

BEFORE THE METRO COUNCIL

AMENDING THE FY 2010-11 BUDGET AND ) ORDINANCE NO. 10-1245  
APPROPRIATIONS SCHEDULE TO ADD 1.0 FTE )  
FOR A RECORDS AND INFORMATION ) Introduced by Michael Jordan, Chief  
ANALYST TO SUPPORT THE OREGON ZOO'S ) Operating Officer, with the concurrence of  
VETERINARY DIVISION AND SATISFY THE ) Council President David Bragdon  
AZA ACCREDITATION REQUIREMENTS, AND )  
DECLARING AN EMERGENCY )

WHEREAS, Metro Code chapter 2.02.040 requires Metro Council approval to add any new position to the budget; and

WHEREAS, the Metro Council has reviewed and considered the need to add FTE within the FY 2010-11 Budget; and

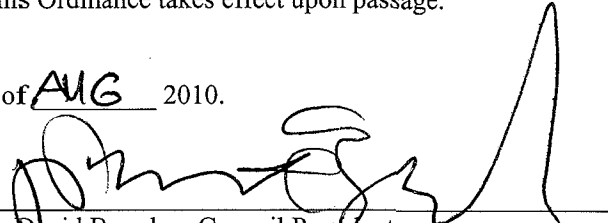
WHEREAS, the need for the additional FTE has been justified; and

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

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 2010-11 Budget and Schedule of Appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this Ordinance to add 1.0 FTE to the Oregon Zoo to provide records and information support to the veterinary unit and satisfy the AZA accreditation requirements.
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 day of AUG 2010.

  
David Bragdon, Council President

Attest:

  
Anthony Andersen, Recording Secretary

Approved as to Form:

  
Daniel B. Cooper, Metro Attorney



**Exhibit A  
Ordinance No. 10-1245**

ACCT	DESCRIPTION	Current		Revision		Amended	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>General Fund</b>							
<b>Oregon Zoo</b>							
<i>Personal Services</i>							
<i>SALWGE Salaries &amp; Wages</i>							
5010	Reg Employees-Full Time-Exempt						
	Director	1.00	145,000	-	0	1.00	145,000
	Deputy Director	2.00	233,870	-	0	2.00	233,870
	Education Coordinator II	1.00	51,804	-	0	1.00	51,804
	Events Coordinator	1.00	56,064	-	0	1.00	56,064
	Manager I	1.00	77,801	-	0	1.00	77,801
	Manager II	3.75	327,324	-	0	3.75	327,324
	Program Analyst II	2.00	109,345	-	0	2.00	109,345
	Program Analyst III	1.00	71,190	-	0	1.00	71,190
	Program Analyst IV	1.00	66,305	-	0	1.00	66,305
	Program Supervisor II	2.00	152,196	-	0	2.00	152,196
	Project Coordinator	1.00	73,466	-	0	1.00	73,466
	Records & Information Analyst	-	0	1.00	42,770	1.00	42,770
	Registrar	1.00	51,804	-	0	1.00	51,804
	Research Coordinator II	1.00	66,305	-	0	1.00	66,305
	Senior Public Affairs Specialist	1.00	76,440	-	0	1.00	76,440
	Service Supervisor I	4.00	198,042	-	0	4.00	198,042
	Service Supervisor II	9.00	486,738	-	0	9.00	486,738
	Service Supervisor III	5.00	333,894	-	0	5.00	333,894
	Service Supervisor IV	1.00	72,807	-	0	1.00	72,807
	Veterinarian I	1.00	77,801	-	0	1.00	77,801
	Veterinarian II	1.00	92,998	-	0	1.00	92,998
	Volunteer Coordinator II	1.00	51,804	-	0	1.00	51,804
5015	Reg Empl-Full Time-Non-Exempt						
	Administrative Assistant III	1.00	45,039	-	0	1.00	45,039
	Administrative Specialist I	1.00	36,895	-	0	1.00	36,895
	Administrative Specialist II	1.00	40,612	-	0	1.00	40,612
	Administrative Specialist III	4.00	183,829	-	0	4.00	183,829
	Animal Keeper	30.00	1,459,500	-	0	30.00	1,459,500
	Custodian	6.00	257,972	-	0	6.00	257,972
	Education Coordinator I	2.00	103,524	-	0	2.00	103,524
	Gardener 1	7.00	327,838	-	0	7.00	327,838
	Maintenance Electrician	1.00	72,809	-	0	1.00	72,809
	Maintenance Lead	1.00	64,310	-	0	1.00	64,310
	Maintenance Technician	2.00	123,150	-	0	2.00	123,150
	Maintenance Worker 2	12.00	628,908	-	0	12.00	628,908
	Nutrition Technician	1.00	46,834	-	0	1.00	46,834
	Program Assistant 1	2.00	75,753	-	0	2.00	75,753
	Program Assistant 2	2.00	79,115	-	0	2.00	79,115
	Safety and Security Officer	4.00	149,606	-	0	4.00	149,606
	Senior Animal Keeper	6.00	318,960	-	0	6.00	318,960
	Senior Gardener	1.00	55,875	-	0	1.00	55,875
	Storekeeper	1.00	49,319	-	0	1.00	49,319
	Typist/Receptionist-Lead	1.00	36,874	-	0	1.00	36,874
	Veterinary Technician	2.00	97,300	-	0	2.00	97,300
	Volunteer Coordinator I	1.00	59,946	-	0	1.00	59,946
5020	Reg Emp-Part Time-Exempt						
	Assistant Public Affairs Specialist	0.63	35,971	-	0	0.63	35,971
	Associate Visual Communications	0.50	29,969	-	0	0.50	29,969
	Video/Photography Technician	0.50	28,548	-	0	0.50	28,548

