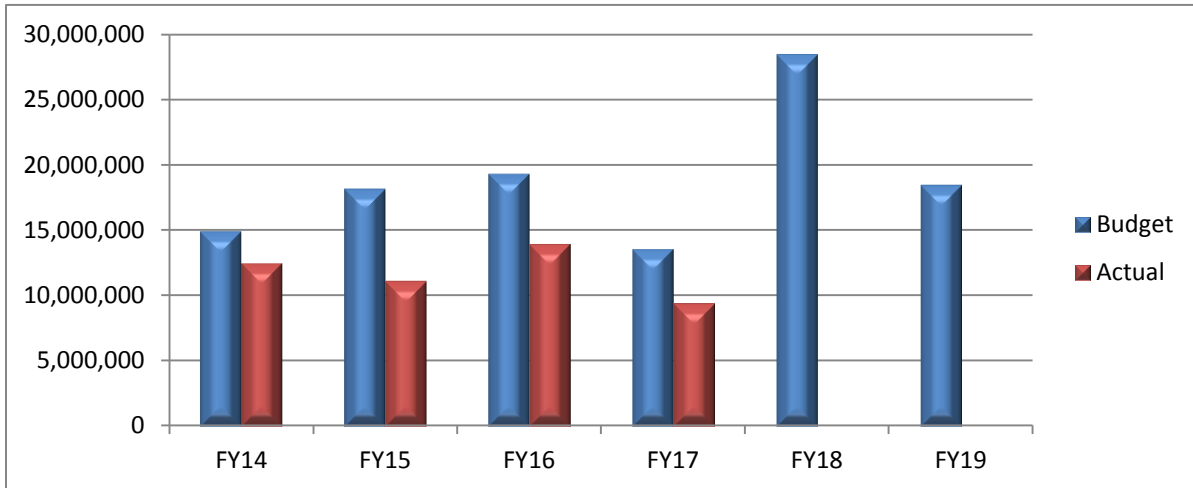
**FY19 HIGHLIGHTS**

- Director Position - Fully Funded
- Gas Wells for Hidden Hollow Closure
- Z Wall, New Office Building and Recycling Building

**TOP REVENUE STREAMS**

- Departmental Revenue
  - Allied Waste
  - City of Boise
  - Tipping Fees (Entry Fee)
  - Ada County Billing Services

**BUDGET TO ACTUAL COMPARISON**



**FY2018-2019**  
**ADA COUNTY TENTATIVE BUDGET**

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**PARKING FACILITIES** – Headed by Elected Commissioners David L. Case, Jim Tibbs and Rick Visser, Parking Facilities is a capital project construction fund. The County Courthouse/Civic Plaza complex has a critical need for public and employee parking. To address this critical need, for the past three years, year-end savings has been set aside in this fund to accumulate the needed amount before appropriation. This fund is for the acquisition and furnishing of a parking garage facility to be located on Myrtle Street between 2nd and 3rd Streets, which will contain approximately 400-450 parking spaces and address the County's urgent parking needs.

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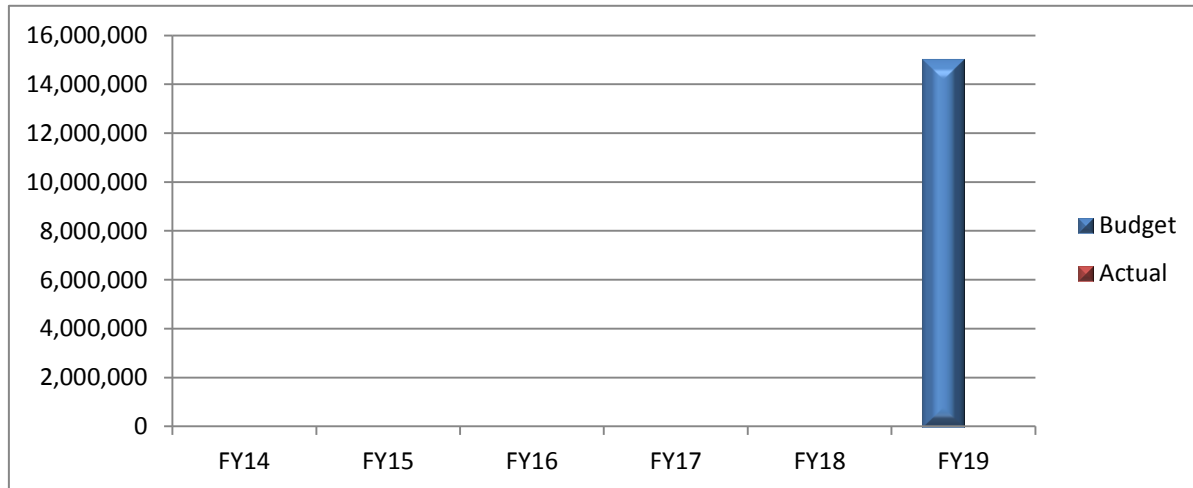
**FY19 HIGHLIGHTS**

- New Parking Garage

**TOP REVENUE STREAMS**

- Not Applicable

**BUDGET TO ACTUAL COMPARISON**



**NUMBER OF STAFF - 0**

**PARKING FACILITIES**

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# **CAPITAL INVESTMENT PLAN**



# ADA COUNTY



## CAPITAL INVESTMENT PROGRAM FY 2019 - 2023

**Board of Ada County Commissioners**

**David L. Case  
Jim Tibbs  
Rick Visser**

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## OVERVIEW

The Ada County Capital Investment Program (CIP) is prepared each year to promote good stewardship of the funding entrusted to the Offices, Departments and Enterprises that make up Ada County Government. Developing the CIP enables coordinated planning, prioritization, and selection of the capital projects and operational expenses that will be undertaken annually and receive funding. The CIP also provides an opportunity to communicate capital and operational needs that have been funded from enterprise funds and are vital to the operation of County Government.

In Fiscal Year 2019, the annual budget process took place between June 11-20, 2018. A draft of this document was presented to the Board of County Commissioners (BoCC) during this time. Elected Officials and Department Heads presented their budget requests to the BoCC who then deliberated the FY19 tentative budget which will be presented to the public later this summer. This document describes the projects reviewed and considered under the FY19 CIP process by the Transformation Board (TB).

In response to the FY19 CIP Call for Projects, Development Services received nine (9) CIP Project Proposals and eleven (11) Extraordinary Operational Expense Applications. Furthermore, three (3) additional CIP Project proposals and one (1) additional Extraordinary Operational Expense request were added to the CIP during the budget deliberation process for a grand total of 24 requests. These requests involve both General Fund and Non-General Fund allocations; therefore, this CIP report is divided into two sections, which are further divided into two categories of requests:

1. 12 CIP Project Proposals
  - 8 General Fund Projects
  - 4 Non-General Fund Projects
  
2. 12 Extraordinary Operational Expense Requests
  - 7 General Fund Projects
  - 5 Non-General Fund Projects

A table at the beginning of each section identifies the complete list of the individual projects that are in the respective section and is followed by brief descriptions of the individual projects.



## MASTER FACILITIES PLAN AND CIP PROTOCOLS

Ada County leaders have envisioned development and implementation of a long-range financial plan for County facilities and services in the Ada County 2025 Comprehensive Plan and Strategic Business Plan. As a result, the Board of County Commissioners (BoCC) allocated \$300,000 in Fiscal Year 2017 to begin creation of a Master Facilities Plan (MFP). Development Services has spearheaded this effort on behalf of the BoCC and County leaders. The MFP is anticipated to be a multi-year blueprint for necessary capital investments in the County's current, expanded, and new facilities from FY19 through FY25 planning horizon. Due to the magnitude, and far-reaching impacts of this project on most county operations/departments/offices, Development Services has worked collaboratively with a Leadership Team, comprised of most County officials and department heads, in its development. Development Services' presented the draft Master Facilities Plan to the BoCC on June 6th, 2018 and it was subsequently approved during the BoCC's Open Business Meeting on July 10<sup>th</sup>, 2018.

