

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1997-98	)	ORDINANCE NO. 98-728
BUDGET AND APPROPRIATIONS	)	
SCHEDULE BY TRANSFERRING \$51,623	)	
FROM CONTINGENCY TO PERSONAL	)	
SERVICES IN THE ZOO OPERATING FUND	)	Introduced by Executive Officer
TO PROVIDE FOR STAFFING OF THE NEW	)	Mike Burton
FACILITIES ASSOCIATED WITH THE	)	
OREGON PROJECT, AND DECLARING AN	)	
EMERGENCY	)	

WHEREAS, the voters approved a bond measure in September 1996 to add an exhibit at the Zoo called the Oregon Project; and

WHEREAS, additional staffing that could not have been reasonably anticipated at the time the budget was developed is necessary in the current fiscal year to successfully open the new entrance and related facilities; and

WHEREAS, the Metro Council has reviewed and considered the need to transfer appropriations with the FY 1997-98 Budget; and

WHEREAS, The need for a transfer of appropriation has been justified; and

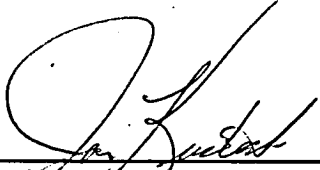
WHEREAS, Adequate funds exist for other identified needs; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 1997-98 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$51,623 from contingency to personal services in the Zoo Operating Fund for the purpose of providing for staffing of the new facilities associated with the Oregon Project.


2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 12<sup>th</sup> day of March, 1998.

  
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Jon Kvistad, Presiding Officer

ATTEST:

Approved as to Form:

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

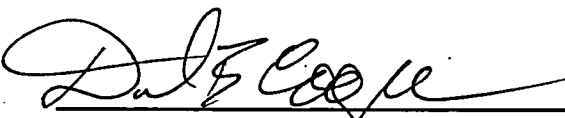
  
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Daniel B. Cooper, General Counsel

Exhibit A  
Ordinance No. 98-728  
Zoo Operating Fund

FISCAL YEAR 1997-98		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Senior Director	1.00	94,774	0.00	0	1.00	94,774
	Assistant Director	1.00	72,203	0.00	0	1.00	72,203
	Managers	3.00	185,827	0.00	0	3.00	185,827
	Senior Program Supervisor	1.00	61,116	0.00	0	1.00	61,116
	Program Supervisor	2.00	105,084	0.00	0	2.00	105,084
	Associate Program Supervisor	3.00	158,478	0.00	0	3.00	158,478
	Senior Service Supervisor	2.00	98,058	0.00	0	2.00	98,058
	Service Supervisor	1.00	44,652	1.00	13,780	2.00	58,432
	Senior Public Affairs Specialist	1.00	46,061	0.00	0	1.00	46,061
	Associate Service Supervisor	9.00	317,170	0.00	0	9.00	317,170
	Senior Administrative Service Analyst	1.00	55,457	0.00	0	1.00	55,457
	Research Coordinator	1.00	55,457	0.00	0	1.00	55,457
	Program Coordinator	2.00	64,938	0.00	0	2.00	64,938
	Asst. Pub. Affairs Specialist	1.00	43,869	0.00	0	1.00	43,869
	Graphics/Exhibit Designer	1.00	39,818	0.00	0	1.00	39,818
	Event Technician	1.00	39,463	0.00	0	1.00	39,463
	Restaurant Manager	0.00	0	1.00	9,853	1.00	9,853
	Catering Coordinator	2.00	73,485	0.00	0	2.00	73,485
	Veterinarian	1.00	49,641	0.00	0	1.00	49,641
	Assistant Research Coordinator	1.00	37,438	0.00	0	1.00	37,438
	Administrative Assistant	1.00	36,081	0.00	0	1.00	36,081
511125	SALARIES-REGULAR EMPLOYEES (part time)						
	Graphics/Exhibit Designer	1.00	39,818	0.00	0	1.00	39,818
	Veterinarian	0.50	29,117	0.00	0	0.50	29,117
	Associate Service Supervisor	0.50	19,690	0.00	0	0.50	19,690
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Support Assistant C	2.00	66,127	0.00	0	2.00	66,127
	Administrative Secretary	3.00	89,968	0.00	0	3.00	89,968
	Program Assistant 2	2.00	68,716	0.00	0	2.00	68,716
	Receptionist	1.00	20,487	0.00	0	1.00	20,487
	Program Assistant 2-Graphics	1.00	34,368	0.00	0	1.00	34,368
	Office Assistant	1.00	18,593	0.00	0	1.00	18,593
	Retail Specialist	0.00	0	0.00	0	0.00	0
	Program Assistant 1	1.00	28,272	0.00	0	1.00	28,272
	Security Officer 1	3.00	71,811	0.00	0	3.00	71,811
	Management Intern	0.00	0	0.00	0	0.00	0
	Warehouse Assistant	0.00	0	1.00	9,398	1.00	9,398
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Administrative Secretary	1.60	52,350	0.00	0	1.60	52,350
	Security Officer 1-reg	0.50	10,544	0.00	0	0.50	10,544
	Video/Photography Technician	0.50	15,597	0.00	0	0.50	15,597
	Program Assistant 1	1.40	35,199	0.00	0	1.40	35,199
	Animal Hospital Attendant	1.00	24,485	0.00	0	1.00	24,485
	Office Assistant	0.00	0	0.00	0	0.00	0
	Program Assistant 2	0.50	13,308	0.00	0	0.50	13,308
	Educational Service Aide 2	0.00	0	0.00	0	0.00	0
	Secretary	1.50	32,432	0.25	2,167	1.75	34,599
	Food Service/Retail Specialist	0.00	0	0.00	0	0.00	0

