

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1997-98)
BUDGET AND APPROPRIATIONS)
SCHEDULE BY TRANSFERRING \$120,000)
FROM CONTINGENCY TO PERSONAL)
SERVICES IN THE ZOO OPERATING FUND)
TO PROVIDE FOR INCREASED TEMPORARY)
STAFFING AT THE METRO WASHINGTON)
PARK ZOO (OREGON ZOO), AND)
DECLARING AN EMERGENCY)

ORDINANCE NO. 98-752

Introduced by Mike Burton,
Executive Officer

WHEREAS, additional temporary staffing is required in the Visitor Services Division that could not have been reasonably anticipated at the time the budget was developed is necessary in the current fiscal year to provide for patrons visiting the Metro Washington Park Zoo (Oregon Zoo); and

WHEREAS, additional temporary staffing in the Facilities Management Division that could not have been reasonably anticipated at the time the budget was developed is necessary in the current fiscal year due to time loss due to illness, Oregon Project construction, and train operations; 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 \$120,000 from contingency to personal services in the Zoo Operating Fund for the purpose of providing for temporary staffing at the Metro Washington Park Zoo (Oregon Zoo).

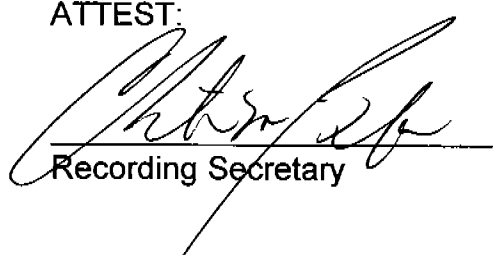
2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 11th day of June, 1998.



Jon Kvistad, Presiding Officer

ATTEST:



Recording Secretary

Approved as to Form:



Daniel B. Cooper, General Counsel

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Exhibit A
Ordinance No. 98-752

Zoo Operating Fund

ACCT	DESCRIPTION	Current Budget		REVISION		Proposed Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Expenses							
<i>Personal Services</i>							
<i>SALWGE</i>	<i>Salaries & Wages</i>						
5010	Reg Employees-Full Time-Exempt						
	Administrative Assistant	1.00	36,081	0.00	0	1.00	36,081
	Assistant Director	1.00	72,203	0.00	0	1.00	72,203
	Assistant Research Coordinator	1.00	37,438	0.00	0	1.00	37,438
	Assoc. Pub. Affairs Specialist	0.00	0	0.00	0	0.00	0
	Associate Management Analyst	0.00	0	0.00	0	0.00	0
	Associate Program Supervisor	3.00	158,478	0.00	0	3.00	158,478
	Associate Service Supervisor	9.00	317,170	0.00	0	9.00	317,170
	Asst. Management Analyst	0.00	0	0.00	0	0.00	0
	Asst. Pub. Affairs Specialist	1.00	43,869	0.00	0	1.00	43,869
	Catering Coordinator	2.00	73,485	0.00	0	2.00	73,485
	Event Technician	1.00	39,463	0.00	0	1.00	39,463
	Graphics/Exhibit Designer	1.00	39,818	0.00	0	1.00	39,818
	Managers	3.00	185,827	0.00	0	3.00	185,827
	Principal Administrative Service Analyst	0.00	0	0.00	0	0.00	0
	Program Coordinator	2.00	64,938	0.00	0	2.00	64,938
	Program Supervisor	2.00	105,084	0.00	0	2.00	105,084
	Project Coordinator	0.00	0	0.00	0	0.00	0
	Research Coordinator	1.00	55,457	0.00	0	1.00	55,457
	Restaurant Manager	1.00	9,853	0.00	0	1.00	9,853
	Senior Administrative Service Analyst	1.00	55,457	0.00	0	1.00	55,457
	Senior Director	1.00	94,774	0.00	0	1.00	94,774
	Senior Program Supervisor	1.00	61,116	0.00	0	1.00	61,116
	Senior Public Affairs Specialist	1.00	46,061	0.00	0	1.00	46,061
	Senior Service Supervisor	2.00	98,058	0.00	0	2.00	98,058
	Senior Service Supervisor	0.00	0	0.00	0	0.00	0
	Service Supervisor	2.00	58,432	0.00	0	2.00	58,432
	Veterinarian	1.00	49,641	0.00	0	1.00	49,641
	Volunteer Coordinator	0.00	0	0.00	0	0.00	0
5015	Reg Empl-Full Time-Non-Exempt						
	Administrative Secretary	3.00	89,968	0.00	0	3.00	89,968
	Administrative Support Assistant C	2.00	66,127	0.00	0	2.00	66,127
	Animal Keeper	25.00	878,582	0.00	0	25.00	878,582
	Custodian	4.00	129,847	0.00	0	4.00	129,847
	Gardener 1	7.00	235,873	0.00	0	7.00	235,873
	Gardener 2	0.00	0	0.00	0	0.00	0
	Maintenance Electrician	1.00	50,196	0.00	0	1.00	50,196
	Maintenance Lead	1.00	43,535	0.00	0	1.00	43,535
	Maintenance Technician	1.00	41,656	0.00	0	1.00	41,656
	Maintenance Worker 1	0.00	0	0.00	0	0.00	0
	Maintenance Worker 2	7.00	252,510	0.00	0	7.00	252,510
	Maintenance Worker 3	0.00	0	0.00	0	0.00	0

