

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)
91-390A REVISING THE FY 1991-92)
BUDGET AND APPROPRIATIONS SCHEDULE)
FOR THE PURPOSE OF TRANSFERRING)
APPROPRIATIONS WITHIN THE ZOO)
OPERATING FUND)
)
)
)

ORDINANCE NO. 92-452
Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered the need to transfer appropriations within the FY 1991-92 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 COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

1. That Ordinance No. 91-390A, Exhibit B, FY 1991-92 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in the column titled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$155,245 from the Zoo Operating Fund Contingency to various divisions within the budget to fund operating increases at the Zoo.
2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Council of the Metropolitan Service District this

23rd day of April, 1992.



Jim Gardner, Presiding Officer

ATTEST:



Clerk of the Council

**EXHIBIT A
ORDINANCE NO. 92-452**

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ZOO OPERATING FUND:Administration							
	Total Personal Services	16.40	673,312	0.00	0	16.40	673,312
	Total Materials & Services		265,846		0		265,846
	Total Capital Outlay		3,000		0		3,000
	Total Administration	16.40	942,158	0.00	0	16.40	942,158

ZOO OPERATING FUND:Animal Management

	Total Personal Services	44.62	1,878,375	0.00	0	44.62	1,878,375
	Materials & Services						
521100	Office Supplies		381		0		381
521110	Computer Supplies		655		0		655
521230	Vet & Medical Supplies		52,300		0		52,300
521260	Printing Supplies		300		0		300
521270	Animal Food		143,770		20,000		163,770
521290	Other Supplies		61,600		0		61,600
521310	Subscriptions & Publications		2,206		0		2,206
521320	Dues		600		0		600
524190	Misc. Professional Services		23,550		0		23,550
525640	M&R-Equipment(Contract/Agreement)		1,500		0		1,500
525710	Equipment Rental		1,500		0		1,500
526500	Travel		11,100		0		11,100
526800	Training, Tuition, Conferences		2,125		0		2,125
526910	Uniform Supply & Cleaning		17,472		0		17,472
528100	License, Permits, Payments to Other Agencies		3,185		0		3,185
529700	Animal Purchases		37,000		0		37,000
	Total Materials & Services		359,244		20,000		379,244
	Total Capital Outlay		114,900		0		114,900
	Total Animal Management	44.62	2,352,519	0.00	20,000	44.62	2,372,519

**EXHIBIT A
ORDINANCE NO. 92-452**

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ZOO OPERATING FUND:Facilities Management							
	Total Personal Services	38.74	1,505,110	0.00	0	38.74	1,505,110
	Total Materials & Services		1,408,190		0		1,408,190
	Total Capital Outlay		379,550		0		379,550
	Total Facilities Management	38.74	3,292,850	0.00	0	38.74	3,292,850

ZOO OPERATING FUND:Education Services

Personal Services

511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Managers (B&G, Const, VS, Ed, PR)	1.00	45,681	0		1.00	45,681
	Program Coordinator	2.00	57,859	0		2.00	57,859
	Ed. Service Specialist	1.00	40,383	0		1.00	40,383
	Volunteer Coordinator	1.00	32,438	0		1.00	32,438
	Graphics Coordinator	1.00	41,266	0		1.00	41,266
	Graphics/Exhibit Designer	1.00	29,427	0		1.00	29,427
511125	SALARIES-REGULAR EMPLOYEES (part time)						
	Graphics/Exhibit Designer	1.00	29,427	0		1.00	29,427
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	28,153	0		1.00	28,153
	Program Assistant 2	1.00	25,541	0		1.00	25,541
	Graphics Technician	1.00	25,518	0		1.00	25,518
	Program Assistant 1	2.00	42,038	0		2.00	42,038
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Education Service Aide I	5.29	83,724	0.15	2,500	5.44	86,224
	Education Services Aide II	0.61	11,493		0	0.61	11,493
511400	OVERTIME		8,193		0		8,193
512000	FRINGE		157,829		825		158,654
	Total Personal Services	18.90	658,970	0.15	3,325	19.05	662,295
	Total Materials & Services		263,574		0		263,574
	Capital Outlay						
571300	Purchases-Buildings		3,300		1,500		4,800
571500	Purchases-Office Furniture & Equipment		6,900		0		6,900
	Total Capital Outlay		10,200		1,500		11,700
	Total Education Services	18.90	932,744	0.15	4,825	19.05	937,569