The BoCC, MFP Leadership Team, and CIP Transformation Board, have expressed a strong interest in initiating implementation of this Master Facilities Plan in FY19 through the Capital Investment Program. Furthermore, as the County had reviewed past CIP applications, it became evident that additional guidance was necessary for review and deliberations of operational expense items. In order to achieve these two goals, the BoCC has approved the revised CIP protocols on January 30<sup>th</sup>, 2018 (Attachment A). For FY19 and beyond, all CIP requests will be reviewed subject to these CIP protocols.

The Transformation Board met on April 19<sup>th</sup>, 2018 to review and prioritize the FY19 CIP requests. However, the Master Facilities Plan had not been formally reviewed and approved by the BoCC yet; which presented a unique challenge to the Transformation Board in making their recommendations, especially for larger capital projects such as the Coroner's Office or Courtroom Addition. Therefore, it is important to mention that the Transformation Board's prioritization was conducted in absence of an approved MFP, and projects within the program will be subject to modification by the BoCC as per approved MFP guidance for them.

The CIP protocols provide two separate deliberation processes for capital projects and extraordinary operational expenses. Therefore, it is also pertinent to mention that the departments/offices proposing an extraordinary operational expense application will be presenting them as a supplemental operational expense item during their budget



presentation; and as a result, will have an overall higher operational budget for their department/office.

## **FY18 CIP PROJECTS – COMMITTED AND REVIEWED**

The following section provides the status of the FY18 CIP projects as the County executes the CIP protocols in FY19.

### **FY18 Committed Projects – COMPLETED**

The following five (5) projects were prioritized by the TB and allocated appropriation from the General Funds in the FY18 CIP. They have been completed, or are anticipated to be completed within FY18, and therefore, the TB and BoCC will not consider these projects in the FY19 CIP.

1. Ada County Master Facilities Plan: Development Services
2. Greenbelt Pathway – Penitentiary Canal: Park and Waterways
3. RMS/JMS Infrastructure Upgrades: Sheriff
4. Jail Security System Upgrade: Sheriff
5. Ada Microwave Network Upgrades: Sheriff

### **FY18 Committed Projects – Rollover in FY19**

The following five (5) projects were prioritized by the TB, allocated appropriation from the General Funds in the FY18 CIP. These projects are anticipated to be complete in FY19 and no additional funding has been requested. The allocated amounts for these projects will be rolled-over by the County Auditor as identified in the approved business cases. FY18 business cases that did not have any identified allocations for FY19 will be allowed to rollover remaining allocated amounts for one year. And therefore, the TB and BoCC will not consider these projects in the FY19 CIP. The exception to this is the Radio EOL Replacement project listed as item #4 below; during the budget deliberation process it was determined that this project would need additional funding for FY19.

1. ECM – AC Media Replacement: Information Technology
2. ECM – Development Services DAPS Replacement: Information Technology
3. Enhanced Security Network: Information Technology
4. Radio EOL Replacement: Sheriff
5. TriTech Critical Systems: Sheriff





## **FY18 Reviewed Projects – Departmental Supplemental Budget in FY19**

The following seven (7) projects were considered by the TB and reviewed by the BoCC in the FY18 CIP. These are deemed critical in the on-going operation of a department/office. And therefore, these projects were not reviewed by the TB, but will be reviewed by BoCC as a supplemental budget item in FY19 for that department/office.

1. Hidden Hollow Closure – Stage 3: Landfill
2. Hidden Hollow Gas Control Expansion: Landfill
3. North Ravine Cell Expansion – Engineering: Landfill
4. North Ravine Cell Expansion – Stage 3: Landfill
5. Scrubber Filter Media Change-out: Landfill
6. Ambulance Replacement: Paramedics
7. Cardiac Monitor Replacement: Paramedics

## **FY18 Reviewed Projects – Operational Expense Application in FY19**

The following three (3) reviewed projects of the FY18 CIP fall within the definition of “Extraordinary Operational Expense” as described in the CIP protocols; therefore, these were reviewed and prioritized by the TB and will be reviewed by BoCC as a supplemental budget item in FY19 for that department/office. These requests will be discussed further in the following sections for the BoCC.

1. TriTech Inform Me CAD Enhancement: Sheriff
2. Replacement of Payroll and Time Attendance: Information Technology/Clerk
3. FACES Paper File Conversion: Clerk

## **FY18 Reviewed Projects – CIP Project Proposal in FY19**

The following five (5) reviewed projects of the FY18 CIP were considered in the Master Facilities Plan and fall within the definition of “CIP Project Proposal” as described in the protocols. And therefore, these were prioritized by the TB in FY19 and will be discussed further in the following sections for the BoCC.

1. Recycling Building and Infrastructure Upgrades: Landfill
2. “Z-Wall” Landfill Customer Drop-off: Landfill
3. Jail Intake Body Scanner: Sheriff
4. Courtroom Addition on 2nd Floor: Trial Court Administrator
5. Drug Court Treatment Center: Trial Court Administrator



## FY19 CIP CAPITAL PROJECTS

In response to the FY19 Call for Proposals, Development Services received a total of twelve (12) requests for capital projects as defined in the CIP protocols. Of the twelve (12), eight (8) projects have requested allocations from the County's general fund and the other four (4) have requested allocations from County's enterprise funds in FY19.

The following table summarizes those requests and the following sections discuss each of those requests in further details. Of the twelve (12) projects discussed, the 'Coroner's Office New Site' has been removed from the table as the BoCC removed this project from consideration for the FY19 CIP during the budget deliberation process.



## Ada County CIP FY 19-23 – Capital Projects Complete List

FY19 Capital Projects	PROJECT INFORMATION			FINANCIAL SUMMARY				
	Project Name	Office/Dept	MFP or CIP Project	Current Phase	Total Request			Other Funding
					Total	Gen. Fund Total	Gen. Fund FY19	
Property & Evidence Refrigeration Expansion	Sheriff	CIP FY19	I & II	\$ 388,911	\$ 388,911	\$ 388,911	\$ -	
Jail Intake Body Scanner	Sheriff	MFP & CIP FY18	I & II	\$ 153,620	\$ 153,620	\$ 153,620	\$ -	
Courtroom Addition on 2nd Floor	TCA	MFP & CIP FY15	I & II	\$ 1,570,000	\$ 1,570,000	\$1,570,000	\$ -	
Jail CCU and Dorm Side Visiting Changes	Sheriff	CIP FY19	I	\$ 73,000	\$ 73,000	\$ 73,000	\$ -	
Courtroom Audio Visual Upgrades	Ops	CIP FY19	I & II	\$ 252,000	\$ 252,000	\$ 252,000	\$ -	
PSB Jail Grounding Unbalanced Load	Ops	CIP FY19	I & II	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	
Courthouse Access Control System Upgrade	Ops	CIP FY19	I & II	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	
Drug/Problem Solving Court Treatment Center	TCA	MFP & CIP FY15	I & II	\$ 2,900,000	\$ -	\$ -	\$ 2,900,000	Drug Court Fund
Recycling Building & Infrastructure Upgrades	Operations	MFP & CIP FY18	I & II	\$ 810,000	\$ -	\$ -	\$ 112,000	Enterprise
"Z-Wall" Landfill Customer Drop-off	Operations	MFP & CIP FY18	I & II	\$ 821,000	\$ -	\$ -	\$ 115,000	Enterprise
Solid Waste Office Building	Operations	MFP & CIP FY19	I & II	\$ 770,000	\$ -	\$ -	\$ 70,000	Enterprise
<b>Total Values</b>				\$ 8,438,531	\$ 3,137,531	\$ 3,137,531	\$ 3,197,000	

