



Taking Care of Business

A Pocket Guide to Ada County Government





Ada County is a great place to live, work, and raise a family. Whether it's the vibrant cultural and recreational opportunities available, the friendly people, or the mild climate, Ada County and its surrounding communities afford a quality of life second to none. Good jobs, affordable housing, and safe communities make Ada County a great place to call home!

Interesting Ada County Facts:

- Home to: Boise, Meridian, Eagle, Star, Garden City and Kuna
- Total population: approx. 344,727
- Total surface area: 1055 square miles
- Resident's average age: 33.95 years
- Median household income: \$46,140
- Average commute to work: 19 minutes
- Ada County established in 1865 and named after Ada Riggs, the daughter of H.C. Riggs, one of Boise's founders

About Ada County



Ada County Commissioners



Paul Woods
District 1



Rick Yzaguirre
District 2



Fred Tilman
District 3



Assessor
Robert McQuade

- Chief Deputy
- Administrative Division
- Land Records Division
- Appraisal Division
- Motor Vehicles Division



Clerk
J. David Navarro

- Chief Deputy
- Audit/Budget
- Courts
- Elections
- Recording



Coroner
Erwin Sonnenberg

- Admin. Assistant
- Chief Deputy
- Pathologists
- Morgue Services
- Investigations



Prosecutor
Greg Bower

- Civil Division
- Criminal Division
- Juvenile Division
- Administrator
- Victim Witness Unit



Sheriff
Gary Raney

- Police Services Bureau
- Admin Services Bureau
- Jail & Court Srvs. Bureau
- Comm. & Info. Services Bureau
- Legal Advisor
- Sheriff's H.R. Department
- Admin. Assistant



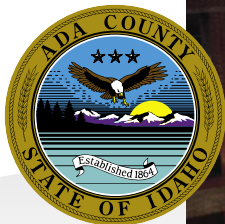
Treasurer
Cecil Ingram

- Chief Deputy
- Treasurer
- Tax Collection
- Public Admin.
- Billing Services

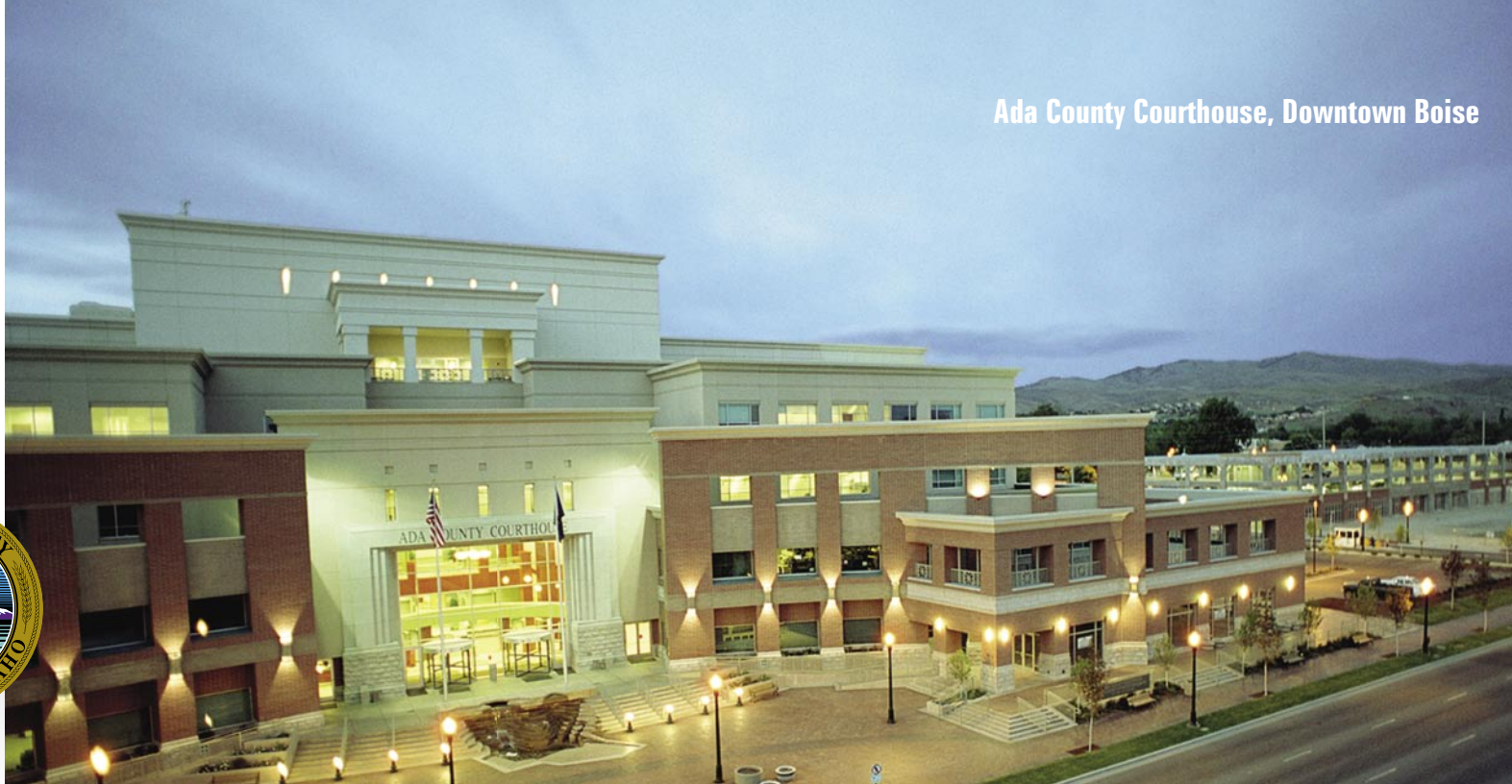
- Administrative Services
- Development Services
- Emergency Management
- Expo Idaho
- Indigent Services
- Information Technology
- Juvenile Court Services
- Paramedics
- Parks & Waterways
- Public Defender
- Public Information
- Solid Waste Management
- Weed & Pest
- District Court Trial Court Admin.

