

BEFORE THE METRO COUNCIL

AN ORDINANCE APPROVING AN ADDITION OF ) ORDINANCE NO. 00-881  
.43 FTE FOR TWO POSITIONS AT THE )  
OREGON ZOO ) Introduced by Mike Burton  
) Executive Officer

WHEREAS, The needs of the Zoo Design division for increasing secretarial support for phone coverage and tracking will be met by an increase of .05 FTE; and

WHEREAS, Support of the Zoo's website and additional public relations assistance within the Zoo's Marketing division will be increased by the addition of .38 FTE; and

WHEREAS, This is a required change in FTE to the FY00-01 budget; now, therefore

THE METRO COUNCIL ORDAINS AS FOLLOWS:

That the increase in a total of .43 FTE for two Zoo positions is approved and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this \_\_\_ day of \_\_\_\_\_, 2000.

WITHDRAWN  
David Bragdon, Presiding Officer

ATTEST:

Approved as to form:

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Daniel B. Cooper, General Counsel

## **STAFF REPORT**

### **CONSIDERATION OF ORDINANCE NO. 00-881 APPROVING AN ADDITION OF .43 FTE FOR TWO POSITIONS AT THE OREGON ZOO**

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November 16, 2000

Presented by: Kathy Kiaunis

#### **FACTUAL BACKGROUND AND ANALYSIS**

Based on the needs of the Zoo Design division, an increase of .05 FTE for the division secretary position is needed. Increasing the hours of the secretary position helps with phone coverage and tracking.

To support the Zoo's website, and provide public relations assistance, the Zoo Marketing division proposes transferring .38 FTE from temporary FTE to regular FTE. The .38 FTE will be combined with a .25 FTE regular position to create a .63 FTE.

#### **BACKGROUND**

Responsibilities in the Design division have increased, and additional secretarial support is required. The increase of .05 FTE will provide an additional eight hours each month in support of division needs.

With increased interest in and use of the Zoo's website the need has grown to keep the site current. The increase in FTE will allow the division to use the skills of a regular staff on an ongoing basis. The Marketing division's goal of increasing visibility in the Metro region, statewide, and nationally requires additional public relations assistance.

#### **FISCAL IMPACT**

Both changes can be absorbed within existing appropriations due to salary savings from vacancies.

#### **EXECUTIVE OFFICER'S RECOMMENDATION**

The Executive Officer recommends adoption of Ordinance No. 00-881.