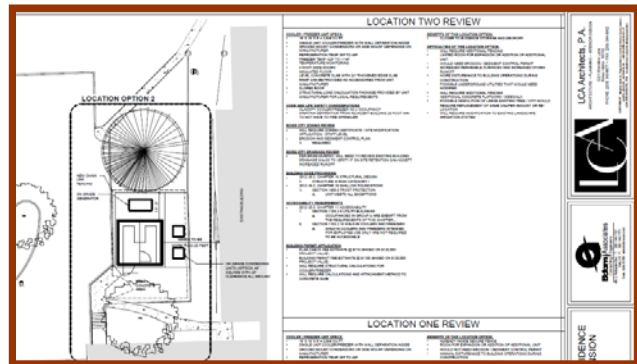


## FY19 Capital Projects – Prioritized

The following eight (8) FY19 capital projects request allocations from the County’s General Fund (GF). The Transformation Board has prioritized them for making a recommendation to the BoCC with the exception of three (3) projects: Courtroom Audio Visual Upgrades, PSB/Jail Grounding Correction, and Courthouse Complex Access Control. These projects were added to the FY19 CIP through the budget deliberation process.

### Property and Evidence Refrigeration Expansion

DEPARTMENT/OFFICE: Sheriff  
PROJECT OWNER: Scott Johnson  
FUNDING STATUS: Committed  
TB PRIORITY: 1  
TOTAL GF REQUEST: \$388,911  
TOTAL FY19 GF REQUEST: \$388,911  
PHASE: I & II  
CIP APPLICATION YEAR: FY19



**PROJECT DESCRIPTION:** Ada County Sheriff’s Office requests to expand the refrigeration/freezer space for their Property and Evidence Building at the Public Safety Complex by adding two 16\*8 free-standing cold storage units. The statutory requirements for evidence have increased through recent legislation resulting in doubled need for cold storage of evidence within the last 7 years with 0% current capacity. This project will add 1000 cubic feet of freezer and 1000 cubic feet of refrigerator space to provide necessary capacity for the next five years need. Recognizing this need, the Sheriff’s Office has conducted initial preliminary design concepts and price estimate work (partial Phase I). The Sheriff’s Office requests \$31,520 to complete Phase I and \$357,391 to complete Phase II in FY19.

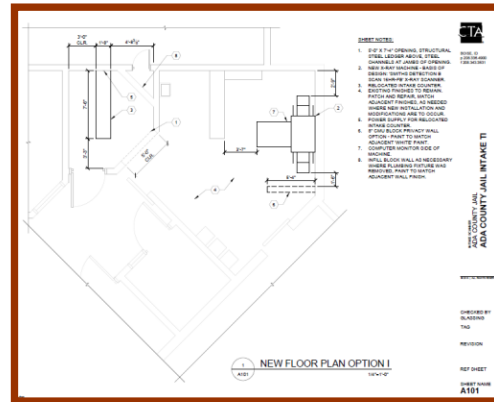
**TRANSFORMATION BOARD DISCUSSION:** The Transformation Board unanimously felt that this is a critical need for the County, and therefore, provided #1 ranking to this project in their prioritization.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Board allocated appropriation to this project from the General Fund.



### Jail Intake Body Scanner

DEPARTMENT/OFFICE: Sheriff  
 PROJECT OWNER: Scott Johnson  
 FUNDING STATUS: Committed  
 TB PRIORITY: 2  
 TOTAL GF REQUEST: \$153,620  
 TOTAL FY19 GF REQUEST: \$153,620  
 PHASE: I & II  
 CIP APPLICATION YEAR: FY18



PROJECT DESCRIPTION: Ada County Sheriff’s Office requests to place a body scanner at inmate intake area to catch contraband before it enters jail population. The need for this scanner has been present for many years and funding was requested in FY18. As the jail population increases causing overcrowding, this need is exasperated. Recognizing this need, the Sheriff’s Office has conducted initial preliminary design concepts and price estimate work (partial Phase I). The Sheriff’s Office requests \$53,820 to complete Phase I and \$99,800 to complete Phase II in FY19.

TRANSFORMATION BOARD DISCUSSION: The Transformation Board unanimously felt that this is a critical need for the County, and therefore, provided #2 ranking to this project in their prioritization. The Transformation Board was not clear if the cost of scanner purchase was a part of the requested amount, which staff was able to confirm that it was.

FY19 BUDGET DELIBERATIONS UPDATE: During the budget deliberation process, the Board allocated appropriation to this project from the General Fund.

### Coroner’s Office New Site

DEPARTMENT/OFFICE: Coroner  
 PROJECT OWNER: Dotti Owens  
 FUNDING STATUS: Removed  
 TB PRIORITY: 3  
 TOTAL GF REQUEST: \$2,500,000  
 TOTAL FY19 GF REQUEST: \$1,250,000  
 PHASE: I  
 CIP APPLICATION YEAR: FY15



PROJECT DESCRIPTION: Ada County Coroner’s Office requests \$1.25M in FY19 to identify and purchase a new site, as well as conduct preliminary design work and cost estimate for construction of a new coroner’s facility of approximately 30,000 sq. ft. This Phase I work



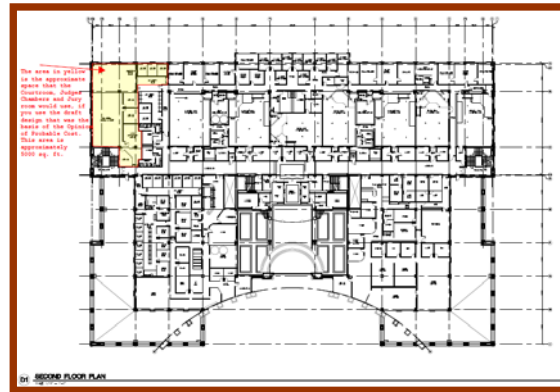
will prepare a clear path for construction of a new Coroner’s Office that carry out the statutory functional requirements and address site and safety limitations of its current location. This request will encompass hiring of a real estate agent, identification of a suitable site, purchase of the selected property, hiring of an architectural firm with specialization in Coroner’s building design, conducting preliminary design work, identifying construction cost estimates, as well as confirming funding and financing agreements for its construction.

**TRANSFORMATION BOARD DISCUSSION:** This request generated a significant discussion during the Transformation Board Meeting. The current proposal for the Master Facilities Plan identifies this as #3 in sequencing of large capital projects, following even larger projects such as jail expansion. Therefore, a few members were unsure how to proceed with their recommendation to the BoCC. At the same time, other members felt strongly that considering the existing condition of the current facility, the County should not further delay allocations of funds for securing a site and initiating design work. In the end, this request received #3 ranking in their prioritization.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Board removed this project from consideration for the FY19 CIP.