Ada County Elected Offices

- ✦ Assessor
- ✦ Clerk, Auditor, Recorder
- ✦ Commissioners
- ✦ Coroner
- ✦ Prosecuting Attorney
- ✦ Sheriff
- ✦ Treasurer



Ada County Courthouse, Downtown Boise



Ada County Assessor



Robert McQuade

Ada County Assessor
208-287-7200

Primary Responsibilities

- Property Appraisal
- Maintain Property Ownership Records
- Maintain Property Maps/Boundaries
- Issue Motor Vehicle Registrations

Number of Employees: 95

The Ada County Assessor estimates the property value of 155,944 parcels of real estate found within Ada County. Idaho law requires all nonexempt property be assessed at market value each year. By comparing current sales of similar properties, the assessor estimates how much a buyer might reasonably pay for your property if it was for sale.

An Assessor's Office appraiser is required to visit your property once every five years. In years where a visit does not occur, the Assessor uses sales information from comparable properties to estimate your property's current market value. Property owners who dispute their assessed value may appeal to the Ada County Board of Equalization.

The Assessor's Office also processes Homeowner's Exemption forms and helps promote the Circuit Breaker and other property tax relief initiatives offered by the State Tax Commission.

The Ada County Clerk, Auditor, and Record is responsible for a wide variety of services. As Clerk of the Court, this office provides clerical support to the Court and maintains all Court filings within the County. Court assistance aside, the Clerk also oversees all aspects of the County election process.

The Auditor accounts for all funds collected and spent by County offices and departments. The Auditor certifies budgets and reviews financial transactions to ensure tax dollars are never misused.

The Recorder maintains all documents related to property ownership within Ada County. Duties also include issuing marriage licenses, providing Passport applications, and archiving hearing minutes and other official County documents.

Ada County Clerk, Auditor, Recorder



David J. Navarro

Clerk, Auditor,
Recorder
208-287-6840

Primary Responsibilities

- Court Filings
- Elections
- Financial Accounting
- Land Record Filings
- Marriage Licenses/Passports

Number of Employees: 115

Ada County Commissioners



Fred Tilman
District 3
208-287-7000



Rick Yzaguirre
District 2
208-287-7000



Paul Woods
District 1
208-287-7000

Primary Responsibilities

- Manages the County's Daily Business Operations
- Sets County Budgets
- Establishes County Ordinances
- Makes Land-Use Decisions
- Oversees the Operation of 14 County Departments

Number of Employees: 506

The Board of County Commissioners adopts ordinances, reviews and approves all County budgets, and sets tax levy rates as requested by Ada County's 47 separate taxing districts.

