



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: March 22, 2022	ITEM TIME: 11:25
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FROM:	Kevin Booth
TODAY'S DATE:	March 22, 2022
AGENDA TITLE:	Authorization to Increase YVRA Staffing
CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> X ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	
I. DESCRIBE THE REQUEST OR ISSUE:	
Consideration for approval and authorization for the Airport Director to make the staffing changes as outlined in the attached YVRA Staffing Change Request.	
II. RECOMMENDED ACTION (motion):	
Approval and authorization for the Airport Director to make the following position changes: <ul style="list-style-type: none">• Add 1 FTE; Assistant Airport Security Coordinator• Transition the Lead Cook and Line Cook from PT/YR to FT/YR• Transition 4 Seasonal Passenger Services Representatives to PT/YR• Add 1 FT/YR OSS Officer	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE (if applicable): NA	
CURRENT BUDGETED AMOUNT: NA	
PROPOSED EXPENDITURES: Restaurant and Snack Bar: Increase of \$65,804/year; Security: \$70,000 (est.); Passenger Services: \$40,287.80/year; OSS: Increase of \$47,195/year	
FUNDING SOURCE: Funding to come from increased revenues, underspent payroll budget (due to inability to fill open positions) and YVRA Reserves	
SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
NA	
V. BACKGROUND INFORMATION:	
Recommended changes: add one (1) full-time, year-round security position (Assistant Airport Security Coordinator); transition two (2) part-time, year-round food service employees to full-time, year-round positions (Lead Line Cook and Line Cook); transition four (4) seasonal passenger services employees to part-time, year-round; and add one (1) full-time, year-round OSS/ARFF officer.	



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VI. LEGAL ISSUES:
None
VII. CONFLICTS OR ENVIRONMENTAL ISSUES:
None
VIII. SUMMARY AND OTHER OPTIONS:
NA
IX. LIST OF ATTACHMENTS:
YVRA - Staffing Change Request