Exhibit A  
Ordinance No. 98-728  
**Zoo Operating Fund**

FISCAL YEAR 1997-98		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
	Program Assistant 2-Graphics	0.50	15,597	0.00	0	0.50	15,597
	Visitor Service Worker 3-reg	4.25	86,761	0.15	1,708	4.40	88,469
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Security Officer 1-temp	1.00	19,105	0.00	0	1.00	19,105
	Education Service Aide I	9.88	156,896	0.00	0	9.88	156,896
	Education Service Aide II	1.96	40,071	0.00	0	1.96	40,071
	Office Assistant	0.20	3,387	0.00	0	0.20	3,387
511241	WAGES-SEASONAL EMPLOYEES						
	Visitor Service Worker 3-temp	5.51	92,844	0.00	0	5.51	92,844
	Visitor Service Worker 2-temp	6.93	133,827	0.00	0	6.93	133,827
	Visitor Service Worker 1-temp	20.50	272,233	0.00	0	20.50	272,233
511321	REPRESENTED 483-REGULAR EMPLOYEES (full time)						
	Veterinary Technician	1.00	35,016	0.00	0	1.00	35,016
	Nutrition Technician	1.00	35,016	0.00	0	1.00	35,016
	Shift Supervisor	1.00	26,538	0.00	0	1.00	26,538
	Maintenance Technician	1.00	41,656	0.00	0	1.00	41,656
	Maintenance Worker 2	7.00	252,510	0.00	0	7.00	252,510
	Senior Gardener	1.00	40,194	0.00	0	1.00	40,194
	Gardener 1	7.00	235,873	0.00	0	7.00	235,873
	Custodian	4.00	129,847	0.00	0	4.00	129,847
	Senior Animal Keeper	7.00	258,849	0.00	0	7.00	258,849
	Animal Keeper	25.00	878,582	0.00	0	25.00	878,582
	Maintenance Lead	1.00	43,535	0.00	0	1.00	43,535
	Master Mechanic	1.00	43,535	0.00	0	1.00	43,535
	Maintenance Electrician	1.00	50,196	0.00	0	1.00	50,196
511325	REPRESENTED 483-REGULAR EMPLOYEES (part time)						
	Animal Keeper-PT	1.50	52,524	0.00	0	1.50	52,524
	Typist/Receptionist Reg.(Part Time)	1.65	41,721	0.00	0	1.65	41,721
	Custodian	2.80	94,479	0.00	0	2.80	94,479
	Clerk/Bookkeeper	1.50	40,497	0.00	0	1.50	40,497
	Maintenance Worker 2-PT	2.22	80,987	0.00	0	2.22	80,987
	Maintenance Worker 1-PT	2.35	77,675	0.00	0	2.35	77,675
511335	REPRESENTED 483-TEMPORARY EMPLOYEES (part time)						
	Typist/Receptionist-temp	1.60	33,174	0.00	0	1.60	33,174
	Stationmaster-temp	1.12	28,834	0.00	0	1.12	28,834
	Animal Keeper	0.45	12,450	0.00	0	0.45	12,450
	Custodian	0.72	19,802	0.00	0	0.72	19,802
	Laborer	2.05	48,069	0.00	0	2.05	48,069
	Maintenance Technician	0.34	11,664	0.00	0	0.34	11,664
	Clerk/Bookkeeper	0.60	13,104	0.00	0	0.60	13,104
	Maintenance Worker 3	0.39	12,036	0.00	0	0.39	12,036
511400	OVERTIME	0.00	180,780	0.00	0	0.00	180,780
512000	FRINGE	0.00	1,890,067	0.00	14,717	0.00	1,904,784
<b>Total Personal Services</b>		<b>187.02</b>	<b>7,879,883</b>	<b>3.40</b>	<b>51,623</b>	<b>190.42</b>	<b>7,931,506</b>

