

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING ORDINANCE NO.)
92-449B REVISING THE FY 1992-93 BUDGET)
AND APPROPRIATIONS SCHEDULE FOR)
THE PURPOSE OF FUNDING INCREASES IN)
THE ZOO OPERATING FUND AND ADDING)
0.05 FTE ASSISTANT CATERING)
COORDINATOR)

ORDINANCE NO. 93-497
Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations within the FY 1992-93 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:

1. That Ordinance No. 92-449B, Exhibit B, FY 1992-93 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 \$26,977 from the Zoo Operating Fund Contingency to the Marketing and Visitor Services Divisions to fund increases in operations and to add 0.05 FTE Assistant Catering Coordinator.

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

ADOPTED by the Metro Council this 13th day of May, 1993.



Judy Wyers, Presiding Officer

ATTEST:



Clerk of the Council

**Exhibit A
Ordinance No. 93-497**

FISCAL YEAR 1992-93		ADOPTED BUDGET		REVISION		ADOPTED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ZOO OPERATING FUND:Marketing							
Total Personal Services		5.48	254,910	0.00	0	5.48	254,910
<u>Materials & Services</u>							
521100	Office Supplies		1,300		0		1,300
521110	Computer Software		2,449		0		2,449
521290	Other Supplies		7,210		0		7,210
521293	Promotion Supplies		71,872		2,770		74,642
521310	Subscriptions		2,040		0		2,040
521320	Dues		1,227		0		1,227
524130	Promotional Services		53,130		13,125		66,255
524190	Misc. Professional Services		226,244		15,303		241,547
525640	M&R-Equipment(Contract/Agreement)		1,250		0		1,250
525710	Equipment Rental		8,348		0		8,348
525731	Operating Lease Payments-Building		3,600		8,450		12,050
526200	Ads & Legal Notices		55,884		0		55,884
526310	Printing Services		107,426		0		107,426
526320	Typesetting & Reprographics Services		1,768		0		1,768
526440	Delivery Service		624		0		624
526500	Travel		4,400		0		4,400
526700	Temporary Help Services		1,380		0		1,380
526800	Training, Tuition, Conferences		1,316		0		1,316
526910	Uniform Supply & Cleaning		500		0		500
528100	License, Permits, Payments to Other Agencies		1,482		345		1,827
529500	Meetings		822		0		822
529800	Miscellaneous		364		0		364
Total Materials & Services			554,636		39,993		594,629
<u>Capital Outlay</u>							
571350	Purchases-Exhibits & Related		17,500		(15,000)		2,500
571500	Purchases-Office Furniture & Equipment		6,518		0		6,518
Total Capital Outlay			24,018		(15,000)		9,018
TOTAL EXPENDITURES		5.48	833,564	0.00	24,993	5.48	858,557

**Exhibit A
Ordinance No. 93-497**

FISCAL YEAR 1992-93		ADOPTED BUDGET		REVISION		ADOPTED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ZOO OPERATING FUND:Visitor Services							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Managers (B&G, Const, VS, Ed, PR)	1.00	49,817		0	1.00	49,817
	Food Service Supervisor	1.00	46,905		0	1.00	46,905
	Retail Supervisor	1.00	36,799		0	1.00	36,799
	Food Service Coordinator	4.00	112,842		0	4.00	112,842
	Retail Coordinator	1.00	26,648		0	1.00	26,648
	Assistant Catering Coordinator		0	0.05	1,364	0.05	1,364
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	1.00	24,034		0	1.00	24,034
	Storekeeper	1.00	26,525		0	1.00	26,525
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Secretary	0.75	17,169		0	0.75	17,169
	Food Specialist	0.90	19,616		0	0.90	19,616
	Retail Specialist	0.90	19,616		0	0.90	19,616
	Visitor Service Worker 3-reg	3.00	42,755		0	3.00	42,755
	Visitor Service Worker 1-reg	0.75	12,441		0	0.75	12,441
511241	WAGES-SEASONAL EMPLOYEES						
	Visitor Service Worker 3-temp	3.25	46,318		0	3.25	46,318
	Visitor Service Worker 2-temp	8.75	117,360		0	8.75	117,360
	Visitor Service Worker 1-temp	23.00	255,495		0	23.00	255,495
511321	REPRESENTED 483-REGULAR EMPLOYEES (full time)						
	Typist/Receptionist-reg	1.00	19,815		0	1.00	19,815
511325	REPRESENTED 483-REGULAR EMPLOYEES (part time)						
	Typist/Receptionist Reg. (part time)	2.25	44,583		0	2.25	44,583
511335	REPRESENTED 483-TEMPORARY EMPLOYEES (part time)						
	Typist/Receptionist-temp	1.60	28,216		0	1.60	28,216
	Stationmaster-temp	2.20	50,594		0	2.20	50,594
511400	OVERTIME		17,991		0		17,991
512000	FRINGE		253,885		620		254,505
Total Personal Services		58.35	1,269,424	0.05	1,984	58.40	1,271,408
Total Materials & Services			1,302,485		0		1,302,485
Total Capital Outlay			43,000		0		43,000
TOTAL EXPENDITURES		58.35	2,614,909	0.05	1,984	58.40	2,616,893