The County Commission governs all unincorporated areas of Ada County and makes decisions pertaining to all land-use planning and development activities. The Commission generally holds public hearings on such matters on the second and fourth Wednesday of each month.

The Board of Commissioners oversees the operation of 14 individual Ada County Departments and the wide variety of services they deliver to County residents.

The Ada County Coroner's Office handles circumstances surrounding an individual's death. This County Office works closely with law enforcement agencies, Paramedics, the medical community, and funeral homes in the County.

In suspicious death situations, the Coroner may order an autopsy to better determine the cause of death. The Coroner also has the authority to hold an inquest to seek additional information about suspicious or unexplained deaths, or deaths that occur while the individual was being pursued or apprehended by a law enforcement agency.

The Ada County Coroner's Office is currently the only office in Idaho to hold accreditation from the International Association of Coroners and Medical Examiners.

Ada County Coroner



Erwin Sonnenberg
Ada County Coroner
208-287-5556

Primary Responsibilities

- Investigates Circumstances of a Death
- Determines Cause and Manner of Death
- Orders Autopsies When Necessary
- Issues Associated with Unclaimed Bodies

Number of Employees: 10

Ada County Prosecutor



Greg Bower

Ada County Prosecutor
208-287-7700

The Ada County Prosecutor enforces criminal and civil laws as outline by Idaho State Code and takes an aggressive, yet fair stance in holding offenders accountable.

The Prosecutor's Office consists of several specialized teams of legal professionals who prosecute cases of violent crime, domestic assault, child abuse, sexual assault, and juvenile crime. With a strong, unwavering commitment to victims, the Prosecutor's Office also runs several innovative programs that ensures victims get the help they need to begin the long process of rebuilding their lives. One such program is the Family Advocacy Center & Education Services or FACES. Opened in the Summer 2006, FACES houses victims' programs offered by multiple state, county and city agencies.



In addition to carrying a large criminal caseload, the Prosecutor's Office also provides legal counsel to other Ada County Elected Offices and Departments.

Primary Responsibilities

- Criminal Prosecution
- Civil Litigation
- Crime Victim's Advocate
- Counsel to other Offices and Departments

Number of Employees: 110

As Ada County's Chief Law Enforcement Officer, the Sheriff provides all law enforcement services in unincorporated areas of Ada County. The Sheriff's Office also contracts to provide increased levels of policing in the communities of Eagle, Kuna, and Star.

Charged with the important duties of crime prevention, emergency response, criminal investigation and all aspects of inmate incarceration, the Ada County Sheriff's Office also operates and maintains the County's 911 Communications Dispatch Center.

In addition to ensuring public safety, the Ada County's Sheriff's Office also maintains and archives all criminal records established within the County and executes all Court Orders and Arrest Warrants authorized by a Judge.



Ada County Sheriff



Gary Raney

Ada County Sheriff
208-577-3000

Primary Responsibilities

- Crime Prevention
- Emergency Response
- Criminal Investigation
- Offender Incarceration
- Emergency Communications

Number of Employees: 560

Ada County Treasurer



Cecil Ingram

Ada County Treasurer
208-287-6800

Primary Responsibilities

- Tax Collection
- Receives Funds
- Distributes Funds
- Investment Management

Number of Employees: 12

The Ada County Treasurer holds a key position of public trust in regard to the financial affairs of local government. Acting as the “bank” for the County, school districts, fire districts, water districts, and other local taxing districts, the Treasurer’s Office receives, distributes, invests, and accounts for the funds of each of these entities.

The Treasurer’s Office also collects the various taxes that benefit a wide range of governmental agencies. Sometimes the Treasurer is forced to collect money from property owners who are delinquent on their tax payments. This process may include placing liens on the subject property or selling the property at public auction to recover delinquent tax payments.