Exhibit A  
Ordinance No. 98-728  
**Zoo Operating Fund**

FISCAL YEAR 1997-98		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Total Materials &amp; Services</b>			4,807,868		0		4,807,868
<b>Total Capital Outlay</b>			920,402		0		920,402
<b>Total Interfund Transfers</b>			1,310,974		0		1,310,974
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		581,039		(51,623)		529,416
599990	Unappropriated Balance						
	* Unrestricted		4,291,427		0		4,291,427
	* Renewal & Replacement		4,800,000		0		4,800,000
<b>Total Contingency and Unappropriated Balance</b>			9,672,466		(51,623)		9,620,843
<b>TOTAL FUND REQUIREMENTS</b>		<b>187.02</b>	<b>24,591,593</b>	<b>3.40</b>	<b>0</b>	<b>190.42</b>	<b>24,591,593</b>

**Exhibit B**  
**Ordinance No. 98-728**  
**FY 1997-98 SCHEDULE OF APPROPRIATIONS**

	<b>Current Budget</b>	<b>Revision</b>	<b>Proposed Budget</b>
<b>ZOO OPERATING FUND</b>			
Personal Services	\$7,879,883	\$51,623	\$7,931,506
Materials & Services	4,807,868	\$0	4,807,868
Capital Outlay	920,402	\$0	920,402
Interfund Transfers	1,310,974	\$0	1,310,974
Contingency	581,039	(\$51,623)	529,416
Unappropriated Balance	9,091,427	\$0	9,091,427
<b>Total Fund Requirements</b>	<b>\$24,591,593</b>	<b>\$0</b>	<b>\$24,591,593</b>

**ALL OTHER APPROPRIATIONS REMAIN AS ADOPTED**

## STAFF REPORT

CONSIDERATION OF ORDINANCE 98-728 AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$51,623 FROM CONTINGENCY TO PERSONAL SERVICES IN THE ZOO OPERATING FUND TO PROVIDE FOR STAFFING OF THE NEW FACILITIES ASSOCIATED WITH THE OREGON PROJECT, AND DECLARING AN EMERGENCY.

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Date: February 12, 1998

Presented by: Kathy Kiaunis

### FACTUAL BACKGROUND AND ANALYSIS

Construction of Phase II of the Oregon Project is underway, with a planned September 1998 opening. Phase II includes the new mountain goat exhibit and the new entrance facilities, which include the restaurant, retail and catering facilities.

