



# BOISE COUNTY

## RESOLUTION #2017-18

### A BOISE COUNTY RESOLUTION ADJUSTING THE BOISE COUNTY JUSTICE FUND, PROSECUTING ATTORNEY DEPARTMENT, FY 2017 BUDGET

**WHEREAS**, the FY 2017 budget, for the Boise County Justice Fund, Prosecuting Attorney Department, was adopted by the Board of County Commissioners on August 23rd, 2016; and

**WHEREAS**, Idaho Code Section 31-1602 establishes the classifications for estimates of probable expenditures, to include, at a minimum, three general classes, "Salaries", "Benefits", and "Detail of Other Expenses"; and

**WHEREAS**, Idaho Code 31-1606 establishes the estimate of expenditures, using the three general classifications, as finally fixed and adopted as the county budget, by the Board of County Commissioners, as constituting the appropriations for the county for the ensuing year; and

**WHEREAS**, Idaho Code Section 31-1606 establishes that no salary may be increased during the ensuing year after the final budget is adopted, without resolution of the Board of County Commissioners; and

**WHEREAS**, the Board of County Commissioners has determined that the FY2017 operations and restructure of the Justice Fund, Prosecuting Attorney Department, make it necessary to adjust salaries and benefits, and add an Intern position; and

**WHEREAS**, the annual budget procedure has been complied with in making the said adjustment and the budget adjustment shall not result in increased property taxes.

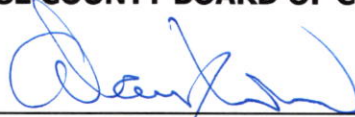
**NOW THEREFORE BE IT RESOLVED**, that the FY 2017 budget for the Boise County Justice Fund, Prosecuting Attorney Department, salary and benefits budgeted line items, be adjusted as follows:

Line Item	Description	Budget	Decrease	Amended Budget
03-04-401-02	Salary-Officer FT Temp	\$ 80,408.64	\$16,664.69	\$63,743.95
03-04-406-00	Salary-Office Assistant	\$ 29,515.20	<u>\$5,322.77</u>	\$24,192.43
<b>Total</b>			<u>\$21,987.46</u>	

Line Item	Description	Budget	Increase	Amended Budget
03-04-402-00	Salary-Office Manager	\$35,588.80	\$4,423.12	\$40,011.92
03-04-402-01	NEW Salary-PA Intern	\$00.00	\$13,848.00	\$13,848.00
03-04-410-00	Retirement	\$21,172.34	\$2,236.38	\$23,408.72
03-04-411-00	Social Security	\$13,232.71	\$1,397.74	\$14,630.45
03-04-415-00	State Unemployment	\$416.56	<u>\$82.22</u>	\$498.78
			<u>\$21,987.46</u>	

**APPROVED and ADOPTED** in open session this 28th day of February, 2017.

**BOISE COUNTY BOARD OF COMMISSIONERS**



**ALAN D. WARD**, Chairman


**ABSENT**

**ROGER B. JACKSON**, Commissioner



**LAURA L. BAKER**, Commissioner

**ATTEST:**



**Mary T. Prisco**, Clerk to the Board



Acct No.	Description	Current Hourly Rate	Current Salary	Hours per week	New Hourly Rate	Requested Salary Amt	Requested Amount to Move	Move from Acct No.	FY 2017 Remaining After Change
0402-0000 (if back dated to Jan 1st)	Salary - Legal Secretary (Stephanie) *Rename Office Manager	\$17.11	\$35,588.80	40	\$20.00	\$41,600.00	\$3,583.60	0406-0	\$16,818.09
0402-0000	Salary - Legal Secretary (Stephanie) *Rename Office Manager	\$17.11	\$35,588.80	40	\$20.00	\$41,600.00	\$4,392.80	0406-0	\$16,008.89
0406-0000	Salary - Secretary *Rename Office Assistant	\$14.19	\$29,515.20	Up to 16	Up to \$15.00	Up to \$12,480			\$4,338.09 or \$3,528.89
	PA Intern			40 ?	\$11.54	\$24,003.20	14,309.60	0401-01	\$53,728.48
0401-01	Prosecutor	\$38.65	\$80,408.00	40	\$28.85	\$60,008.00			\$20,400.00