**Exhibit A  
Ordinance No. 10-1245**

ACCT	DESCRIPTION	Current		Revision		Amended	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>General Fund</b>							
<b>Oregon Zoo</b>							
5025	Reg Employees-Part Time-Non-Exempt						
	Animal Keeper-PT	1.50	72,975	-	0	1.50	72,975
	Clerk/Bookkeeper	0.75	28,031	-	0	0.75	28,031
	Food Service/Retail Specialist	3.90	160,483	-	0	3.90	160,483
	Lead Cash Office Clerk	0.85	33,331	-	0	0.85	33,331
	Nutrition Technician I	0.50	23,417	-	0	0.50	23,417
	Nutrition Technician II	0.50	24,325	-	0	0.50	24,325
	Program Assistant 1	0.75	30,459	-	0	0.75	30,459
	Program Assistant 2	0.75	33,575	-	0	0.75	33,575
	Security Officer I	0.50	16,746	-	0	0.50	16,746
	Veterinary Technician	0.50	24,325	-	0	0.50	24,325
	Visitor Service Worker 3-reg	0.85	27,119	-	0	0.85	27,119
5030	Temporary Employees		1,834,109		0		1,834,109
5040	Seasonal Employees		1,614,377		0		1,614,377
5080	Overtime		388,908		0		388,908
5089	Salary Adjustments						
	Merit Adjustment Pool (non-represented)		78,381		0		78,381
	Merit Adjustment Pool (LIUNA)		22,621		0		22,621
	Step Increases (AFSCME)		18,374		0		18,374
	COLA (represented employees)		62,758		0		62,758
	Other Adjustments (non-represented)		13,065		0		13,065
	Other Adjustments (AFSCME)		8,352		0		8,352
	Other Adjustments (Class & Comp Study)		131,957		0		131,957
<i>FRINGE</i>	<i>Fringe Benefits</i>						
5100	Fringe Benefits						
	Base Fringe (variable & fixed)		3,647,377		19,947		3,667,324
5190	PERS Bond Recovery		317,586		1,283		318,869
<b>Total Personal Services</b>		<b>148.73</b>	<b>\$16,191,128</b>	<b>1.00</b>	<b>\$64,000</b>	<b>149.73</b>	<b>\$16,255,128</b>
<b><u>Materials &amp; Services</u></b>							
<i>GOODS</i>	<i>Goods</i>						
5201	Office Supplies		114,288		0		114,288
5205	Operating Supplies		1,409,242		0		1,409,242
5210	Subscriptions and Dues		56,154		0		56,154
5214	Fuels and Lubricants		133,000		0		133,000
5215	Maintenance & Repairs Supplies		388,100		0		388,100
5220	Food		1,333,720		0		1,333,720
<i>SVCS</i>	<i>Services</i>						
5245	Marketing		6,125		0		6,125
5240	Contracted Professional Svcs		1,370,952		0		1,370,952
5251	Utility Services		2,326,620		(64,000)		2,262,620
5255	Cleaning Services		39,600		0		39,600
5260	Maintenance & Repair Services		243,125		0		243,125
5265	Rentals		197,930		0		197,930
5280	Other Purchased Services		904,809		0		904,809
5290	Operations Contracts		1,835,709		0		1,835,709
<i>CAPMNT</i>	<i>Capital Maintenance</i>						
5262	Capital Maintenance - Non-CIP		327,000		0		327,000
<i>IGEXP</i>	<i>Intergov't Expenditures</i>						
5300	Payments to Other Agencies		83,535		0		83,535
5315	Grants to Other Governments		26,000		0		26,000

**Exhibit A  
Ordinance No. 10-1245**

ACCT	DESCRIPTION	Current Budget		Revision		Amended Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
<b>General Fund</b>							
<b>Oregon Zoo</b>							
	<i>OTHEXP Other Expenditures</i>						
	5445 Grants		20,000		0		20,000
	5450 Travel		91,185		0		91,185
	5455 Staff Development		43,020		0		43,020
	5490 Miscellaneous Expenditures		62,950		0		62,950
	<b>Total Materials &amp; Services</b>		<b>\$11,013,064</b>		<b>(\$64,000)</b>		<b>\$10,949,064</b>
<hr/>							
	<b>TOTAL REQUIREMENTS</b>	<b>148.73</b>	<b>\$27,204,192</b>	<b>1.00</b>	<b>\$0</b>	<b>149.73</b>	<b>\$27,204,192</b>