**Exhibit A
Ordinance No. 93-497**

FISCAL YEAR 1992-93		ADOPTED BUDGET		REVISION		ADOPTED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
ZOO OPERATING FUND:General Expenses							
Total Interfund Transfers			1,143,910		0		1,143,910
<u>Contingency and Unappropriated Balance</u>							
599999	Contingency		547,582		(26,977)		520,605
599990	Unappropriated Balance						
	* Unrestricted		3,197,884		0		3,197,884
	* Restricted		1,000,000		0		1,000,000
Total Contingency and Unappropriated Balance			4,745,466		(26,977)		4,718,489
TOTAL EXPENDITURES		187.06	17,443,523	0.05	0	187.11	17,443,523

EXHIBIT B
SCHEDULE OF APPROPRIATIONS
Ordinance No. 93-497

	Current Appropriations	Revision	Proposed Appropriations
ZOO OPERATING FUND			
Administration			
Personal Services	\$707,725	\$0	\$707,725
Materials & Services	\$190,650	\$0	\$190,650
Capital Outlay	\$7,500	\$0	\$7,500
Subtotal	\$905,875	\$0	\$905,875
Animal Management			
Personal Services	\$1,974,353	\$0	\$1,974,353
Materials & Services	\$408,103	\$0	\$408,103
Capital Outlay	\$22,900	\$0	\$22,900
Subtotal	\$2,405,356	\$0	\$2,405,356
Facilities Management			
Personal Services	\$1,631,894	\$0	\$1,631,894
Materials & Services	\$1,415,343	\$0	\$1,415,343
Capital Outlay	\$98,178	\$0	\$98,178
Subtotal	\$3,145,415	\$0	\$3,145,415
Education Services			
Personal Services	\$575,935	\$0	\$575,935
Materials & Services	\$242,511	\$0	\$242,511
Capital Outlay	\$14,560	\$0	\$14,560
Subtotal	\$833,006	\$0	\$833,006
Marketing			
Personal Services	\$254,910	\$0	\$254,910
Materials & Services	\$554,636	\$39,993	\$594,629
Capital Outlay	\$24,018	(\$15,000)	\$9,018
Subtotal	\$833,564	\$24,993	\$858,557
Visitor Services			
Personal Services	\$1,269,424	\$1,984	\$1,271,408
Materials & Services	\$1,302,485	\$0	\$1,302,485
Capital Outlay	\$43,000	\$0	\$43,000
Subtotal	\$2,614,909	\$1,984	\$2,616,893
Design Services			
Personal Services	\$248,081	\$0	\$248,081
Materials & Services	\$103,952	\$0	\$103,952
Capital Outlay	\$463,989	\$0	\$463,989
Subtotal	\$816,022	\$0	\$816,022
General Expenses			
Interfund Transfers	\$1,143,910	\$0	\$1,143,910
Contingency	\$547,582	(\$26,977)	\$520,605
Subtotal	\$1,691,492	(\$26,977)	\$1,664,515
Unappropriated Balance	\$4,197,884	\$0	\$4,197,884
Total Zoo Operating Fund Requirements	\$17,443,523	\$0	\$17,443,523

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

FINANCE COMMITTEE REPORT

ORDINANCE NO. 93-497 AMENDING THE FY 1992-93 BUDGET AND APPROPRIATIONS SCHEDULE TO FUND INCREASES IN THE ZOO OPERATING FUND AND ADDING AN ASSISTANT CATERING COORDINATOR POSITION

Date: May 12, 1993

Presented By: Councilor Kvistad

COMMITTEE RECOMMENDATION: At it's April 28, 1993 meeting the Committee voted unanimously to recommend Council adoption of Ordinance No. 93-487. Present and voting were Councilors Kvistad, Monroe and Van Bergen. Councilors Buchanan and Devlin were excused.