## Courtroom Addition on 2nd Floor

**DEPARTMENT/OFFICE:** Trial Court Admin  
**PROJECT OWNER:** Larry D. Reiner  
**FUNDING STATUS:** Committed  
**TB PRIORITY:** 4  
**TOTAL GF REQUEST:** \$1,570,000  
**TOTAL FY19 GF REQUEST:** \$1,570,000  
**PHASE:** I & II  
**CIP APPLICATION YEAR:** FY15



**PROJECT DESCRIPTION:** The Fourth District Trial Court Administrator requests \$1.25M in FY19 to construct an additional 12 person jury courtroom on the second floor of the Ada County Courthouse Building encompassing approximately 5000 sq. ft. This phase I and II request will address growing need for additional court caseload, which currently requires utilization of the BoCC Hearing Room as a courtroom, rescheduling of jury trials or scheduling court activities in afterhours.

**TRANSFORMATION BOARD DISCUSSION:** This request also generated a significant discussion during the Transformation Board Meeting. A few members, especially the ones associated with the Court functions, were unsure if this is a critical need of the county at this time or not. The TB unanimously requested additional data and analysis for them to



prioritize this request accurately. Furthermore, a few members, especially the ones associated with non-court related functions, ended up reevaluating their prioritization. In the end, this request received #4 ranking in their prioritization.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Board allocated appropriation to this project from the General Fund. The BoCC recognized the critical need of this project and held a public hearing on July 17, 2018 to determine if the use of foregone tax is appropriate to fund this capital expense. On, July 24, 2018 the BoCC denied the use of foregone taxes; however, funding was appropriated to this project from the use of the General Fund balance.

## **Jail CCU and Dorm-side Visiting Changes**

DEPARTMENT/OFFICE: Sheriff  
PROJECT OWNER: Scott Johnson  
FUNDING STATUS: Committed  
TB PRIORITY: 5 (OFFICE BUDGET)  
TOTAL GF REQUEST: \$73,000  
TOTAL FY19 GF REQUEST: \$73,000  
PHASE: I  
CIP APPLICATION YEAR: FY19



**PROJECT DESCRIPTION:** Ada County Sheriff's Office requests \$73,000 in FY19 to prepare preliminary design for remodeling in-person meeting spaces near critical care unit of inmates that would allow professional and personal dorm-side visitation in a secured and safe manner.

**TRANSFORMATION BOARD DISCUSSION:** This request generated some discussion during the Transformation Board Meeting. In the end, this request received #5 ranking in their prioritization, and it was recommended that the Sheriff's Office pay for this work from their Office's annual budget allocation.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Board allocated appropriation to this project from the General Fund.



**Courtroom Audio/Video Upgrades**

DEPARTMENT/OFFICE: Operations

PROJECT OWNER: Scott Williams

FUNDING STATUS: Committed

TB PRIORITY: Added by BOCC

TOTAL GF REQUEST: \$252,000

TOTAL FY19 GF REQUEST: \$252,000

PHASE: I & II

CIP APPLICATION YEAR: FY19



PROJECT DESCRIPTION: Ada County Operations Department requests \$727,600 in FY19 to upgrade the existing audio visual system throughout the courthouse in its entirety. The existing systems are supported by outdated analog technology and are not compatible with newer computer equipment. Operations originally proposed to complete this project over a period of three years for \$252,000 per year; however, the BoCC requested that they provide an option to complete the entire project.

FY19 BUDGET DELIBERATIONS UPDATE: During the budget deliberation process, the Operations Department presented this project to the BoCC who determined that it was a valuable project that should be considered for the FY19 CIP. The BoCC recognized the critical need of this project and held a public hearing on July 17, 2018 to determine if the use of foregone tax to fund this capital expense is appropriate. On July 24, 2018 the BoCC denied the use of foregone taxes; however, the amount of \$252,000, as originally requested, has been appropriated to this project from the General Fund.

**PSB/Jail Grounding & Unbalanced Load Correction**

DEPARTMENT/OFFICE: Operations

PROJECT OWNER: Scott Williams

FUNDING STATUS: Committed

TB PRIORITY: Added by BOCC

TOTAL GF REQUEST: \$200,000

TOTAL FY19 GF REQUEST: \$200,000

PHASE: I & II

CIP APPLICATION YEAR: FY19







**PROJECT DESCRIPTION:** Ada County Operations Department requests \$200,000 in FY19 to address grounding and bonding issues that have been discovered throughout the jail and Public Safety Building. While installing new equipment for the Jail Security Upgrade, the electricians noticed that they were getting back feeds on circuits that had been turned off. Due to the age of the facility and the complexity of locating these issues, Operations has hired an electrical engineer to recommend corrections. Operations have proposed to complete this project over a period of two years and may request additional funding for FY20.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Operations Department presented this project to the BoCC who determined that it was a valuable project that should be considered for the FY19 CIP. The BoCC allocated appropriation to this project from the General Fund.

## **Courthouse Complex Access Control**

**DEPARTMENT/OFFICE:** Operations

**PROJECT OWNER:** Scott Williams

**FUNDING STATUS:** Committed

**TB PRIORITY:** Added by BOCC

**TOTAL GF REQUEST:** \$500,000

**TOTAL FY19 GF REQUEST:** \$500,000

**PHASE:** I & II

**CIP APPLICATION YEAR:** FY19



**PROJECT DESCRIPTION:** Ada County Operations Department requests \$500,000 in FY19 to upgrade the existing access control system in the courthouse. The existing system is 16 years old and the control boards are no longer being made. New doors cannot be added to the system and, further, failure of the system could prevent control of interior and exterior doors.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Operations Department presented this project to the BoCC who determined that it was a valuable project that should be considered for the FY19 CIP. The BoCC allocated appropriation to this project from the General Fund.



## FY19 Capital Projects – Non-General Fund

The following four (4) FY19 capital projects request allocations from the County’s non-general fund sources. The CIP Protocols stipulate that non-general fund capital projects be reviewed by the Transformation Board to ensure efficiency in overall county services; however, these projects will not be prioritized by the TB for making a recommendation to the BoCC.

### Drug Court Treatment Center

DEPARTMENT/OFFICE: Trial Court Admin  
PROJECT OWNER: Larry D. Reiner  
FUNDING STATUS: Allocated  
TB PRIORITY: N/A  
FUNDING SOURCE: Drug Court Fund  
TOTAL REQUEST: \$2,900,000  
TOTAL FY19 GF REQUEST: \$2,900,000  
PHASE: I & II  
CIP APPLICATION YEAR: FY15



PROJECT DESCRIPTION: The Fourth District Trial Court Administrator requests \$2.9M in FY19 to identify and purchase a new building, create preliminary design work and construction cost estimates, and retrofit it as the new Drug Court Treatment Center. This Phase I and II request will address growing need of 200+ clientele for drug treatment and decant a major conflicting function at the 400 N Benjamin Ln building.

TRANSFORMATION BOARD DISCUSSION: This request also generated a significant discussion during the Transformation Board Meeting. Although most members realized the critical need for this request, its requested scope (33,000 sq. ft.), adequacy of requested amount (\$2.9M), and timeframe for completion (1 year) caused additional discussions. The general consensus was that this request should move forward with Phase I work to provide additional definition of its scope, needed construction cost, and completion date, prior to committing to Phase II work.

FY19 BUDGET DELIBERATIONS UPDATE: During the budget deliberation process, the Board allocated appropriation to this project from the Drug Court Fund.



### Recycling Building & Infrastructure Upgrades

DEPARTMENT/OFFICE: Operations  
PROJECT OWNER: Scott Williams  
FUNDING STATUS: Allocated  
TB PRIORITY: N/A  
FUNDING SOURCE: Enterprise  
TOTAL REQUEST: \$810,000  
TOTAL FY19 GF REQUEST: \$112,000  
PHASE: I & Partial II  
CIP APPLICATION YEAR: FY18



PROJECT DESCRIPTION: The Ada County Operations Department, on behalf of Landfill, requests to build a low cost structure for all recycle efforts in one central location of landfill site. This request involves allocation of \$50,000 for phase I, and \$62,000 for partial Phase II in FY19 from Enterprise funds. The construction of this project is dependent upon Hidden Hollow and North Racine Cell closures.