Account/Description	Currently Budgeted	Claims Paid to Date	Remaining Budget	Proposed Changes:			Remaining at FY End
03-04-401-02 Salaries-Officer FT Temp	\$ 80,408.64	\$ (12,370.56)	\$ 68,038.08	\$ (16,153.83)	\$ (34,615.35)	\$ (16,664.69)	\$ 604.21
03-04-402-00 Salary-Legal Secretary	\$ 35,588.80	\$ (15,176.70)	\$ 20,412.10	\$ 3,587.90	\$ 835.21	\$ 4,423.11	\$ -
Office Manager Benefit Increase				\$ 729.78	\$ 169.88	\$ 899.66	\$ -
03-04-406-00 Salary-Secretary	\$ 29,515.20	\$ (9,185.51)	\$ 20,329.69	\$ (5,322.77)	\$ (7,200.00)		\$ 7,806.92
New Account PA Intern	\$ -	\$ -	\$ -	\$ 13,848.00			\$ -
New PA Intern Benefits	\$ -	\$ -	\$ -	\$ 2,816.69			\$ -

Total Benefits: \$ 3,716.35

Acct No.	Description	Current Hourly Rate	Current Salary	Hours per week	New Hourly Rate	Requested Salary Amt	Requested Amount to Move	Move from Acct No.	FY 2017 Remaining After Change
0402-0000 (if back dated to Jan 1st)	Salary - Legal Secretary (Stephanie) *Rename Office Manager	\$17.11	\$35,588.80	40	\$20.00	\$41,600.00	\$3,583.60	0406-0	\$16,818.09
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0406-0000	Salary - Secretary *Rename Office Assistant	\$14.19	\$29,515.20	Up to 16	Up to \$15.00	Up to \$12,480			\$4,338.09 or \$3,528.89
	PA Intern			40 ?	\$11.54	\$24,003.20	14,309.60	0401-01	\$53,728.48
0401-01	Prosecutor	\$38.65	\$80,408.00	40	\$28.85	\$60,008.00			\$20,400.00

## Section 31-1606 – Idaho State Legislature

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 [legislature.idaho.gov/statutesrules/idstat/Title31/T31CH16/SECT31-1606/](http://legislature.idaho.gov/statutesrules/idstat/Title31/T31CH16/SECT31-1606/)



### Idaho Statutes

#### TITLE 31

#### COUNTIES AND COUNTY LAW

#### CHAPTER 16

#### COUNTY BUDGET LAW

31-1606. Expenditure limited by appropriations — Road and bridge appropriations — Increase of salaries. The estimates of expenditures as classified in each of the three (3) general classes, "Salaries," "Benefits" and "Detail of Other Expenses," required in section 31-1602, Idaho Code, as finally fixed and adopted as the county budget by said board of county commissioners, shall constitute the appropriations for the county for the ensuing fiscal year. Each and every county official or employee shall be limited in making expenditures or the incurring of liabilities to the respective amounts of such appropriations. Provided, in the case of road and bridge appropriations, other than "Salaries" and "Benefits," any lawful transfer deemed necessary may be made by resolution formally adopted by the board of county commissioners at a regular or special meeting thereof, which action must be entered upon the minutes of said board; provided, further, that no salary may be increased during the ensuing year after the final budget is adopted, without resolution of the board of county commissioners, which resolution shall be entered upon their minutes.

#### History:

[(31-1606) 1931, ch. 122, sec. 6, p. 210; I.C.A., sec. 30-1206; am. 1976, ch. 45, sec. 15, p. 133; am. 1995, ch. 61, sec. 20, p. 143.]