Downtown Boise





Ada County Landfill

Ada County Commissioners' County Departments

- ✦ Administrative Services
- ✦ Development Services
- ✦ Emergency Management
- ✦ Expo Idaho/Western Idaho Fair
- ✦ Indigent Services
- ✦ Information Technology
- ✦ Juvenile Court Services
- ✦ Operations
- ✦ Paramedics
- ✦ Parks and Waterways
- ✦ Public Defender
- ✦ Public Information/
Media Relations
- ✦ Solid Waste Management
- ✦ Weed, Pest and Mosquito
Abatement

Administrative Services



Derek Voss

Director
208-287-7130

Administration performs the day-to-day business operations of the Administrative Services Department and oversees the operation of the department's six divisions.

Human Resources recruits and retains talented employees and ensures employment practices align with all applicable laws.

Employee Benefits manages a rich package of health/life/disability insurance plans, public employee retirement and deferred compensation plans, and several supplemental benefit options.

Purchasing oversees and maintains County policies as they relate to the acquisition of all County equipment, services, and supplies.

Risk Management protects County assets via loss control, claims management, and risk financing through the County's self-insurance reserve fund.

Organizational Development maximizes County services through training and non-training initiatives designed to improve employee performance and development.

Primary Responsibilities

- Human Resources
- Employee Benefits
- County Purchasing
- Asset Protection/Risk Management
- Organizational Development

Number of Employees: 18

The Development Services Department is a team of highly skilled planners, architects, engineers, and inspectors who work with the public to manage development within Ada County.

This department oversees building projects within the County from start to finish. The very thorough process involves the filing of applications, expert reviews, public hearings, the issuance of permits, and final inspections.

Using the Ada County Comprehensive Plan as a guide, Development Services also works closely with the Planning and Zoning Commission, a panel of citizens appointed by the Board of County Commissioners, to develop land-use ordinances that reflect the public's values and vision for the future vision.

Development Services



Gerry Armstrong

Director
208-287-7900

Primary Responsibilities

- Development Application Review
- P&Z Public Hearings
- Building Permits & Inspections
- Zoning Ordinance Education
- Facilitates Future Land-use Planning

Number of Employees: 54

Ada City-County Emergency Management



Doug Hardman
Director
208-577-4750

Ada City-County Emergency Management is a unique local government agency responsible for disaster preparedness. This department provides public safety services to residents within Ada County, Boise, Eagle, Garden City, Kuna, Meridian, Star, and the Ada County Highway District.

As a division of Ada County government, the department works closely with other local, state, and federal agencies to mitigate, prepare for, respond to, and recover from disasters and emergencies.

Above all, the primary goal of the Emergency Management Department is to protect lives and property within the boundaries of Ada County.

Primary Responsibilities

- Emergency Response Plan Development
- Public Hazard and Risk Identification
- Emergency Resource Coordination
- Emergency Preparedness Education

Number of Employees: 5



Expo Idaho, home of the Western Idaho Fair, is located in Garden City and encompasses approximately 240-acres along the Boise River. The facility is a year-round special events venue that offers vendors a total of seven buildings and facilities capable of accommodating a wide variety of trade shows, animal shows, flea markets, and other large-scale public events. The average annual attendance for the entire facility is close to 1 million people.

Other events and organizations located at Expo Idaho include: the Western Idaho Fair, the Boise Hawks minor league baseball team and Capitol Racing at Les Bois Park.

Expo Idaho / Western Idaho Fair



Bob Batista
Director
208-287-5656

Primary Responsibilities

- Promote Expo Idaho Facilities
- Execute Trade Show/Special Event Contracts
- Organize/Execute Western Idaho Fair

Number of Employees: 12

Indigent Services



John Traylor

Director
208-287-7960

Ada County Indigent Services provides limited and temporary assistance to County residents who cannot afford medical care. Limited aid is also offered for a few select non-medical expenses as well.

Assistance is provided in situations where no other viable alternative exists. Individuals are first evaluated to determine if they qualify for assistance. A Service Worker then conducts a thorough investigation to substantiate the applicant's hardship and residency then makes a recommendation to the Board of County Commissioners for approval or denial.

In accordance with the law, all individuals receiving financial assistance must agree to reimburse County taxpayers for the assistance they receive.

