



Bonner County Airports Department

Sandpoint
Airport
Item #1

March 8, 2016

MEMORANDUM

To: Commissioners

Re: Increasing the Airports "A" budget by \$62,642.00 to pay for the new full time Airport Maintenance Foreman position.

Description:

On January 19, 2016, the Board approved a salary increase for the Airport Director pursuant to a pre-hire agreement and on February 16, 2016, the Board approved the promotion of a part-time maintenance technician to a full-time foreman for the Airport.

At the time the budget was prepared, the salary increases were not included in the FY2016 Budget and due to the increases the Airport's budget will fall short.

Attached for your consideration is a Resolution authorizing a budget adjustment to cover the increases.

Approved by Auditing: [Signature]

Distribution: Original to BOCC
Copy to the Airports Director
Copy to Auditing

A suggested motion would be: Mr. Chairman based on the information before us I move to approve Resolution # 16- 24 authorizing the Clerk to transfer \$62,642.00 from the General Fund Statutory Reserve to the Airport Fund as detailed in the Resolution. The transfer is due to salary increases that were not included in the budget.

Recommendation Acceptance: yes no

[Signature]
Commissioner Cary Kelly, Chairman

Date: 03/08/16

RESOLUTION NO. 16 - 24
AIRPORTS
FY2016 Budget Adjustment

WHEREAS, Idaho Code 31-1605 provides that the Board of County Commissioners may adjust the budget as adopted to reflect the receipt of unscheduled revenue, grants, or donations from federal, state or local governments or private sources, provided that there shall be no increase in anticipated property taxes; and,

WHEREAS, on January 19, 2016, the Board of Commissioners approved a salary increase for the Airport Director pursuant to a pre-hire agreement; and,

WHEREAS, on February 16, 2016, the Board of Commissioners approved the promotion of a part-time maintenance technician to a full-time foreman for the Airport Department; and

WHEREAS, at the time the budget was prepared, the salary increases were not included in the FY2016 Budget; and

WHEREAS, due to the above increases the Airport's budget will fall short, and;


NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Bonner County, Idaho authorizes the Clerk to open the general fund contingency budget and decrease line item 01-12-559-00 miscellaneous expense, in the amount of \$62,642.00 and open the Airport budget and schedule revenue by \$62,642.00 as follows:

Increasing	Salaries	Line Item	03-05-409-00	by	\$ 46,969.00	from	\$112,468.00	to	\$159,437.00
Increasing	Retirement	Line Item	03-05-410-00	by	\$ 7,570.00	from	\$ 9,280.00	to	\$ 16,850.00
Increasing	Social Security	Line Item	03-05-411-00	by	\$ 3,593.00	from	\$ 8,604.00	to	\$ 12,197.00
Increasing	Medical Insurance	Line Item	03-05-413-00	by	\$ 4,468.00	from	\$ 15,315.00	to	\$ 19,783.00
Increasing	Dental Fixed Costs	Line Item	03-05-413-03	by	\$ 42.00	from	\$ 143.00	to	\$ 185.00
									\$ 62,642.00

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Commissioners of Bonner County, Idaho authorizes the Clerk to transfer \$62,642.00 from the General Fund to the Airport Fund.

The foregoing was duly enacted as a Resolution of the Board of County Commissioners of Bonner County, Idaho, on the 8th day of March, 2016.

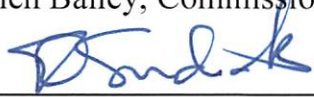
BOARD OF BONNER COUNTY COMMISSIONERS



Cary Kelly, Chairman



Glen Bailey, Commissioner



Todd Sudick, Commissioner

ATTEST: Michael Rosedale

By 

Deputy Clerk

EMPLOYEE PAY SHEET

DATE: 2-15-2016

From the Office of : Airports

At your regularly scheduled business meeting, you will be asked to approve a personnel action regarding my office. The information listed below is provided for the ease of yourselves, Human Resources and Payroll relative to this action.