How current is this law?

#### Search the Idaho Statutes and Constitution

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Site Disclaimer



**BOISE COUNTY  
EMPLOYEE TIME RECORD**

**Employee Name:** JUSZCZAK, STEPHANIE E

**Employee #:** 442

**Position:** PROSECUTOR SECRETARY **Position #:** 3

**Fund-Dept:** 0003-04

**Pay Period Beginning:** 12/25/2016

**Ending:** 01/07/2017

**Year-Run-Seq:** 2017-01-1

**DAILY TIME RECORD**

Week Day	Date	Hours	Time Code	Comments
Monday	12/26/2016	8.00	HOLIDAY BENEFIT PAY	CHRISTMAS DAY HOLIDAY
Tuesday	12/27/2016	8.00	REGULAR HOURS WORKED	7:00 / 12:10-1:10 / 4:00
Wednesday	12/28/2016	8.00	REGULAR HOURS WORKED	7:00 / 12:05-1:05 / 4:00
Thursday	12/29/2016	8.00	REGULAR HOURS WORKED	7:00 / 12:05-1:05 / 4:15
Thursday	12/29/2016	0.25	REGULAR HOURS WORKED	
Friday	12/30/2016	8.00	REGULAR HOURS WORKED	8:00 / 12:05-1:05 / 5:00
Saturday	12/31/2016	0.75	REGULAR HOURS WORKED	IN-CUSTODY
<b>Total Hours Entered</b>		<b>41.00</b>		

Week Day	Date	Hours	Time Code	Comments
Sunday	01/01/2017	1.00	REGULAR HOURS WORKED	IN CUSTODY
Monday	01/02/2017	8.00	HOLIDAY BENEFIT PAY	NEW YEAR
Tuesday	01/03/2017	9.25	REGULAR HOURS WORKED	7:00 / 12:05-1:05 / 5:15
Wednesday	01/04/2017	9.00	REGULAR HOURS WORKED	7:00 / 12:10-1:10 / 5:00
Thursday	01/05/2017	4.00	REGULAR HOURS WORKED	7:00 / N/A / 11:00
Friday	01/06/2017	8.75	REGULAR HOURS WORKED	7:15 / 12:05-1:05 / 5:00
Saturday	01/07/2017	0.25	REGULAR HOURS WORKED	IN CUSTODY CHECK / HELPING STACI W/ PC
<b>Total Hours Entered</b>		<b>40.25</b>		

*Jan. 1st on hours  
@ 20.00 hourly.  
\$2.89 diff  
x 40.25  
\$116.32*

**Total Hours for Pay Period**      **81.25**

**TIME RECORD APPROVAL HISTORY**

Name	Date	Time	Description	Comment
JUSZCZAK, STEPHANIE E	01/10/2017	9:05 am	SUBMITTED NOT APPROVED	
DRUFFEL, ASHLEE D	01/10/2017	12:46 pm	REJECTED	Hi Stephanie! There should be no comp time ex
JUSZCZAK, STEPHANIE E	01/10/2017	12:57 pm	SUBMITTED NOT APPROVED	

**BOISE COUNTY  
EMPLOYEE TIME RECORD**

**Employee Name:** JUSZCZAK, STEPHANIE E  
**Position:** PROSECUTOR SECRETARY **Position #:** 3  
**Pay Period Beginning:** 01/08/2017