**EXHIBIT A
ORDINANCE NO. 92-452**

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ZOO OPERATING FUND:Marketing							
Total Personal Services		4.25	188,617	0.00	0	4.25	188,617
Materials & Services							
521100	Office Supplies		10,183		0		10,183
521110	Computer Supplies		2,355		0		2,355
521293	Promotion Supplies		19,351		11,500		30,851
521310	Subscriptions		1,637		0		1,637
521320	Dues		775		0		775
524130	Promotional Services		45,700		6,500		52,200
524190	Misc. Professional Services		165,891		28,200		194,091
525640	M&R-Equipment(Contract/Agreement)		1,102		0		1,102
525710	Equipment Rental		1,450		0		1,450
525720	Land & Building Rental		75		0		75
526200	Ads & Legal Notices		29,800		5,000		34,800
526310	Printing Services		71,275		4,800		76,075
526320	Typesetting & Reprographics Services		1,700		0		1,700
526440	Delivery Service		600		0		600
526500	Travel		3,800		0		3,800
526800	Training, Tuition, Conferences		985		0		985
528100	License, Permits, Payments to Other Agencies		1,100		0		1,100
529500	Meetings		790		0		790
529800	Miscellaneous		350		0		350
Total Materials & Services			358,919		56,000		414,919
Total Capital Outlay			4,000		0		4,000
Total Marketing		4.25	551,536	0.00	56,000	4.25	607,536

**EXHIBIT A
ORDINANCE NO. 92-452**

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ZOO OPERATING FUND:Visitor Services							
Personal Services							
51121	SALARIES-REGULAR EMPLOYEES (full time)						
	Managers (B&G, Const, VS, Ed, PR)	1.00	43,365	0	0	1.00	43,365
	Food Service Supervisor	1.00	43,304	0	0	1.00	43,304
	Retail Supervisor	1.00	35,460	0	0	1.00	35,460
	Food Service Coordinator	4.00	100,780	0	0	4.00	100,780
	Retail Coordinator	1.00	24,221	0	0	1.00	24,221
51122	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	22,042	0	0	1.00	22,042
	Storekeeper	1.00	24,314	0	0	1.00	24,314
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Office Assistant	0.50	10,498	0	0	0.50	10,498
	Visitor Service Worker 3-reg	3.00	48,538	0	0	3.00	48,538
	Visitor Service Worker 1-reg	1.00	11,658	0	0	1.00	11,658
511241	WAGES-SEASONAL EMPLOYEES						
	Visitor Service Worker 2-temp	6.00	75,079	0	0	6.00	75,079
	Visitor Service Worker 1-temp	29.00	312,866	1.25	14,399	30.25	327,265
511321	REPRESENTED 483-REGULAR EMPLOYEES (full time)						
	Typist/Receptionist-reg	1.00	17,957	0	0	1.00	17,957
511325	REPRESENTED 483-REGULAR EMPLOYEES (part time)						
	Typist/Receptionist Reg. (part time)	2.25	40,402	0	0	2.25	40,402
511335	REPRESENTED 483-TEMPORARY EMPLOYEES (part time)						
	Typist/Receptionist-temp	1.50	23,996	0	0	1.50	23,996
	Stationmaster-temp	2.20	47,893	0	0	2.20	47,893
511400	OVERTIME		15,500		0		15,500
512000	FRINGE		254,422		3,600		258,022
Total Personal Services		56.45	1,152,295	1.25	17,999	57.70	1,170,294

Materials & Services

521100	Office Supplies		1,600		0		1,600
521110	Computer Supplies		520		0		520
521220	Custodial Supplies		5,000		0		5,000
521250	Tableware Supplies		88,123		0		88,123
521290	Other Supplies		33,100		0		33,100
521310	Subscriptions/Publications		525		0		525
521320	Dues		425		0		425
521540	Maintenance & Repairs Supplies-Equipment		1,500		0		1,500
523100	Merchandise for Resale-Food		539,143		46,820		585,963
523200	Merchandise for Resale-Retail		403,162		9,601		412,763
524190	Misc. Professional Services		11,700		0		11,700
524300	Management Consultant Services		2,000		0		2,000
525640	M&R-Equipment(Contract/Agreement)		32,700		0		32,700
525710	Equipment Rental		3,000		0		3,000