TRANSFORMATION BOARD DISCUSSION: This request was well received by the Transformation Board.

FY19 BUDGET DELIBERATIONS UPDATE: During the budget deliberation process, the Board allocated appropriation to this project from the Solid Waste Enterprise Fund.

### “Z-Wall” for Landfill Customer Drop Off

DEPARTMENT/OFFICE: Operations  
PROJECT OWNER: Scott Williams  
FUNDING STATUS: Allocated  
TB PRIORITY: N/A  
FUNDING SOURCE: Enterprise  
TOTAL REQUEST: \$821,000  
TOTAL FY19 GF REQUEST: \$115,000  
PHASE: I & Partial II  
CIP APPLICATION YEAR: FY18



PROJECT DESCRIPTION: The Ada County Operations Department, on behalf of Landfill, requests to build a Z shaped wall where multiple county customers could drop-off large items to be disposed at landfill in a safe and secured manner. This request involves



allocation of \$46,000 for phase I, and \$69,000 for partial Phase II in FY19 from Enterprise funds.

**TRANSFORMATION BOARD DISCUSSION:** This request was well received by the Transformation Board.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Board allocated appropriation to this project from the Solid Waste Enterprise Fund.

## Solid Waste Office Building

**DEPARTMENT/OFFICE:** Operations

**PROJECT OWNER:** Scott Williams

**FUNDING STATUS:** Allocated

**TB PRIORITY:** N/A

**FUNDING SOURCE:** Enterprise

**TOTAL REQUEST:** \$770,000

**TOTAL FY19 GF REQUEST:** \$70,000

**PHASE:** I

**CIP APPLICATION YEAR:** FY19



**PROJECT DESCRIPTION:** The Ada County Operations Department, on behalf of Landfill, requests to build a larger (3500 sq. ft.) office building to house Solid Waste Office close to various landfill operations instead of near landfill entrance. This request involves allocation of \$70,000 for phase I in FY19 from Enterprise funds.

**TRANSFORMATION BOARD DISCUSSION:** This request was well received by the Transformation Board.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Board allocated appropriation to this project from the Solid Waste Enterprise Fund.



## FY19 CIP EXTRAORDINARY OPERATIONAL EXPENSES

In response to the FY19 Call for Proposals, Development Services received a total of twelve (12) requests for Extraordinary Operational Expenses as defined in the CIP protocols. Of the twelve (12), seven (7) have requested allocations from the County's general fund and the other five (5) have requested allocations from the Title 31 Budget (non-general fund) in FY19.

The following table summarizes those requests and the following sections discuss each of those requests in further detail. Of the twelve (12) projects discussed, the 'Radio EOL Replacement' project was added to the FY19 CIP by the BoCC during the budget deliberation process.



## Ada County CIP FY 19-23 – Capital Projects Complete List

FY19 Operational Expense Applications	PROJECT INFORMATION			FINANCIAL SUMMARY				
	Project Name	Office/Dept	Dept Priority	Initial Prog Year	Total Request			Other Funding
					Total	Gen. Fund	Gen. Fund FY19	
Replacement of Payroll and Time & Attendance System	Clerk/I.T.	1	2018	\$ 1,175,000	\$ 1,175,000	\$ 1,175,000	\$ -	
F5 Portal Hardware for Web & Saas Security	I.T.	1	2019	\$ 197,000	\$ 197,000	\$ 197,000	\$ -	
Remote Desktop (RDS) for Legacy Applications	I.T.	2	2018	\$ 431,057	\$ 431,057	\$ 431,057	\$ -	
FACES Paper File Conversion (4 Employees)	Clerk		2018	\$ 198,000	\$ 198,000	\$ 198,000	\$ -	
Palo Alto Global Protect	I.T.	3	2019	\$ 170,000	\$ 170,000	\$ 170,000	\$ -	
Facilities Maintenance Program	Operations		2019	\$ 160,000	\$ 160,000	\$ 160,000	\$ -	
Radio EOL Replacement Project	Sheriff		2018	\$ 1,581,115	\$ 1,581,115	\$ 800,000	\$ -	
IP Simulcast	Sheriff-911	1	2019	\$ 1,407,900	\$ -	\$ -	\$ 1,407,900	Title 31 Budget
Inform Me TriTech CAD Enhancement	Sheriff-911	2	2018	\$ 201,400	\$ -	\$ -	\$ 201,400	Title 31 Budget
Radio System Manager/Enhancement	Sheriff-911	5	2019	\$ 320,000	\$ -	\$ -	\$ 320,000	Title 31 Budget
New Radio Site Cameras	Sheriff-911	3	2019	\$ 120,000	\$ -	\$ -	\$ 120,000	Title 31 Budget
Radio Site Power System Replacements	Sheriff-911	4	2019	\$ 400,000	\$ -	\$ -	\$ 400,000	Title 31 Budget
<b>Total Values</b>				\$ 6,361,472	\$ 3,912,172	\$ 3,131,057	\$ 2,449,300	



## FY19 Extraordinary Operational Expenses – Prioritized

The following seven (7) FY19 extraordinary operational expenses request allocations from the County’s General Fund (GF). The Transformation Board has ranked each request by priority for recommendation to the BoCC with the exception of one (1) project: Radio EOL Replacement. This project was added to the FY19 CIP through the budget deliberation process.

### Replacement of Payroll and Time Attendance System

DEPARTMENT/OFFICE: Clerk/IT  
PROJECT OWNER: Chris Rich  
FUNDING STATUS: Committed  
TB PRIORITY: 1  
TOTAL GF REQUEST: \$1,750,000  
TOTAL FY19 GF REQUEST: \$450,000  
CIP APPLICATION YEAR: FY18



**PROJECT DESCRIPTION:** Clerk/Auditor/Recorder is requesting additional \$2.25 million over 5 years starting in FY19 to identify and purchase a new payroll and time attendance system. This request will address the risks associated with maintaining the current system which is likely to fail in the next 5 years. Without programmers or analysts on staff to continue to support or rewrite it, the software will not be able to fully function or connect with other County programs, potentially resulting in a catastrophic failure.

**TRANSFORMATION BOARD DISCUSSION:** The Transformation Board discussion touched on the allocation of funds for this request, and how it should be overseen. It was suggested that due to the countywide nature of the project, no one department or office could really claim this project as their own. Ultimately, the TB recommended a more appropriate approach – have this project be funded through the County Commissioners, while having IT take lead in overseeing its execution. The TB unanimously supported this proposal determined it is a critical need for the County, and therefore, provided #1 prioritization to this project.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, there was discussion of whether the county will purchase the replacement program or if it will be leased as Software as a Service (SaaS). Purchasing a program would require more funding up front where SaaS would require more funding for annual maintenance by the way of licensing per person. Considering the feasibility of acquiring SaaS, Mr. McGrane stated that he and Mr. O’Meara were comfortable with reducing the amount requested by \$500,000.



The Board allocated \$1,175,000 to this project from the General Fund.

### F5 Portal Hardware for Web and SaaS Security

DEPARTMENT/OFFICE: IT  
PROJECT OWNER: Kent Herr  
FUNDING STATUS: Committed  
TB PRIORITY: 2  
TOTAL GF REQUEST: \$197,000  
TOTAL FY19 GF REQUEST:\$197,000  
CIP APPLICATION YEAR: FY19



PROJECT DESCRIPTION: Ada County IT department requests \$197,000 in FY19 to install F5 portal hardware to the county cyber security for SaaS (Software as a Service) logins. This hardware will prevent county employee passwords and user names from being stored on cloud networks hosted by the service providers themselves. The information would instead be housed onsite in the hardware at the county. This improves security by protecting our user information if one of the service providers is hacked.