Primary Responsibilities

- Provide Financial Aid to Qualifying Applicants
- Case Review and Payment Collection

Number of Employees: 17

Ada County Information Technology is responsible for all technology-based systems that are specifically designed to compile, store, and analyze large volumes of data.

The department consists of four divisions: Administration, Support, Systems, and Development. Each division provides service specific to their area of expertise, which helps ensure the County's sophisticated computing and communications infrastructure always maintains an optimum level of performance.

Information Technology



Doug Heikkila

Director
208-287-7020

Primary Responsibilities

- Computer Network Development/Maintenance
- Software Development
- Applications Support

Number of Employees: 37

Juvenile Court Services



Steven Dye
Director
208-577-4800

Primary Responsibilities

- Court Investigations/Probation Monitoring
- Juvenile Detention/Detention Alternatives
- Drug, Alcohol, and Family Counseling
- Crime Prevention
- Victim Services

Number of Employees: 170

Mandated by the 1995 Juvenile Correction Act, Ada County Juvenile Court Services practices the 'Balanced Approach' to the delivery of juvenile services in Ada County. This approach requires court staff to give equal consideration to methods of juvenile accountability, community protection measures, and the development of positive-social skills for juvenile offenders. At the same time, Idaho's Victim's Rights Amendment also requires the Court to provide equal or greater services to victims of juvenile crime.

To ensure all provisions of the law are met, the Juvenile Court Services Department employs a staff of professionals who specialize in: Court investigations, detention diversion programs, probation monitoring, prevention programs, a wide variety of counseling services, and victim services.

The Ada County Operations Department is responsible for the maintenance of more than 1 million square feet of County office space and is committed to providing clean and safe environments for Ada County employees and the citizens they serve.

Energy conservation and natural resource management has been a major priority in Ada County for many years. As a result, the Operations Department promotes environmental sustainability through its commitment to the efficient use of natural resources, sustainable building design and construction, responsible operating practices, recycling initiatives, and the proper disposal of waste.

Operations



Dave Logan
Director
208-287-7100

Primary Responsibilities

- Facility Maintenance
- Facility Planning/Construction Management
- Sustainability and Energy Conservation

Number of Employees: 28

Paramedics



Troy Hagen

Director
208-287-2950

Primary Responsibilities

- Emergency Medical Response
- Advanced Life Support
- Patient Transport
- Private Ambulance Provider Licensing

Number of Employees: 110

Serving citizens since 1975, Ada County Paramedics combines cutting edge technology with stringent education requirements to ensure optimum patient care is provided around the clock to nearly 362,000 residents living in: Boise, Meridian, Garden City, Eagle, Star, Kuna, and rural Ada County.

Charged with responding to all 911 medical calls, the Paramedics Department is dispatched by the County's 9-1-1 Communications Center and sees more than 21,000 patients each year.

Property taxes currently pay approximately 30-percent of the department's annual budget. The remaining dollars are generated through user fees, service contracts, and federal and state grants.



AdaCountyParamedics
Neighbors for Life

The Parks and Waterways Department is committed to providing quality recreational opportunities and preserving open space and natural habitat in Ada County.

Barber Park offers equipment rentals, tube-filling stations, and return transportation for citizens who float the Boise River. In addition to picnic and restroom facilities, the new Environmental Education and Special Events Center is available for family reunions, corporate picnics, and other indoor-outdoor events. The facility also doubles as a classroom where area children can learn about the abundant plant and wildlife found in Barber Park.

Each year the Waterways Division maintains more than 500 boat docks at 6 boat ramps and 90 day-use facilities on Lucky Peak Lake

The department maintains an extensive hiking trail system in the western Boise foothills and is anxious to bring the new Eckert Bike Path Extension and Oregon Trail Interpretative Trailhead online in southeast Boise in the near future.