**Exhibit B**  
**Ordinance 10-1245**  
**Schedule of Appropriations**

	<u>Current</u> <u>Appropriation</u>	<u>Revision</u>	<u>Revised</u> <u>Appropriation</u>
<b>GENERAL FUND</b>			
Communications	2,514,675	0	2,514,675
Council Office	3,496,913	0	3,496,913
Finance & Regulatory Services	3,358,417	0	3,358,417
Human Resources	1,836,807	0	1,836,807
Information Services	3,058,380	0	3,058,380
Metro Auditor	671,433	0	671,433
Office of Metro Attorney	2,012,886	0	2,012,886
Oregon Zoo	27,204,192	0	27,204,192
Parks & Environmental Services	6,942,305	0	6,942,305
Planning and Development	15,414,229	0	15,414,229
Research Center	4,631,745	0	4,631,745
Sustainability Center	5,470,794	0	5,470,794
Former ORS 197.352 Claims & Judgments	100	0	100
Special Appropriations	5,201,637	0	5,201,637
Non-Departmental			
Debt Service	1,529,472	0	1,529,472
Interfund Transfers	4,313,554	0	4,313,554
Contingency	3,478,646	0	3,478,646
Unappropriated Balance	13,191,950	0	13,191,950
<b>Total Fund Requirements</b>	<b>\$104,328,135</b>	<b>\$0</b>	<b>\$104,328,135</b>

*NOTE : No change in the appropriation schedule is necessary as a result of this amendment.  
All appropriations remain as previously adopted*

## STAFF REPORT

FOR THE PURPOSE OF AMENDING THE FY 2010-11 BUDGET AND APPROPRIATIONS SCHEDULE TO ADD 1.0 FTE FOR A RECORDS AND INFORMATION ANALYST TO SUPPORT THE OREGON ZOO'S VETERINARY DIVISION AND SATISFY THE AZA ACCREDITATION REQUIREMENTS, AND DECLARING AN EMERGENCY

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Date: July 19, 2010

Presented by: Joanne Ossanna 503-220-5705

## BACKGROUND

The Oregon Zoo's veterinary division consists of two full-time veterinarians, two full-time veterinary technicians and one part-time hospital keeper who is also a veterinary technician. The division is responsible for the health of the animal collection which numbers over 1200; in addition they oversee the preventative health program for the Zoo's animal collection and 60 staff. Preventative health includes the annual staff TB testing, rabies serum titer checks, zoonotic training and animal exams. The veterinary division also oversees the animal nutrition program by managing the commissary which employs two full-time staff and one part-time animal nutritionist. They generate records from all animal procedures and treatments, veterinary supply purchases, animal food and bedding purchases and medical testing, and transports as well as other support tasks for the division.

During the American Zoo and Aquarium (AZA) accreditation inspection in 2004 the visiting team noted as a concern that there wasn't any clerical support assigned to the veterinary division. This concern came to the new Zoo Director's attention during a review of current staff. This issue needs to be addressed immediately, because the zoo will be inspected by the AZA accreditation team this month. Currently, the staff of the veterinary division must enter data into the medical records system (MedARKS), process purchase orders, write contracts and perform the duties of a medical records specialist, in addition to meeting the medical and nutritional needs of the animal collection.

The addition of this full-time Records & Information Analyst position will satisfy AZA accreditation requirements by providing the needed clerical and records support that is required for a veterinary department in an AZA accredited Zoo of this size and stature. This position will be responsible for data entry, filing, scheduling, coordinating animal shipments, processing purchasing card and purchase order information and general clerical support. These are just a few of the tasks this position will perform for not only the veterinary division but the living collections division as a whole. The addition of the Records & Information Analyst will allow for the veterinary staff to focus more intently on the care and well-being of the animal collection while ensuring the veterinary division is organized and functioning efficiently.

## ANALYSIS/INFORMATION

1. **Known Opposition:** None known.
2. **Legal Antecedents:** ORS 294.450 provides for transfers of appropriations within a fund, including transfers from contingency, if such transfers are authorized by official resolution or ordinance of the governing body for the local jurisdiction. Metro code chapter 2.02.040 requires the Metro Council to approve the addition of any position to the budget.

3. **Anticipated Effects:** This action authorizes the addition of 1.0 FTE full-time regular Records and Information Analyst at the Oregon Zoo to provide needed clerical and records support for the veterinary unit and to satisfy AZA accreditation requirements.
4. **Budget Impacts:** This ordinance provides for two actions:
  - a. Authorizes the addition of 1.0 FTE full-time regular Records & Information Analyst for the Oregon Zoo's veterinary division. The additional estimated impact on the General Fund in FY 2010-11 for salary and fringe benefits is estimated to be approximately \$64,000.
  - b. Authorizes the budget transfer of \$64,000 from the Oregon Zoo's water utility budget to personal services to provide budget authority for the new position. This reduction in the water utility budget is possible due to the cost savings realized from conservation efforts and significant repairs of water lines.

### **RECOMMENDED ACTION**

The Chief Operating Officer recommends adoption of this Ordinance.