**Employee #:** 442  
**Fund-Dept:** 0003-04  
**Year-Run-Seq:** 2017-02-1

**Ending:** 01/21/2017

DAILY TIME RECORD				
Week Day	Date	Hours	Time Code	Comments
Sunday	01/08/2017	0.25	COMP TIME EARNED	CHECK IN
Monday	01/09/2017	8.00	REGULAR HOURS WORKED	8:00 / 12:05-1:05 / 5:00
Tuesday	01/10/2017	8.00	REGULAR HOURS WORKED	8:00 / 11:45-12:45 / 5:00
Wednesday	01/11/2017	8.00	REGULAR HOURS WORKED	8:00 / 12:05-1:05 / 5:00
Thursday	01/12/2017	8.00	REGULAR HOURS WORKED	8:00 / N/A / 5:00
Thursday	01/12/2017	1.00	COMP TIME EARNED	NO LUNCH
Friday	01/13/2017	8.00	REGULAR HOURS WORKED	8:00 / 12:10-1:10 / 5:15
Friday	01/13/2017	0.25	COMP TIME EARNED	
Saturday	01/14/2017	0.25	COMP TIME EARNED	CHECK-IN / CALL WITH JAY
<b>Total Hours Entered</b>		<b>41.75</b>		

40  
 x 2.89  
 -----  
 \$115.60

Week Day	Date	Hours	Time Code	Comments
Sunday	01/15/2017	1.00	REGULAR HOURS WORKED	1:00-2:30 / 7:00-8:30
Monday	01/16/2017	8.00	HOLIDAY BENEFIT PAY	
Monday	01/16/2017	4.00	HOLIDAY WORKED PAY	8:30 - 12:30
Tuesday	01/17/2017	9.50	REGULAR HOURS WORKED	7:15 / 12:00-12:15 / 5:00
Wednesday	01/18/2017	8.75	REGULAR HOURS WORKED	7:15 / 12:05-1:05 / 5:00
Thursday	01/19/2017	8.25	REGULAR HOURS WORKED	7:30 / 12:00-12:15 / 4:00
Thursday	01/19/2017	1.00	ADMINISTRATIVE LEAVE	(SNOW DAY)
Friday	01/20/2017	8.25	REGULAR HOURS WORKED	7:45 / 12:30-1:30 / 5:00
Friday	01/20/2017	1.75	COMP TIME EARNED	
<b>Total Hours Entered</b>		<b>50.50</b>		

48.75  
 x 2.89  
 -----  
 \$140.89

**Total Hours for Pay Period**      92.25

Total = \$256.49



**BOISE COUNTY  
EMPLOYEE TIME RECORD**

**Employee Name:** JUSZCZAK, STEPHANIE E  
**Position:** PROSECUTOR SECRETARY **Position #:** 3  
**Pay Period Beginning:** 01/22/2017

**Ending:** 02/04/2017

**Employee #:** 442  
**Fund-Dept:** 0003-04  
**Year-Run-Seq:** 2017-03-1

DAILY TIME RECORD				
Week Day	Date	Hours	Time Code	Comments
Sunday	01/22/2017	0.25	REGULAR HOURS WORKED	MH CHECKIN
Monday	01/23/2017	9.00	REGULAR HOURS WORKED	7:00 / 12:15-1:15 / 5:00
Tuesday	01/24/2017	9.25	REGULAR HOURS WORKED	7:15 / 12:05-1:05 / 5:30
Wednesday	01/25/2017	9.75	REGULAR HOURS WORKED	7:00 / 12:00-12:15 / 5:00
Thursday	01/26/2017	9.00	REGULAR HOURS WORKED	7:00 / 12:00-1:00 / 5:00
Friday	01/27/2017	2.00	REGULAR HOURS WORKED	7:00 / N/A / 9:00
Friday	01/27/2017	0.75	SICK LEAVE USED	
<b>Total Hours Entered</b>		<b>40.00</b>		

Week Day	Date	Hours	Time Code	Comments
Sunday	01/29/2017	0.25	REGULAR HOURS WORKED	CHECK-IN / VM CHECK
Monday	01/30/2017	7.50	REGULAR HOURS WORKED	7:30 / 12:00-1:00 / 5:00
Tuesday	01/31/2017	9.00	REGULAR HOURS WORKED	7:00 / 12:05-1:05 / 5:00
Wednesday	02/01/2017	6.50	REGULAR HOURS WORKED	8:00 / 12:15-1:00 / 2:45
Wednesday	02/01/2017	0.75	SICK LEAVE USED	
Thursday	02/02/2017	8.00	REGULAR HOURS WORKED	8:00 / 12:00-1:00 / 5:00
Friday	02/03/2017	8.00	REGULAR HOURS WORKED	8:00 / 12:00-1:00 / 5:00
<b>Total Hours Entered</b>		<b>40.00</b>		