**EXHIBIT A
ORDINANCE NO. 92-452**

ACCT #	DESCRIPTION	CURRENT		REVISION		PROPOSED	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ZOO OPERATING FUND:Visitor Services (continued)							
526310	Printing Services		37,900		0		37,900
526500	Travel		4,800		0		4,800
526800	Training, Tuition, Conferences		2,750		0		2,750
526910	Uniform Supply & Cleaning		7,600		0		7,600
528100	License, Permits, Payments to Other Agencies		650		0		650
Total Materials & Services			1,176,198		56,421		1,232,619
Total Capital Outlay			43,650		0		43,650
Total Visitor Services		56.45	2,372,143	1.25	74,420	57.70	2,446,563
ZOO OPERATING FUND:General Expenses							
Total Interfund Transfers			1,000,931		0		1,000,931
Contingency and Unapp. Balance							
599999	Contingency		644,919		(155,245)		489,674
599990	Unappropriated Balance		2,393,612		0		2,393,612
Total Contingency and Unapp. Balance			3,038,531		(155,245)		2,883,286
TOTAL ZOO OPERATING FUND		179.36	14,483,412	1.40	0	180.76	14,483,412

NOTE: This action assumes adoption of Ordinance No. 92-445, implementation of the 3.25% COLA

**EXHIBIT B
ORDINANCE NO. 92-452
SCHEDULE OF APPROPRIATIONS**

	Current Appropriation	Revision	Proposed Appropriation
ZOO OPERATING FUND			
Administration			
Personal Services	673,312	0	673,312
Materials & Services	265,846	0	265,846
Capital Outlay	3,000	0	3,000
Subtotal	942,158	0	942,158
Animal Management			
Personal Services	1,878,375	0	1,878,375
Materials & Services	359,244	20,000	379,244
Capital Outlay	114,900	0	114,900
Subtotal	2,352,519	20,000	2,372,519
Facilities Management			
Personal Services	1,505,110	0	1,505,110
Materials & Services	1,408,190	0	1,408,190
Capital Outlay	379,550	0	379,550
Subtotal	3,292,850	0	3,292,850
Education Services			
Personal Services	658,970	3,325	662,295
Materials & Services	263,574	0	263,574
Capital Outlay	10,200	1,500	11,700
Subtotal	932,744	4,825	937,569
Marketing			
Personal Services	188,617	0	188,617
Materials & Services	358,919	56,000	414,919
Capital Outlay	4,000	0	4,000
Subtotal	551,536	56,000	607,536
Visitor Services			
Personal Services	1,152,295	17,999	1,170,294
Materials & Services	1,176,198	56,421	1,232,619
Capital Outlay	43,650	0	43,650
Subtotal	2,372,143	74,420	2,446,563

**EXHIBIT B
ORDINANCE NO. 92-452
SCHEDULE OF APPROPRIATIONS**

	Current Appropriation	Revision	Proposed Appropriation
ZOO OPERATING FUND (continued)			
General Expenses			
Interfund Transfers	1,000,931	0	1,000,931
Contingency	644,919	(155,245)	489,674
Subtotal	1,645,850	(155,245)	1,490,605
Unappropriated Balance	2,393,612	0	2,393,612
Total Zoo Operating Fund Requirements	14,483,412	0	14,483,412

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

NOTE: This action assumes adoption of Ordinance No. 92-445, Implementation of the 3.25% COLA

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 92-452 AMENDING ORDINANCE NO. 91-390A REVISING THE FY 1991-92 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF TRANSFERRING APPROPRIATIONS WITHIN THE ZOO OPERATING FUND

Date: March 24, 1992

Presented by: McKay Rich

FACTUAL BACKGROUND AND ANALYSIS

Fiscal year 1991-92 has thus far been a good year for the Zoo. Attendance is running about 20% over projections with significant increases in revenues that are related to the number of Zoo visitors. This is primarily attributable to the opening of the Africa Rain Forest Exhibit, a successful Zoo Boo event in October and the Lights Festival in December. Of course the weather helped too.

Because our activities are exceeding projections our expenditures are also. Additional staffing and the purchase of more merchandise for resale is required. Costs for Zoo Boo were higher than expected but October attendance was over 91,000 (compared to the previous year's 52,000), and December attendance was 68,000 (compared to 37,000 last year). We are also requesting funds to begin a group sales contract prior to the beginning of fiscal year 1992-93.

There is an increased cost for food for the animals. Some food items that were once free now cost us money and we underestimated food costs for the Africa Rain Forest animals.