TRANSFORMATION BOARD DISCUSSION: The discussion of this proposal centered on this gap in our security being large enough to necessitate quick action. The TB identified this as a significant security risk to the county and unanimously prioritized this request #2.

FY19 BUDGET DELIBERATIONS UPDATE: During the budget deliberation process, the Board allocated appropriation to this project from the General Fund.

### Remote Desktop for Legacy Applications

DEPARTMENT/OFFICE: IT  
PROJECT OWNER: Kent Herr  
FUNDING STATUS: Committed  
TB PRIORITY: 3  
TOTAL GF REQUEST: \$431,057  
FY19 GF REQUEST: \$431,057  
CIP APPLICATION YEAR: FY19



PROJECT DESCRIPTION: IT is requesting \$431,057 in FY19 to deliver legacy applications from a secure location using the Remote Desktop System (RDS). This will address what has





been identified to IT in their Pen-Tests as a massive security risk. The risk comes from applications on county staff computers that require those users to have administrative rights to their computer. This is dangerous because should any one of these employees, of which there are many, be compromised or hacked, those rights could allow an individual to take control of the whole system without restriction.

**TRANSFORMATION BOARD DISCUSSION:** The Transformation Board discussion compared this security risk to leaving the garage door up when you leave the house. All members agreed that anything we can do to prevent this is urgently necessary and unanimously prioritized this at #3.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Board allocated appropriation to this project from the General Fund.

## **FACES-Paper File Conversion**

DEPARTMENT/OFFICE: Clerk

PROJECT OWNER: Chris Rich

FUNDING STATUS: Committed

TB PRIORITY: 4

TOTAL GF REQUEST: \$198,000

TOTAL FY19 GF REQUEST: \$198,000

CIP APPLICATION YEAR: FY18



**PROJECT DESCRIPTION:** Clerk/Auditor/Recorder is requesting \$3.75 million over 3 or 5 years, starting in FY19 with \$1,253,237 (or \$751,942) to convert the over 20,000 file boxes stored at FACES facility to digital copies. The county is currently using OnBase to enable the paper file conversion to digital records and last year provided \$250,000 to begin this project. This project is ongoing and is intended to free up space currently full to capacity as file storage in the FACES downtown Boise building.

**TRANSFORMATION BOARD DISCUSSION:** The Transformation Board discussed the importance of continuing the conversion of paper files to digital, and the need to open the storage space at faces. Part of that discussion was about how much funding to provide to this project, as both the 3 and 5 year requests represent significant increases to the CIP. This was said to be necessary as the cost of the file conversion may be going up in the upcoming fiscal years, requiring more funds to accomplish the same or better results. The board also discussed that instead of 3 or 5 year, the proposal could receive the same funding as the previous year. The final decision was left up to the BoCC, and the TB unanimously prioritized this project at #4.



**FY19 BUDGET DELIBERATIONS UPDATE:** After prioritization, the Clerk determined that a more cost efficient option to hiring consultants would be to hire personnel and purchase equipment for converting the file boxes stored at FACES facility to digital copies. The Clerk amended his request to \$198,000 for FY19 which was presented to the BoCC during the budget deliberation process. The BoCC allocated appropriation to this project from the General Fund.

**Palo Alto Global Protect**

DEPARTMENT/OFFICE: IT  
PROJECT OWNER: Kent Herr  
FUNDING STATUS: Committed  
TB PRIORITY: 5  
TOTAL GF REQUEST: \$170,000  
TOTAL FY19 GF REQUEST: \$170,000  
CIP APPLICATION YEAR: FY19



**PROJECT DESCRIPTION:** IT is requesting \$170,000 in FY19 to purchase and install Palo Alto Global Protect. This service will extend the same network restrictions and protections implemented on computers located at county facilities, to devices such as laptops and cell phones. This prevents off site devices within the county from being exposed to unprotected networks or sites, and introducing malware back into county systems upon their return.

**TRANSFORMATION BOARD DISCUSSION:** The Transformation Board’s in discussion of this request noted that relative to the other 2 IT security concerns, this was the lowest priority and the TB unanimously prioritized this project at #5.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Board allocated appropriation to this project from the General Fund.

**Facilities Maintenance Program**

DEPARTMENT/OFFICE: Operations  
PROJECT OWNER: Scott Williams  
FUNDING STATUS: Committed  
TB PRIORITY: 6  
TOTAL GF REQUEST: \$160,000  
TOTAL FY19 GF REQUEST: \$160,000  
CIP APPLICATION YEAR: FY19





**PROJECT DESCRIPTION:** Operations is requesting \$160,000 in FY19 to expand the Facilities Dude program which generates a list of maintenance for county facilities. This provides operations with a central standard set of data, and a standardized means of submitting maintenance requests. This would provide Operations with objective statements on the conditions of buildings and their furnishings in need of maintenance.

**TRANSFORMATION BOARD DISCUSSION:** The Transformation Board discussed the need for this program and unanimously agreed that the prioritization for this project would be #6.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Board allocated appropriation to this project from the General Fund.

## **Radio EOL Replacement**

**DEPARTMENT/OFFICE:** Sheriff

**PROJECT OWNER:** Sheriff Bartlett

**FUNDING STATUS:** Committed

**TB PRIORITY:** N/A

**TOTAL GF REQUEST:** \$800,000

**TOTAL FY19 GF REQUEST:** \$800,000

**CIP APPLICATION YEAR:** FY18



**PROJECT DESCRIPTION:** The mobile and hand-held radios currently used by the Sheriff's Office were considered antiquated in 2016 because Motorola discontinued this model in 2014. This project was initially funded in FY18 CIP; this is the second phase of funding that will enable replacement of the remaining aged radios.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Board allocated appropriation to this project from the General Fund.



**FY19 CIP Extraordinary Operational Expenses – Non-General Fund**

The following five (5) FY19 extraordinary operational expense request allocations from the County’s non-general fund sources, and therefore, the Transformation Board have not prioritized them for making a recommendation to the BoCC.

**IP Simulcast Upgrade**

DEPARTMENT/OFFICE: 911-Sheriff  
PROJECT OWNER: Sheriff Bartlett  
FUNDING STATUS: Allocated  
TB PRIORITY: N/A  
FUNDING SOURCE: Title 31 Budget  
TOTAL REQUEST: \$1.4 Mil  
TOTAL FY19 GF REQUEST: \$0  
PHASE: I  
CIP APPLICATION YEAR: FY19



PROJECT DESCRIPTION: The Ada County 911 Technical Operations Department requests to build a new IP protocol in order to upgrade the radio system. This will enable greater functionality and new features and enhancements for radio communication. This request involves allocation of \$1.4 MIL for phase I in FY19 from Title 31 funds.

TRANSFORMATION BOARD DISCUSSION: This request was well received by the Transformation Board.

FY19 BUDGET DELIBERATIONS UPDATE: During the budget deliberation process, the Board allocated appropriation to this project from the Title 31 Fund.

**InformMe CAD enhancement**

DEPARTMENT/OFFICE: 911-Sheriff  
PROJECT OWNER: Sheriff Bartlett  
FUNDING STATUS: Allocated  
TB PRIORITY: N/A  
FUNDING SOURCE: Title 31 Budget  
TOTAL REQUEST: \$201,400  
TOTAL FY19 GF REQUEST: \$0  
PHASE: I  
CIP APPLICATION YEAR: FY19





**PROJECT DESCRIPTION:** The Ada County 911 Technical Operations Department requests to purchase and install Tritech InformMe/ FieldOps product as part of the CAD implementation. This request involves allocation of \$201,400 in FY19 from Title 31 funds.