Parks and Waterways



Pat Beale

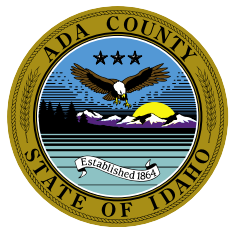
Director
208-577-4575

Primary Responsibilities

- Park Development/Maintenance
- Trail Development/Maintenance
- Boat Facilities Development/Maintenance
- Open Space Preservation
- Wildlife Preservation

Number of Employees: 6

Public Defender



Alan Trimming

Public Defender
208-287-7400

The mission of the Ada County Public Defender is to effectively represent indigent persons in serious criminal, mental health, juvenile, and abuse/neglect cases within Ada County. The Court-ordered services provided by the Public Defender are extended to people who cannot afford to hire an attorney.

The Public Defender's duties include arguing preliminary motions in court, conducting criminal investigations, interviewing witnesses and clients, preparing cases for trial, negotiating plea agreements, trying cases in front of juries and judges, and arguing post-trial motions. The Public Defender occasionally represents defendants in appeals and post-conviction petitions.

Primary Responsibilities

- Legal Defense Services Appointed by the Court

Number of Employees: 49

The mission of the Ada County Public Information Department is to facilitate clear and accurate communication between Ada County governmental departments and the citizens they serve.

This department is charged with the development and implementation of all special public education outreach initiatives for Ada County Elected Officials and Departments. Because the bulk of all public communication is done with the help of local media outlets, the Public Information Department always works to facilitate daily media requests in an acceptable and timely manner.

Aside from its external communication mission, this department is often asked to review internal communications initiatives, provide communications training for County employees and process Public Records Requests submitted by media organizations.

Public Information/Media Relations



Rich Wright

Director
208-287-7014

Primary Responsibilities

- Public Education
- Media Relations
- External/Internal Communications
- Staff Communications Training
- Public Record Requests

Number of Employees: 1

Solid Waste Management



Dave Neal
Director
208-577-4725

Solid Waste Management collects, disposes, and recycles waste in a manner that is safe, efficient, environmentally sound, and cost-effective to taxpayers.

The Hidden Hollow landfill processes 800 million pounds of trash each year and will reach capacity in 2010. A new 400-acre landfill, located near the existing landfill, will expand the County's storage capacity by 100 years.

Currently, Ada County is the only Idaho County to offer curbside recycling to every single home. Other diversion programs keep larger recyclable items from taking up valuable space in the landfill. The department's Household Hazardous Waste Collection Program also keeps nearly 1 million pounds of hazardous materials from negatively impacting the environment each year.

Primary Responsibilities

- Landfill Operations
- Household Hazardous Waste Collection
- Recycling/Diversion Program Oversight
- Trash/Recycling Collection Oversight
- Health Code Enforcement

Number of Employees: 12

This department is charged with noxious weed control, gopher and pest management, and mosquito abatement activities in Ada County.

The Weed Control Division offers a wealth of advice and valuable resources to land owners who are by law, obligated to manage noxious weeds on their property

In an effort to maximize service and minimize cost to taxpayers, the County's Mosquito Abatement District joined forces with the Weed and Pest Control Department and now currently monitors and treats mosquito outbreaks in more than 1,600 ponds across 406 square miles in Ada County.

This department's new state of the art headquarters facility, located at Ada County's Meridian Campus, includes classroom space to accommodate special public education and outreach initiatives.

Weed, Pest, and Mosquito Abatement



Brian Wilbur
Director
208-577-4646

Primary Responsibilities

- Noxious Weed Control
- Gopher/Pest Control
- Mosquito Control

Number of Employees: 10

Ada County Phone Directory

Elected Offices

Assessor	287-7200
Clerk/Auditor/Recorder	287-6840
Commissioners	287-7000
Coroner	287-5556
Prosecutor	287-7700
Sheriff	287-3000
Treasurer	287-6800

For more information about the above Ada County elected offices and departments, visit our website at: www.adaweb.net

Ada County Courthouse
200 W. Front Street
Boise, Idaho 83702



County Departments

Administrative Services	287-7130
Development Services	287-7900
Emergency Management	577-4750
Expo Idaho	287-5650
Indigent Services	287-7960
Information Technology	287-7020
Juvenile Court Services	577-4800
Operations	287-7100
Paramedics	287-2950
Parks and Waterways	577-4575
Public Defender	287-7400
Public Information/ Media Relations	287-7014
Solid Waste Management	577-4725
Trial Court Administrator	287-7500
Weed, Pest & Mosquito	577-4646