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CITY OF SACRAMENTO

CITY MANAGER'S OFFICE
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DEPARTMENT OF COMMUNITY SERVICES

3520 FIFTH AVENUE
(916) 449-5200

SACRAMENTO, CA 95817

CROCKER ART MUSEUM DIVISION
GOLF DIVISION
METROPOLITAN ARTS DIVISION
MUSEUM AND HISTORY DIVISION
RECREATION DIVISION
PARKS DIVISION
ZOO DIVISION

~~XXXXXXXXXX~~
DIRECTOR

G. Erling Linggi
Acting Director

September 16, 1981

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Zoo Division Personnel Allocation Change

APPROVED
BY THE CITY COUNCIL

SEP 29 1981

OFFICE OF THE
CITY CLERK

SUMMARY

This report recommends deletion of one (1) Herpetologist position in the Zoo Division and the addition of one (1) Administrative Trainee. This report further recommends an increase in service and supplies with a portion of the salary savings differential.

BACKGROUND INFORMATION

The Zoo Division currently has one (1) vacant Herpetologist position. The Zoo Superintendent and I have reviewed existing personnel services at the Sacramento Zoo and although several additional staff positions would help us achieve our goals, none would be more useful than an Administrative Trainee. Our present staffing needs in the Reptile House are adequately met at the present time by using the Zoo Attendant II position as relief to the Zoo Attendant I.

The Zoo Division, as a unit within the Department of Community Services, has its own budget and separate and unique responsibilities. Aside from the normal City records, requisitions, inventories, etc. all modern and well-run zoological parks work with volunteers, cooperate with other City agencies and private non-profit groups in fund-raising and development, and maintain meticulous animal records which are available through an international computer system (1515) system shared with other zoos throughout the world. Aside from city and county regulations, our activities are regulated and monitored by countless state and federal agencies, including State Department of Fish and Game, State Department of Public Health, U.S. Department of Agriculture, U.S. Department of Commerce, etc. Compliance to the regulations is mandatory and there is a need for personnel to process the various permits, requests and correspondence concerning the Zoo's viable captive animal population.

Currently, the Zoo is without office personnel and there is no one presently in the office to answer the phone or give important information to the visiting public. Examples of the Zoo's Administrative Trainee duties would be as follows:

1. Manage all office operation. Do clerical duties when necessary or assign them to a volunteer.
2. Respond to general visitor comments or complaints.
3. Prepare and process animal transactions, permits and correlate all necessary documents. Keep animal records.
4. Participate in conducting surveys and studies on Zoo attendance and attitudes and other information needed to better reach the Zoo's primary goal of increasing public awareness.
5. Organize volunteer program. Recruit, assign, evaluate and supervise all volunteers used in the Zoo operation.
6. Act as Zoo purchasing agent and see that all feed, supplies, and equipment are ordered properly and received.
7. Assist the Superintendent in preparing and revising various operating procedures and policies.
8. Assist in coordination of activities with other City departments and divisions, and with outside agencies.
9. Responsible for daily Zoo operation when other supervisory and administrative staff are absent. Will require some weekend and holiday work.

FINANCIAL DATA

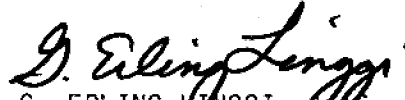
The annual salary and benefits for the Herpetologist position is \$28,970, compared to an Administrative Trainee which is \$22,720, a difference of \$6,250. We are requesting an additional \$3,283 for office supplies, equipment and fencing, resulting in a net overall savings of \$2,967 to the City.

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RECOMMENDATION


It is recommended that the Budget and Finance Committee approve and refer to the full Council the personnel allocation change contained herein. It is further recommended that the City Council adopt the attached resolution which provides for the deletion of one (1) Herpetologist position and the addition of one (1) Administrative Trainee and that a portion of the savings (\$3,283) in the salary and benefits be transferred from Employee Services to Other Services and Supplies category to be used to supplement the service capabilities of the Zoo Division. Exhibit A provides a detailed list of Other Services and Supplies.

Respectfully submitted,



G. ERLING LONGGI, Acting Director
Department of Community Services

Recommendation Approved:



WALTER J. SLIPE
City Manager

GEL:js

Attachment: Exhibit A

September 29, 1981
District 4

OTHER SERVICES AND SUPPLIES REQUEST

Reception Office

1. 60" x 30" single pedestal Inter Royal desk	\$ 233.00
with "L" return	170.00
2. Two Inter Royal guest chairs	160.00
3. Facet manual 15" typewriter	264.00
SUB TOTAL -	<u>\$ 827.00</u>

Administrative Office/Animal Records

1. Letter size four-drawer file with lock (Inter Royal)	\$ 169.00
SUB TOTAL -	<u>\$ 169.00</u>

Volunteer/Zoo Society Work Area

1. Two each - 60" x 30" tables (Inter Royal #6063)	\$ 302.00
SUB TOTAL -	<u>\$ 302.00</u>

Storage

1. Outdoor aluminum building, rust free ("never needs paint") - wood frame, 10' x 10', delivered and assembled	\$ 535.00
SUB TOTAL -	<u>\$ 535.00</u>

Miscellaneous

1. Office supplies	\$ 250.00
2. Perimeter fence relocation (will allow Zoo visitors access to administration building)	<u>1,200.00</u>
SUB TOTAL -	\$1,450.00
GRAND TOTAL -	<u><u>\$3,283.00</u></u>

RESOLUTION NO. 81-711

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION AMENDING THE CITY BUDGET FOR FY 1981-82
FOR THE DEPARTMENT OF COMMUNITY SERVICES
(ZOO DIVISION TRANSFER OF APPROPRIATIONS FOR
PERSONNEL ALLOCATION AND SERVICE CAPABILITY CHANGES)

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The modification in staffing and a change in the administrative service capabilities at the Zoo Division requires the following changes for the budget of the Department of Community Services.
2. The City budget for FY 1981-82 is hereby amended:
 - a. By the deletion of one (1) Herpetologist position and the addition of one (1) Administrative Trainee position in the "Employee Services" category of the Zoo Division budget number 1-01-2250-0000-4101.
 - b. By transferring \$3,283.00 from Zoo Division budget number 1-01-2250-0000-4101 "Employee Services" to Zoo Division budget number 1-01-2250 "Other Services and Supplies" and "Equipment" for the purpose stated in Paragraph 1 above.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

SEP 29 1981

OFFICE OF THE
CITY CLERK