**TRANSFORMATION BOARD DISCUSSION:** This request did not generate any discussion by the Transformation Board.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Board allocated appropriation to this project from the Title 31 Fund.

## **Radio System Manager**

**DEPARTMENT/OFFICE:** 911-Sheriff

**PROJECT OWNER:** Sheriff Bartlett

**FUNDING STATUS:** Allocated

**TB PRIORITY:** N/A

**FUNDING SOURCE:** Title 31 Budget

**TOTAL REQUEST:** \$320,000

**TOTAL FY19 GF REQUEST:** \$0

**PHASE:** I

**CIP APPLICATION YEAR:** FY19



**PROJECT DESCRIPTION:** The Ada County 911 Technical Operations requests to install radio system enhancement that allows the administrator to manage the system for efficiently. This request involves allocation of \$320,000 in FY19 from Title 31 funds.

**TRANSFORMATION BOARD DISCUSSION:** This request was well received by the Transformation Board.

**FY19 BUDGET DELIBERATIONS UPDATE:** During the budget deliberation process, the Board allocated appropriation to this project from the Title 31 Fund.



**New Radio Site Cameras**

DEPARTMENT/OFFICE: 911-Sheriff  
PROJECT OWNER: Sheriff Bartlett  
FUNDING STATUS: Allocated  
TB PRIORITY: N/A  
FUNDING SOURCE: Title 31 Budget  
TOTAL REQUEST: \$120,000  
TOTAL FY19 GF REQUEST: \$0  
PHASE: I  
CIP APPLICATION YEAR: FY19



PROJECT DESCRIPTION: The Ada County 911 Technical Operations requests to build radio site cameras to enable tech to remotely monitor the security and operation of our remote radio sites. This request involves allocation of \$120,000 in FY19 from Title 31 funds.

TRANSFORMATION BOARD DISCUSSION: This request was well received by the Transformation Board.

FY19 BUDGET DELIBERATIONS UPDATE: During the budget deliberation process, the Board allocated appropriation to this project from the Title 31 Fund.

**Radio Site Power system replacements**

DEPARTMENT/OFFICE: 911-Sheriff  
PROJECT OWNER: Sheriff Bartlett  
FUNDING STATUS: Allocated  
TB PRIORITY: N/A  
FUNDING SOURCE: Title 31 Budget  
TOTAL REQUEST: \$400,000  
TOTAL FY19 GF REQUEST: \$0  
PHASE: I  
CIP APPLICATION YEAR: FY19



PROJECT DESCRIPTION: The Ada County 911 Technical Operations requests to replace aging power infrastructure at three aging sites. This request involves allocation of \$400,000 for phase I in FY19 from Title 31 funds.



## Ada County Capital Investment Program | **FY19-23**

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TRANSFORMATION BOARD DISCUSSION: This request was well received by the Transformation Board.

FY19 BUDGET DELIBERATIONS UPDATE: During the budget deliberation process, the Board allocated appropriation to this project from the Title 31 Fund.



## COMPLETED CIP PROJECTS IN FY18

The Ada County Capital Investment Program (CIP) has much to celebrate as it achieved or will achieve completion of a few critical projects in FY18.



After spending countless hours in deliberations of county’s facility needs in the future in a collaborative effort, the much needed Master Facilities Plan project will be completed by the county leaders.



A critical project for safety and recreational needs of County residents, Greenbelt through Penitential Canal Segment, will be completed.



The Ada County Sheriff’s Office wrapped up three of their critical operational projects:

1. RMS/JMS Infrastructure Upgrades: Sheriff
2. Jail Security System Upgrade: Sheriff
3. Ada Microwave Network Upgrades: Sheriff





## ATTACHMENT A: CIP PROTOCOLS

### PURPOSE:

Ada County provides a wide variety of public facilities/services to its residents. In order to maintain desirable service levels and serve its future growth, Ada County has developed a Master Facilities Plan (MFP), which is a multi-year blueprint for the necessary investments in current, expanded and new facilities. To execute the MFP, the County has engaged in an annual Capital Investment Program (CIP). The CIP is an ongoing collaborative process that receives and reviews all public facility/service needs from various county departments and offices for the next fiscal year. The County has established a Transformation Board, which serves in an advisory capacity to the Board of County Commissioners as they make final decisions on the CIP.

### SECTION 1: ACRONYMS & DEFINITIONS

1. BOCC – Board of County Commissioners: The three (3) member legislative and governing body of Ada County.
2. Capital Project: A project where the cost of the product is capitalized or the cost is depreciated. This is normally a long term project requiring relatively large sum to acquire, develop, improve, and/or maintain a capital asset such as land or building. For Ada County, the most common example of a capital project is improvement, expansion, or construction of a county facility. Annual operational expenses such as acquisition of equipment, development or acquisition of information technology, employee travel or training are not a capital project.
3. Change Order: A request to deviate from a previously approved scope of work by \$100,000 (in one year or cumulative) that requires approval from the Board of County Commissioners.
4. CIP – Capital Investment Program: General funds or non-general funds investment in county facilities for the purpose of providing public services. CIP may include multi-year projects for acquisition of new properties, construction of new buildings, improvements in current facilities, expansion of existing buildings, or acquisition of a fixed asset directly associated with a facility that is expected to be productive over many years.
5. CIP Year-end Report: A fiscal year-end report, produced by Development Services, that reviews status, scope of work, and spend profile of all CIP projects, including any change orders and mid-year activities.



6. CIP Project Proposal: A new capital project proposal that includes a funding request of \$100,000 or more (in one year or cumulative) and either implements the MFP, or is not a part of MFP scope, but requests either full or partial funding from the general fund for a county facility.
7. CIP Summary Report: A document produced annually after adoption of the budget which summarizes approved CIP projects and their respective appropriations.
8. MFP – Master Facilities Plan: An entire portfolio of Ada County’s currently owned and leased facilities as well as needed future facilities. This document sets strategic capital investment goals and identifies the necessary CIP projects to execute those goals for existing and future buildings.
9. Non-General Fund Project: A capital project which does not request funding from the general fund, but is identified in the Master Facilities Plan or is provided for informational purposes in the CIP.
10. Extraordinary Operational Expenses: Operational expenses generally refer to annual costs required to support operations of the County facilities and services. However, for the purposes of Ada County CIP, extraordinary operational expenses mainly include acquisition of equipment and development or acquisition of information technology (including employee travel or training) that require annual appropriation of \$100,000 or more and are above and beyond a department/office’s annual ongoing budget. For this CIP, extraordinary operational expenses exclude ongoing operational expenses and maintenance costs such as current professional and contracted services; existing lease agreements; vehicle, equipment and software repair and maintenance; existing software subscriptions; annual repair and maintenance of facilities; etc.
11. Phase 1: A phase of a CIP project that provides Owner’s Criteria Report and price estimate (Phase 1A); Preliminary Design and updated price estimate (Phase 1B) as well as demonstrate completion of funding/financing work (Phase 1C). This phase may include identification of a project site; preparation of procurement documents; hiring of an architectural/engineering firm; programming of project; preparation of an architectural plan set; identification of all construction costs; identification of funding/financing sources for construction costs; hiring of a bond counsel and an investment banker; conducting a public outreach campaign for a ballot measure; and receiving ballot measure approval from 2/3 voters. Construction costs must at least consider site development, utility provision, permitting, construction services, alta survey and other special reports, as well as furniture, fixtures and equipment (FF&E) costs.
12. Phase 2: A phase of a CIP project that creates construction and engineering drawings as well as completes construction work for the facility. This phase may



include coordination with County Operations; preparation of procurement documents; hiring of an architectural/engineering firm; preparation of construction drawings; plan, specification and estimates (PS&E); creation of a construction schedule; hiring of construction services; and completion of the construction work including FF&E.