80  
x 2.89  
 \$231.20

**Total Hours for Pay Period**      **80.00**

**TIME RECORD APPROVAL HISTORY**

Name	Date	Time	Description	Comment
JUSZCZAK, STEPHANIE E	02/06/2017	10:46 am	SUBMITTED NOT APPROVED	

- - - - Time Card Status Is Approved - - - -



**BOISE COUNTY  
EMPLOYEE TIME RECORD**

**Employee Name:** JUSZCZAK, STEPHANIE E  
**Position:** PROSECUTOR SECRETARY **Position #:** 3  
**Pay Period Beginning:** 02/05/2017

**Ending:** 02/18/2017

**Employee #:** 442  
**Fund-Dept:** 0003-04  
**Year-Run-Seq:** 2017-04-1

DAILY TIME RECORD				
Week Day	Date	Hours	Time Code	Comments
Sunday	02/05/2017	0.25	REGULAR HOURS WORKED	MH CHECK IN
Monday	02/06/2017	9.00	REGULAR HOURS WORKED	7:00 / 12:05-1:05 / 5:00
Tuesday	02/07/2017	9.25	REGULAR HOURS WORKED	7:15 / 12:00-12:30 / 5:00
Wednesday	02/08/2017	8.75	REGULAR HOURS WORKED	7:15 / 12:05-1:05 / 5:00
Thursday	02/09/2017	9.50	REGULAR HOURS WORKED	7:15 / 12:00-12:30 / 5:15
Friday	02/10/2017	1.75	REGULAR HOURS WORKED	7:45 / N/A / 9:30
Friday	02/10/2017	1.50	COMP TIME TAKEN	
<b>Total Hours Entered</b>		<b>40.00</b>		

40  
 2.89  
 -----  
 \$115.60

Week Day	Date	Hours	Time Code	Comments
Sunday	02/12/2017	7.75	REGULAR HOURS WORKED	8:15 / N/A / 3:45 - 5:30-6:15
Monday	02/13/2017	10.50	REGULAR HOURS WORKED	6:45 / 12:30-1:00 / 5:15
Tuesday	02/14/2017	8.25	REGULAR HOURS WORKED	7:00 / 12:00-1:00 / 4:15
Wednesday	02/15/2017	10.75	REGULAR HOURS WORKED	7:00 / N/A / 5:45
Thursday	02/16/2017	2.75	REGULAR HOURS WORKED	6:45 / 11:45-12:15 / 4:00
Thursday	02/16/2017	6.00	COMP TIME EARNED	
Friday	02/17/2017	10.25	COMP TIME EARNED	6:45 / N/A / 5:00
<b>Total Hours Entered</b>		<b>56.25</b>		

40  
 2.89  
 -----  
 \$115.60

**Total Hours for Pay Period**      **96.25**

**TIME RECORD APPROVAL HISTORY**

Name	Date	Time	Description	Comment
JUSZCZAK, STEPHANIE E	02/21/2017	12:27 pm	SUBMITTED NOT APPROVED	