Included in the proposed budget for FY 1998-99 are several new positions needed to staff these new facilities. Some positions, however, need to be brought on-line during the current fiscal year to be able to achieve a timely opening and successfully meet the revenue goals for the new project. The positions that are needed during this fiscal year are summarized below:

1.00 FTE	Restaurant Manager	\$ 9,853
1.00 FTE	Warehouse Assistant	9,398
.15 FTE	Visitors Service Worker III	1,708
.25 FTE	Catering Secretary	2,167
1.00 FTE	Service Supervisor	<u>13,780</u>
	Subtotal Salaries and Wages	\$36,906
	Fringe Benefits	<u>\$14,717</u>
	<b>TOTAL</b>	<b>\$51,623</b>

#### Restaurant Manager

Prior to the opening of the restaurant in September 1998, considerable work will need to be done to coordinate purchasing, hiring and training staff, menu implementation and other activities associated with opening the facility. This coordination effort will occur at the same time as other Food Services staff are busy with managing the operations of the peak season at the Zoo.

#### Warehouse Assistant

Zoo warehouse operations involve purchasing, receiving, distribution, storing and shipping. With the growth of the catering, food service and retail sections at the Zoo,

warehouse operations will more than double. Additional personnel are essential to staff a second receiving area and support the increased volume.

Prior to the opening of the new retail facilities and restaurant, we will need to order and receive numerous pieces of equipment, supplies and other products. This increased activity is in addition to managing existing zoo warehouse operations during our peak season.

### Visitors Services Worker III

The volume of catering activity at the Zoo has grown 22% in the past three years. A substantial increase in volume is projected with the opening of the new catering and banquet facilities. In general, large groups book 6-18 months in advance depending on the type of event. Increasing the current Visitors Services Worker III from .85 FTE to 1.0 FTE will assist in maintaining our current operations while we pre-sell the new facility.

### Catering Secretary

Similar to the Visitors Service Worker III, an increase in secretarial support is needed to assist with current increases in catering volume as well as meet the demands of new sales and booking activity associated with the Oregon Project. This position is proposed to increase from .75 FTE to 1.0 FTE.

### Service Supervisor

Development of the Zoo's 25-year Capital REplacement Plan has been very beneficial in identifying a needed schedule for maintaining, refurbishing and improving the Zoo's capital assets. We have found over the past two years, however, that we have been unable to complete all needed projects budgeted as a result of inadequate staffing or coordinate the projects. This problem has been exacerbated by the additional demands the Oregon Project has placed on the Facilities Management Division. A Service is requested now to meet the immediate extra work load as a result of the coordination of during the construction of the Oregon Project and to meet needs of other planned capital projects.

### FISCAL IMPACT

This action reduces the contingency for the Zoo Operating Fund but sufficient appropriations remain in contingency for other issues as they arise throughout the fiscal year.

### EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 98-728.



**REGIONAL FACILITIES COMMITTEE REPORT**

**CONSIDERATION OF ORDINANCE NO. 98-728, AN ORDINANCE AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$51,623 FROM CONTINGENCY TO PERSONAL SERVICES IN THE ZOO OPERATING FUND TO PROVIDE FOR STAFFING OF THE NEW FACILITIES ASSOCIATED WITH THE OREGON PROJECT, AND DECLARING AN EMERGENCY.**

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**Date:** March 4, 1998

**Presented by:** Councilor McCaig

**Committee Action:** At its March 3, 1998 meeting, the Regional Facilities Committee unanimously recommended Council adoption of Ordinance 98-728. Voting in favor: Councilors McCaig, Naito and McFarland.

**Council Issues/Discussion:** Kathy Kiaunis, acting Zoo director, gave the staff presentation. The Zoo has proposed in next year's budget, several new positions related to the Oregon Project. In order to open some of these facilities however, the Zoo has concluded it needs to hire some of these positions in this fiscal year. This resolution approves \$51,623 in expenditures necessary to add 3.4 fte. The funds will come from contingency in the Zoo Operating Fund.

A public hearing was opened and no testimony was offered.

Councilors raised no additional issues.