COMMITTEE DISCUSSION/ISSUES: Ms. Kathy Rutkowski, Senior Management Analyst, presented the Staff Report. She indicated this request was part of the Zoo's effort to assure that expenditures for the fiscal year do not exceed the Budget and Appropriations Schedule. The request is for additional or revised expenditure authority for the Marketing Division and the Visitor Services Division.

In regard to the Marketing Division, additional expenditure authority is requested to 1) pay for the costs of two additional concerts to be held in June; and 2) to pay for FY 1991-92 advertising and promotion costs billed in FY 1992-93. Also, the Marketing Division is requesting the transfer of funds from the Capital Outlay category to the Materials and Service category because of the decision to lease warehouse space rather than purchase storage containers for ZooBoo and ZooLights supplies and sets.

The Visitor Services Division request is for the addition of a full time Assistant Catering Coordinator position for the remainder of the fiscal year so training can commence immediately so the person is available during the busiest part of the catering season. The fiscal impact is an additional expenditure of \$1,984 in the Personal Services category for the Division.

These requests are to be funded from a transfer from the Contingency category of \$26,977 and a transfer from the Marketing Division Capital Outlay category to the Materials and Services category in the amount of \$15,000.

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 93-497 AMENDING ORDINANCE NO. 92-449B REVISING THE FY 1992-93 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSE OF FUNDING INCREASES IN THE ZOO OPERATING FUND AND ADDING 0.05 FTE ASSISTANT CATERING COORDINATOR

Date: April 9, 1993

Presented by: McKay Rich

FACTUAL BACKGROUND AND ANALYSIS

Two divisions within the Zoo Operating Fund are requesting adjustments to their FY 1992-93 budget. Each division's requests will be discussed separately.

Marketing Division

1. The Zoo will be providing two additional concerts in June 1993, to further promote attendance. The addition of these concerts will require increases in supplies, license fees and professional services.
2. Each year the Zoo advertises on billboards to promote attendance. The FY 1991-92 expenditures for billboard advertising were not invoiced until FY 1992-93. In FY 1992-93, the division will realize expenditures for this item for two fiscal years. The Zoo is requesting a transfer from contingency to fund the unanticipated FY 1991-92 expense.
3. The Zoo has leased storage space for ZooBoo and ZooLights supplies and sets. The amount of the lease costs is greater than anticipated. In FY 1992-93, the Zoo had originally proposed to purchase storage containers for these supplies which it will now no longer do. The cost of leasing the new warehouse space is offset by this reduction of cost. This request transfers \$15,000 from capital outlay to materials & services to offset the cost of leasing warehouse space.

Visitor Services Division

In an effort to increase attendance and revenues to the Zoo, the Visitor Services Division is promoting its catering services. To accomplish this increase in service, the FY 1993-94 Proposed Budget includes a request for the addition of 1.0 FTE new catering assistant. Contingent upon Council approval of this position in the FY 1993-94 budget on May 6, 1993, the division is requesting the approval to hire this position during the last month of this fiscal year. The catering seasons busiest time is June through September. By allowing the division to fill this position one month earlier than the beginning of the new fiscal year, will allow the new employee to train during a slower period and to assist with some major catered events already scheduled for June. This action requests the transfer of \$1,984 from Contingency to personal services in the Visitor Services division and the addition of 0.05 FTE catering assistant for the remainder of FY 1992-93.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive officer recommends adoption of Ordinance No. 93-497, transferring \$15,000 from the Marketing Division's capital outlay appropriation to their materials & services appropriation, transferring \$26,977 from Contingency to the Marketing Division and Visitor Services Division, and adding 0.05 FTE Catering Assistant in the Visitor Services Division.



DATE: May 17, 1993
TO: Rena Cusma, Executive Officer
FROM: Paulette Allen, Clerk of the Council *PA*
RE: TRANSMITTAL OF ORDINANCE NO. 93-497

Attached for your consideration is a true copy of the ordinance referenced above adopted by the Council on May 13, 1993.

If you wish to veto the ordinance referenced above, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, May 20, 1993. 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, this ordinance will be considered finally adopted.

I, *Uma the Shirley*, received this memo and a true copy of Ordinance No. 93-497 from the Clerk of the Council on *May 17, 1993*