Department Fund# 03-05

NAME OF EMPLOYEE: Dale Lockwood

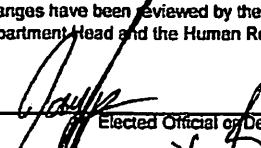
EFFECTIVE DATE:	2-15-2015	REASON FOR CHANGE:	Promoting to Foreman
POSITION TITLE:	Foreman Bonner County Airports	PREVIOUS GRADE:	B10
DEPARTMENT NAME:	Airports	PREVIOUS STEP:	10
FT, PT, TEMPORARY, ON-CALL:	FT	PREVIOUS WAGE/SALARY:	15.14
HOURS PER WEEK:	40	Position:	Current Position Maintenance Tech
HOURS PER DAY:	8		
PROPOSED GRADE:	B20	DATE of Hire:	1/2013
PROPOSED STEP:	Step 6		Review for increase at completion of probation
HOURLY WAGE/ANNUAL SALARY:	22.22		
NEWLY CREATED POSITION?		Comments:	Moving from Maintenance Tech to Foreman
REPLACING WHOM?:	Forrest Schuck		

My signature below indicates that this position was authorized during the budget process and that I have the expenditure authority to fund this position without over extending that authority. It further indicates that I am the Elected Official or Department Head charged with the supervision of this employee.

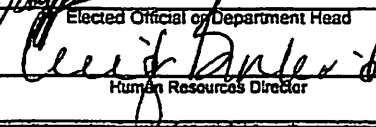
These changes have been reviewed by the Elected Official or Department Head and the Human Resources Director and have been found to be in line with the current wage scale. Positions with proposed grade changes have been reviewed by the Job Evaluation Committee. Proposed grade changes have been reviewed by the Elected Official or Department Head and the Human Resources Director and approved by the Board of County Commissioners.

2/10/2016

Date



 Elected Official or Department Head



 Human Resources Director

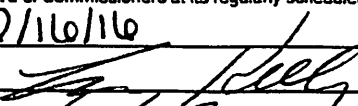
2/10/2016


Date


BOARD APPROVAL

This payroll change has been approved by the Board of Commissioners at its regularly scheduled business meeting held on:

2/16/16
 Date


 Commissioner


 Commissioner


 Commissioner

Copy: Elected Official or Department Head, Human Resources, Payroll, Clerk, Employee

Comments: Only to be used by Commissioners or Human Resources:

This position is moving from a part time foreman, to serve full time at both Airports. Current incumbent self-selected out of the position.

EMPLOYEE PAY SHEET

DATE:
From the Office of: *Airport*

At your regularly scheduled business meeting, you will be asked to approve a personnel action regarding my office. The information listed below is provided for the ease of yourselves, Human Resources and Payroll relative to this action.

Department Fund# **03-05** NAME OF EMPLOYEE: **Jim Kaiser**

EFFECTIVE DATE:	12-29-2015	REASON FOR CHANGE:	Completion of Probation
POSITION TITLE:	Director Airport	PREVIOUS GRADE:	NA
DEPARTMENT NAME:	Bonner County Airport	PREVIOUS STEP:	NA
FT, PT, TEMPORARY, ON-CALL:	FT	PREVIOUS WAGE/SALARY:	\$58,350
HOURS PER WEEK:	Exempt		
HOURS PER DAY:			
PROPOSED GRADE:	NA	DATE of Hire:	June 29, 2015
PROPOSED STEP:			
HOURLY WAGE/ANNUAL SALARY:	\$65,000		
NEWLY CREATED POSITION?		Comments:	Prehire agreement
REPLACING WHOM?			

My signature below indicates that this position was authorized during the budget process and that I have the expenditure authority to fund this position without over extending that authority. It further indicates that I am the Elected Official or Department Head charged with the supervision of this employee.

These changes have been reviewed by the Elected Official or Department Head and the Human Resources Director and have been found to be in line with the current wage scale. Positions with proposed grade changes have been reviewed by the Job Evaluation Committee. Proposed grade changes have been reviewed by the Elected Official or Department Head and the Human Resources Director and approved by the Board of County Commissioners.

1/14/2016
Date
1-14-2016
Date

[Signature]
Elected Official or Department Head
Cecily Dinked
Human Resources Director

BOARD APPROVAL

This payroll change has been approved by the Board of Commissioners at its regularly scheduled business meeting held on:

1/19/16
Date
[Signature]
Commissioner
[Signature]
Commissioner
[Signature]
Commissioner

Copy: Elected Official or Department Head, Human Resources, Payroll, Clerk, Employee

Comments: Only to be used by Commissioners or Human Resources: