



## REQUEST FOR COUNCIL ACTION

### City of Greenville, South Carolina

Agenda Item No.

15a

**TO:** Honorable Mayor and Members of City Council  
**FROM:** Nancy P. Whitworth, Interim City Manager

Ordinance/First Reading
  Ordinance/Second & Final Reading
  Resolution/First & Final Reading
  Information Only

**AGENDA DATE REQUESTED:** 1/28/2019

**ORDINANCE/RESOLUTION CAPTION:**

TO APPROPRIATE \$16,533 IN THE ZOO ENTERPRISE FUND FOR A CONTRIBUTION FROM THE ZOO EDUCATION FOUNDATION TO CONVERT A PART-TIME ZOO EDUCATION INSTRUCTOR TO FULL-TIME STATUS

**SUMMARY BACKGROUND:**

The Zoo staff has previously identified a gap in current staff capacity and its abilities to meet public demand for Zoo education programs, and had requested an increase to the FTEs in the FY19 budget that was not funded. The Greenville Zoo Education Foundation, however, was able to commit to funding the wage and benefits difference between part-time and full-time Education Instructor, equating to \$23,600 for the year. Now that 50% of the fiscal year has passed, the appropriation request is also being adjusted to cover only the remaining portion of the fiscal year, and equates to \$16,533. In order to continue this position at a full-time status through FY20, the Board of the Zoo's Education Foundation, has committed to funding the difference in salary and benefits between a full-time Educator position and the part-time Educator Instructor position, if not approved as part of the Zoo's annual budget request.

**IMPACT IF DENIED:**

The position will remain a part-time position for the remainder of FY19.

**FINANCIAL IMPACT**

There is no financial impact associated with the FY19 budget, as costs are being borne by the Greenville Zoo Education Foundation. The position does generate direct revenue from classes and programs. There will be future year effects in funding the position as full-time.

#### REQUIRED SIGNATURES

**Department Director** *Mari Steinbach*  
DocuSigned by: 081E39DFB4EA44D...

**OMB Director** *Matt Efrid*  
DocuSigned by: 44928B1C67864BE...

**City Attorney** *Michael S. Pitts*  
DocuSigned by: 5E0F2A267E2D413...

**City Manager** *Nancy Whitworth*  
DocuSigned by: 1DC2D48BBB5D4AB...

A N O R D I N A N C E

TO APPROPRIATE \$16,533 IN THE ZOO ENTERPRISE FUND FOR A CONTRIBUTION FROM THE ZOO EDUCATION FOUNDATION TO CONVERT A PART-TIME ZOO EDUCATION INSTRUCTOR TO FULL-TIME STATUS

WHEREAS, the Zoo staff has previously identified a gap in current staff capacity and its abilities to meet public demand for Zoo education programs, and

WHEREAS, the Zoo staff identified the demand could be addressed by converting an existing Zoo Education Instructor position from part-time to full-time, and

WHEREAS, the Greenville Zoo Education Foundation committed to funding the wage and benefits difference between part-time and full-time instructor in FY19, and those funds have been transferred to the City of Greenville;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF GREENVILLE, SOUTH CAROLINA, the amount of \$16,533 is appropriated in the Zoo Enterprise Fund for the purpose of funding the difference in salary and benefits caused by converting a Zoo Education Instructor from part-time to full-time as reflected in the attached exhibit. This Ordinance shall become effective upon passage on the second and final reading.

DONE, RATIFIED AND PASSED THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

REVIEWED:

\_\_\_\_\_  
CITY MANAGER

EXHIBIT

**BUDGET AMENDMENT - 2019 Zoo Education Instructor**

<b>BUDGET</b>		Zoo Fund	<b>REQUESTED BY</b>		
<b>FISCAL YEAR</b>		2018-19	<b>DATE</b>		
<b>INCREASE</b>			<b>DECREASE</b>		
<u>Description</u>			<u>Description</u>		
<b>Zoo</b>					
Revenue From Zoo Education Foundation (REV)		16,533			
Full Time Salaries (EXP)		16,533			
Explanation:		To appropriate \$16,533 in the Zoo Enterprise Fund for a contribution from the Zoo Education Foundation to convert a PT Zoo Education Instructor to FT.			
<b>DATE</b>			<b>APPROVED BY</b>		
			City Council/City Manager Camilla Pitman/City Clerk		
FOR OMB POSTING PURPOSES ONLY					
<b>Budget Adjustments</b>		Increase (Decrease)	<b>Journal Entry</b>		
<u>Project Code</u>	<u>Account</u>	<u>Amount</u>	<u>Project Code</u>	<u>Account</u>	<u>Amount</u>
	469-7081-505.11-10	16,533			
	469-0000-337.10-28	16,533			
	Total	33,066		Total	-
	Prepared By				
	Posted By				
	Date			Number	