13. Project Owner: The department/office responsible for proposing a project on behalf of Ada County.
14. Project Status Report: A bi-annual report, produced by the project owner, that reviews the status, scope of work and spend profile of a previously approved CIP project.
15. Spend Profile: An accurate estimate of the funding that is required each fiscal year to complete the current phase of a CIP project. A spend profile must include a detailed description of all funding/financing sources as applicable.
16. TB – Transformation Board: An eight (8) member advisory board appointed by the Board of County Commissioners that reviews and makes recommendations annually for CIP project proposals that are submitted by various county departments/offices.

## **SECTION 2: ORGANIZATION**

- A. The Development Services Department administers the County’s Capital Investment Program.
- B. The Transformation Board meets annually, and as necessary, to review CIP project proposals and make recommendations to the BOCC prior to budget appropriation hearings.
- C. The BOCC makes the final decision on authorizing a CIP project and on the amount appropriated to each CIP project.
- D. The Development Services Department manages Phase I of all capital projects working with each involved Department/Office. Furthermore, they receive appropriated amounts to all CIP projects for Phase I, and manage it through completion of the phase for each project.
- E. The Operations Department manages Phase II of all capital projects working with each involved Department/Office and assists them in project status reporting.

## **SECTION 3: CIP PROJECT PROPOSAL CATAGORIES**

- A. **MFP Implementation:**
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This is the most common project proposal category of the County CIP. The MFP identifies a list of projects that will be necessary in any particular fiscal year to keep up with service demands in Ada County. This category includes both - general fund and non-general fund - proposals.

1. The project owner of an identified capital project in the Master Facilities Plan will be required to submit a CIP Project Proposal at the beginning of the calendar year for the following fiscal year appropriation.
2. The Transformation Board will review these proposals to ensure that the necessary consideration is given to project design, funding/financing, and effective implementation of construction activities prior to making a recommendation for the requested funding.

## **B. Non MFP; General Fund**

This is an uncommon, but necessary project proposal category of the County CIP. The diversity of services that Ada County provides makes it very difficult for the county leadership to foresee every single facility improvement necessary in the next 7 years within the MFP. And some of these unforeseeable projects will require general funds appropriation in the future. These projects will generally include, but are not limited to, an emergency capital project or a capital project necessary to support an unanticipated county facility.

1. The project owners of a non MFP general fund capital project will be required to submit a CIP Project Proposal at the beginning of the calendar year for the following fiscal year appropriation.
2. The Transformation Board will review these proposals and prioritize them prior to making a recommendation for requested funding.

## **C. Non MFP; Non-General Fund**

In order to inform decision makers of all county facility improvements, it is necessary that all capital projects are identified in the annual CIP, even if they are not foreseen in the MFP and will not require any general funds appropriation.

1. The project owners of a non MFP non-general fund capital project will be required to submit a CIP Project Proposal at the beginning of the calendar year for the following fiscal year appropriation.
2. The Transformation Board will only consider this information to better ensure efficiency in overall county services.

## **SECTION 4: CIP PROCESS**

### **A. CIP Project Proposal**

1. A CIP Project Proposal will be required for all new capital projects (general fund and non-general fund) at the beginning of the calendar year for the following fiscal year appropriation.



2. Development Services will solicit CIP Project Proposals; review each project proposal with Operations, Procurement, and the IT Director, if need be; request additional information from project owner if necessary; and compile a summary for distribution to the TB.

## **B. Project Deliberation**

1. The TB will meet in April to deliberate on all CIP project proposals.
2. The TB will review Development Services' summary and each project proposal envisioned in the MFP in terms of its value to the county, the risk and cost associated with it, its completeness in terms of funding and financing aspects, and make recommendations to the BOCC.
3. For projects that are non MFP and request general funds, the TB will discuss their need, complete a ranking exercise prepared by the Clerk's Office, and make prioritized recommendations to the BOCC.
4. Development Services will prepare a Draft CIP Summary Report and share it with the TB for their review and approval.
5. Subsequently, Development Services will present the Draft CIP Summary Report containing the TB's recommendations to the BOCC and other elected officials prior to, or during, the budget appropriation hearings.
6. All project owners will be given the opportunity to explain their project needs to the TB and BOCC in person if they feel that their project is not accurately reviewed and/or recommended.

## **C. Decision by the BOCC**

1. Decisions on all capital project requests will be made by the BOCC in conjunction with the budget appropriation hearings of the subject fiscal year.
2. Following the decision from the BOCC, Development Services will update and finalize the CIP Summary Report with the approved project and appropriation information and share it with all CIP project owners and the TB.

## **D. CIP Project Status Reporting**

1. All project owners of an approved CIP project will submit a Project Status Report bi-annually throughout the life of a project to Development Services. This report must describe the following for the previous six months:
  - a. A summary of each implementation phase identified in the original proposal, including but not be limited to overall project development, RFP/RFQ status, awarded contracts and other associated activities, construction phases, major purchases, etc.
  - b. The expenditure conformances with the approved spend profile/financing mechanisms.
  - c. Any deviations from the approved scope or timeline.
  - d. Any foreseeable occurrences that will affect the project scope, timeline or construction schedule.
2. The project owner will submit all change order requests to Development Services immediately, or at least, with their bi-annual report. This will provide the TB an



opportunity to make a recommendation on any spend profile changes (either in a single fiscal year or for the total project) before they are considered by the BOCC.

3. Development Services will summarize all project status reports in a draft CIP Year-end Report and any companion change order requests for the TB.
4. The TB will review the draft CIP Year-end Report and submit their final recommendation to the BOCC.

## E. Mid-Year Activity

1. If an immediate need necessitates mid-year approval of any new capital project requiring funding of \$100,000 or more (in one year or cumulative), regardless of the funding source, a CIP Project Proposal must be submitted to Development Services:
  - a. General Fund Projects: The TB will review them and make a recommendation to the BOCC.
  - b. Non-General Fund Projects: The TB will collect information in order to promote transparency and verify overall county efficiency; however, a recommendation will not be made to the BOCC.

## SECTION 5: ANNUAL EXTRAORDINARY OPERATIONAL EXPENSES

In order to make informed decisions for CIP projects, the TB will annually review and prioritize all extraordinary operational expenses.

1. An Operational Expense application will be required for all extraordinary appropriations (general fund and non-general fund) at the beginning of the calendar year for the following fiscal year.
2. Development Services will solicit Operational Expense application; review each application with Operations, Auditor, Procurement, and the IT Director, if need be; request additional information from applicants if necessary; and compile a summary for distribution to the TB.
3. The TB will discuss each application's need, complete a ranking exercise prepared by the Clerk's Office, and make prioritized recommendations to the BOCC.
4. Development Services will prepare a Draft Extraordinary Operational Expense Report and share it with the TB for their review and approval.
5. Subsequently, Development Services will present the Draft Extraordinary Operational Expense Report, containing the TB's recommendations, to the BOCC and other elected officials prior to, or during, the budget appropriation hearings.
6. All applicants will be given the opportunity to explain their extraordinary operational needs to the TB and BOCC in person if they feel that their application is not accurately reviewed and/or prioritized.