To meet the needs noted above and because we are anticipating that we will continue to have a good year through June 30, we are requesting that \$155,245 be transferred from Contingency - \$20,000 to Animal Management; \$4,825 to Education Services; \$56,000 to Marketing; and \$74,420 to Visitor Services, as shown in Exhibit A to the Ordinance.

The projected increases in revenues of over \$325,000 are not part of the current FY 1991-92 budget and are not available for expenditure this year. They will be carried forward to the FY 1992-93 budgeted beginning fund balance.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 92-452, for the purpose of transferring appropriations within the Zoo Operating Fund

FINANCE COMMITTEE REPORT

ORDINANCE NO. 92-452, REVISING THE FY 1991-92 BUDGET AND APPROPRIATION SCHEDULE TO TRANSFER APPROPRIATIONS WITHIN THE ZOO OPERATING FUND

Date: April 22, 1992

Presented By: Councilor Hansen

COMMITTEE RECOMMENDATION: At it's April 15, 1992 meeting the Finance Committee voted unanimously to recommend Council adoption of Ordinance No. 92-452. All members were present and voting.

COMMITTEE DISCUSSION/ISSUES: Kay Rich, Assistant Zoo Director presented the Staff Report. Mr. Rich pointed out that these budget adjustments for the most part are a result of the increased attendance at the Zoo. The more people attending the Zoo increases the cost of running the Zoo. The requested adjustments include funds for the Visitor Services Division (\$74,420) for additional staff and merchandise for resale; funds for the Animal Management Division (\$20,000) for animal food; funds for the Education Services Division (\$4,825) for temporary employees; and funds for the Marketing Division (\$56,000) for added costs of the Zoo Boo and Lights Festival. Mr. Rich pointed out that the projected increases in revenue of over \$325,000 are not part of the current FY 1991-92 budget (not available for expenditure) but will be carried forward as part of the FY 1992-93 Beginning Fund Balance.

REGIONAL FACILITIES COMMITTEE REPORT

ORDINANCE NO. 92-452, TRANSFERRING APPROPRIATIONS WITHIN THE ZOO OPERATING FUND

Date: April 15, 1992

Presented by: Councilor Washington

COMMITTEE RECOMMENDATION: At its April 14, 1992 meeting the Regional Facilities Committee voted 4-0 to recommend Council adoption of Ordinance No. 92-452. Voting were Councilors McLain, Gronke, McFarland, and Washington. Councilor Collier was absent.

COMMITTEE DISCUSSION/ISSUES: Assistant Zoo Director Kay Rich presented the staff report. He said the ordinance would authorize a transfer from Contingency to cover higher-than-anticipated costs.

Zoo activities have been higher than projections, with attendance through March at 26% above projections. Some additional costs have been incurred because of the increased attendance, particularly in food and items for resale. Mr. Rich also reported that ZooBoo attendance was good, but that its costs exceeded projections. There were also additional costs for ZooLights. Those two events' costs and the proposed early start of a group sales program comprise the requested increase in the Marketing Division. Higher food costs for the animals requires additional funds in Animal Management.

Mr. Rich said that if attendance continues at this high level, another budget adjustment may be required in June in order for the Zoo to stay within its appropriation level.

Councilor McFarland said that the increased expenditures did require an appropriation from Contingency, and she moved approval of the ordinance.

Councilor Washington asked if the Zoo had requested a similar budget adjustment near the end of the year in other years, particularly last year. Mr. Rich said he believed such an adjustment was made last year. He further said that projected revenues are up some \$325,000 and would grow more if attendance continues high, but increased attendance means higher costs. He hoped the adjustments proposed in this ordinance would be sufficient but there is a chance more money will be needed.

Chair McLain opened the public hearing and no one testified.



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

DATE: April 27, 1992
TO: Rena Cusma, Executive Officer
FROM: Paulette Allen, Clerk of the Council *PA*
RE: TRANSMITTAL OF ORDINANCE NOS. 92-445 AND 92-452

Attached for your consideration are true copies of the ordinances referenced above adopted by the Council on April 23, 1992.

If you wish to veto either or both of these ordinances, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, April 30, 1992. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time and date stated above, these ordinances will be considered finally adopted.

I, *Paulette Allen*, received this memo and true copies of Ordinance Nos 92-445 and 92-452 from the Clerk of the Council on 4-27-92.

ORD.MEM