DEPARTMENT: Public Works/Airport

RECOMMENDED ACTION AND JUSTIFICATION:

Approve Budget Action transferring $1,500 within the Airport Operations budget from Professional Services (line 04-19) to Extra Help (line 02-01) to staff the airport for a six week period during the airport manager’s absence.

There are currently two full-time employees that staff the airport; the airport manager and a maintenance worker. The airport manager will be off work for approximately six weeks due to medical reasons. Since the airport is open seven days a week, we need to have an extra help staff member work at least two days per week to cover basic operations. The staff member will also require training before being ready to work alone at the terminal. We are requesting approval to transfer $1,500 from Professional Services to Extra Help so that we can continue to offer the public the same hours of service that they are accustomed to.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board routinely approves transfers within budget units that do not change the overall budget.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested budget action, and direct staff to close the airport terminal two days per week during the airport manager’s absence.

Financial Impact? (X) Yes ( ) No  Current FY Cost: $1,500
Budgeted In Current FY? ( ) Yes (X) No  ( ) Partially Funded
Amount in Budget: $0
Additional Funding Needed: $1,500
Source:
Internal Transfer X
Unanticipated Revenue
Transfer Between Funds
Contingency
( ) General  ( ) Other

List Attachments, number pages consecutively

1. Budget Action form

CLERK’S USE ONLY:
Res. No.: Ord. No. ______
Vote – Ayes: 5  Noes: ______
Absent: ______
Approved ( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: ______
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: Deputy

COUNTY ADMINISTRATIVE OFFICER:
Requested Action Recommended
No Opinion
Comments: ______

CAO: ______
# BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0303</td>
<td>591-0201</td>
<td>Extra Help</td>
<td>$1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0303</td>
<td>591-0418</td>
<td>Professional Services</td>
<td></td>
<td></td>
<td>$1,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0104</td>
<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TRANSFER BETWEEN FUNDS**

**TOTAL**

$1,500  

**ACTION REQUESTED:** (Check all that apply)

- ( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies

- ( X ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION:** To allow for seven day staffing at the airport terminal during the airport manager's absence.

<table>
<thead>
<tr>
<th>DEPT HEAD SIGNATURE</th>
<th>DATE</th>
<th>APPROVED BY RES NO</th>
<th>CLERK</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>05/04/04</td>
<td></td>
<td></td>
<td>5-18-04</td>
</tr>
</tbody>
</table>

**0303 Airport Operations**

Budget Action Form Revised 11/95