Exhibit A
Ordinance No. 98-752

Zoo Operating Fund

ACCT	DESCRIPTION	Current Budget		REVISION		Proposed Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Expenses							
	Management Intern	0.00	0	0.00	0	0.00	0
	Master Mechanic	1.00	43,535	0.00	0	1.00	43,535
	Nutrition Technician	1.00	35,016	0.00	0	1.00	35,016
	Office Assistant	1.00	18,593	0.00	0	1.00	18,593
	Program Assistant 1	1.00	28,272	0.00	0	1.00	28,272
	Program Assistant 2	2.00	68,716	0.00	0	2.00	68,716
	Program Assistant 2-Graphics	1.00	34,368	0.00	0	1.00	34,368
	Receptionist	1.00	20,487	0.00	0	1.00	20,487
	Retail Specialist	0.00	0	0.00	0	0.00	0
	Security Officer 1	3.00	71,811	0.00	0	3.00	71,811
	Senior Animal Keeper	7.00	258,849	0.00	0	7.00	258,849
	Senior Gardener	1.00	40,194	0.00	0	1.00	40,194
	Typist/Receptionist-Lead	1.00	26,538	0.00	0	1.00	26,538
	Typist/Receptionist-reg	0.00	0	0.00	0	0.00	0
	Veterinary Technician	1.00	35,016	0.00	0	1.00	35,016
	Warehouse Assistant	1.00	9,398	0.00	0	1.00	9,398
5020	Reg Employees-Part Time-Exempt						
	Associate Service Supervisor	0.50	19,690	0.00	0	0.50	19,690
	Catering Coordinator	0.00	0	0.00	0	0.00	0
	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
5025	Reg Empl-Part Time-Non-Exempt						
	Administrative Assistant	0.00	0	0.00	0	0.00	0
	Administrative Secretary	1.60	52,350	0.00	0	1.60	52,350
	Animal Hospital Attendant	1.00	24,485	0.00	0	1.00	24,485
	Animal Keeper-PT	1.50	52,524	0.00	0	1.50	52,524
	Clerk/Bookkeeper	1.50	40,497	0.00	0	1.50	40,497
	Custodian	2.80	94,479	0.00	0	2.80	94,479
	Educational Service Aide 2	0.00	0	0.00	0	0.00	0
	Food Service/Retail Specialist	0.00	0	0.00	0	0.00	0
	Maintenance Worker 1-PT	2.35	77,675	0.00	0	2.35	77,675
	Maintenance Worker 2-PT	2.22	80,987	0.00	0	2.22	80,987
	Maintenance Worker 3-PT	0.00	0	0.00	0	0.00	0
	Office Assistant	0.00	0	0.00	0	0.00	0
	Program Assistant 1	1.40	35,199	0.00	0	1.40	35,199
	Program Assistant 2	0.50	13,308	0.00	0	0.50	13,308
	Program Assistant 2-Graphics	0.50	15,597	0.00	0	0.50	15,597
	Secretary	1.75	34,599	0.00	0	1.75	34,599
	Security Officer 1-reg	0.50	10,544	0.00	0	0.50	10,544
	Typist/Receptionist Reg.(Part Time)	1.65	41,721	0.00	0	1.65	41,721
	Veterinary Technician	0.00	0	0.00	0	0.00	0
	Video/Photography Technician	0.50	15,597	0.00	0	0.50	15,597
	Visitor Service Worker 1-reg	0.00	0	0.00	0	0.00	0
	Visitor Service Worker 2-reg	0.00	0	0.00	0	0.00	0