= \$231.20

- - - - Time Card Status Is Approved - - - -

# REMAINING BUDGET DETAIL ANALYSIS

FISCAL YEAR 2017 AS OF 02/22/2017 FUND 0003 DEPT 0004

39% OF FISCAL YEAR ELAPSED

FUND 0003 JUSTICE FUND  
-04 PROSECUTING ATTORNEY

Acct No.	Account Description	Original Budget	Budget Changes	Budgeted Amount	EXPENDITURES			Percent	Budget Balance
					Paid Claims	Unpaid Claims	Total Exp		
0401-0002	SALARIES-OFFICER FT TEMP	80,408.00		80,408.64	12,370.56		12,370.56	15.38%	68,038.08
0402-0000	SALARY <del>LEGAL SECRETARY</del> <i>Office Man</i>	35,588.00		35,588.80	15,176.70		15,176.70	42.64%	20,412.10
0405-0000	SALARIES - HOLIDAY PAY				102.68		102.68	0.00%	(102.68)
0406-0000	SALARY - SECRETARY	29,515.00		29,515.20	9,185.51		9,185.51	31.12%	20,329.69
0406-0001	BENEFIT ACCRUAL	5,000.00		5,000.00				0.00%	5,000.00
0406-0002	SPECIALTY PAY				53.11		53.11	0.00%	(53.11)
	0406 Sub Total	34,515.00		34,515.20	9,238.62		9,238.62	26.77%	25,276.58
0407-0000	SALARY - VICTIM WITNESS COORD	22,464.00		22,464.00	9,468.00		9,468.00	42.15%	12,996.00
0409-0050	OVERTIME				209.25		209.25	0.00%	(209.25)
	0409 Sub Total				209.25		209.25		(209.25)
<b>Total 'A' Budget -- Salaries:</b>		<b>172,975.00</b>		<b>172,976.64</b>	<b>46,565.81</b>		<b>46,565.81</b>	<b>26.92%</b>	<b>126,410.83</b>
0410-0000	RETIREMENT	21,172.00		21,172.34	5,271.21		5,271.21	24.90%	15,901.13
0411-0000	SOCIAL SECURITY	13,232.00		13,232.71	3,554.85		3,554.85	26.86%	9,677.86
0413-0000	MEDICAL INSURANCE	32,760.00		32,760.00	11,256.45		11,256.45	34.36%	21,503.55
0415-0000	STATE UNEMPLOYMENT	416.00		416.56	105.35		105.35	25.29%	311.21
<b>Total 'D' Budget -- Benefits:</b>		<b>67,580.00</b>		<b>67,581.61</b>	<b>20,187.86</b>		<b>20,187.86</b>	<b>29.87%</b>	<b>47,393.75</b>
0431-0000	VWC FUEL/MILEAGE REIMB	1,600.00		1,600.00				0.00%	1,600.00
0439-0000	TRAVEL	4,000.00		4,000.00	75.82		75.82	1.90%	3,924.18
0440-0000	SUPPLIES	2,500.00		2,500.00	647.37		647.37	25.89%	1,852.63
0440-0001	VWC OFFICE SUPPLIES	480.00		480.00	120.57		120.57	25.12%	359.43
0440-0003	PUBLICATIONS	1,500.00		1,500.00				0.00%	1,500.00
	0440 Sub Total	4,480.00		4,480.00	767.94		767.94	17.14%	3,712.06
0449-0000	POSTAGE	750.00		750.00	110.00		110.00	14.67%	640.00
0461-0001	HEATING FUEL	3,500.00		3,500.00	3,124.91		3,124.91	89.28%	375.09
0461-0002	TELEPHONES	1,000.00		1,000.00	188.49		188.49	18.85%	811.51
0461-0003	WATER & SEWER	1,260.00		1,260.00	388.92		388.92	30.87%	871.08
0461-0004	POWER	1,700.00		1,700.00	352.21		352.21	20.72%	1,347.79
0461-0005	VWC TELEPHONES	850.00		850.00				0.00%	850.00
	0461 Sub Total	8,310.00		8,310.00	4,054.53		4,054.53	48.79%	4,255.47
0480-0000	PROFESSIONAL SERVICES	500.00		500.00				0.00%	500.00

*Handwritten notes:*  
 - Next to 12,370.56: *\$8,000 to work with.*  
 - Next to 15,176.70: *Pittman*