**Exhibit A
Ordinance No. 98-752**

Zoo Operating Fund

ACCT	DESCRIPTION	Current Budget		REVISION		Proposed Budget	
		FTE	Amount	FTE	Amount	FTE	Amount
General Expenses							
	Visitor Service Worker 3-reg	4.40	88,469	0.00	0	4.40	88,469
5030	Temporary Employees		398,592		120,000		518,592
5040	Seasonal Employees		498,904		0		498,904
5080	Overtime		180,780		0		180,780
<i>FRINGE</i>	<i>Fringe Benefits</i>						
5100	Fringe Benefits		1,904,784		0		1,904,784
Total Personal Services		137.17	\$7,931,506	0.00	\$120,000	137.17	\$8,051,506
Total Materials & Services			\$4,807,868		\$0		\$4,807,868
Total Capital Outlay			\$920,402		\$0		\$920,402
Total Interfund Transfers			\$1,310,974		\$0		\$1,310,974
<i>Contingency and Ending Balance</i>							
<i>CONT</i>	<i>Contingency</i>						
5999	Contingency		529,416		(120,000)		409,416
<i>UNAPP</i>	<i>Unappropriated Fund Balance</i>						
5990	Unappropriated Fund Balance		9,091,427		0		9,091,427
Total Contingency and Ending Balance			\$9,620,843		(\$120,000)		\$9,500,843
TOTAL REQUIREMENTS		137.17	\$24,591,593	0.00	\$0	137.17	\$24,591,593

Exhibit B
Ordinance No. 98-752

Schedule of Appropriations

	<u>Current Budget</u>	<u>Revision</u>	<u>Proposed Budget</u>
ZOO OPERATING FUND			
Personal Services	7,931,506	120,000	8,051,506
Materials and Services	4,807,868	0	4,807,868
Capital Outlay	920,402	0	920,402
Subtotal	13,659,776	120,000	13,659,776
General Expenses			
Interfund Transfers	1,310,974	0	1,310,974
Contingency	529,416	(120,000)	409,416
Subtotal	1,840,390	(120,000)	1,840,390
Unappropriated Ending Fund Balance	9,091,427	0	9,091,427
Total Fund Requirements	\$24,591,593	\$0	\$24,591,593

All other appropriations remain as previously adopted

REGIONAL FACILITIES COMMITTEE REPORT

CONSIDERATION OF ORDINANCE NO. 98-752, AN ORDINANCE AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$120,000 FROM CONTINGENCY TO PERSONAL SERVICES IN THE ZOO OPERATING FUND TO PROVIDE FOR INCREASED TEMPORARY STAFFING AT THE METRO WASHINGTON PARK ZOO (OREGON ZOO), AND DECLARING AN EMERGENCY. .

Date: June 10, 1998

Presented by: Councilor McCaig

Committee Action: At its June 3, 1998 meeting, the Regional Facilities Committee unanimously recommended Council adoption of Ordinance 98-752. Voting in favor: Councilors McCaig, Naito and McFarland.

Council Issues/Discussion: Kathy Kiaunis, Deputy Zoo Director made the Zoo presentation. This ordinance provides funds from contingency to allow for additional temporary staffing in the areas of visitor services and facilities management. For various reasons, turnover has been higher than in previous years, injury and illness has been a problem and minimum wage increase has impacted the budget.

In response to committee questions Ms. Kiaunis pointed out that revenues remain strong, partly due to the Koala exhibit. She also said that sufficient funds remain in the contingency line.

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 98-752 AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$120,000 FROM CONTINGENCY TO PERSONAL SERVICES IN THE ZOO OPERATING FUND TO PROVIDE FOR INCREASED TEMPORARY STAFFING AT THE METRO WASHINGTON PARK ZOO (OREGON ZOO), AND DECLARING AN EMERGENCY.

Date: May 6, 1998

Presented by: Kathy Kiaunis

FACTUAL BACKGROUND AND ANALYSIS

An adjustment of \$120,000 in the Zoo's operating budget for FY 1997-98 is needed as a result of additional temporary services in two divisions.

In the Visitor Services Division, an increase in the Personal Services budget of \$75,000 in seasonal temporary labor is needed. Higher turnover due to more competition in the marketplace has necessitated hiring a larger volume of workers. The minimum wage increase has also had a larger impact on overall wage costs than originally anticipated.

An increase to the Personal Services budget in Facilities Management is also requested for \$45,000 for temporary labor. Significant time loss in custodial staffing due to injury and illness, extra coordination required as a result of Oregon project construction, and additional train operations for special events that were not budgeted resulted in labor costs that exceeded budgeted amounts.

BUDGET IMPACT

A transfer of \$120,000 to Personal Services from contingency will enable the Visitor Services and Facilities Management divisions to provide adequate coverage for the balance of the fiscal year. There are sufficient funds available in Contingency to provide for this transfer. No additional transfers from Contingency are anticipated for the remainder of FY 1997-98.

EXECUTIVE OFFICE RECOMMENDATIONS

The Executive Officer recommends adoption of Ordinance No. 98-752.

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