

A G E N D A

600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736
TEL 503 797 1542 | FAX 503 797 1793



METRO

Agenda

MEETING: METRO COUNCIL/EXECUTIVE OFFICER INFORMAL MEETING
DATE: January 26, 1999
DAY: Tuesday
TIME: 1:30 PM
PLACE: Council Annex

CALL TO ORDER AND ROLL CALL

I. EXECUTIVE OFFICER COMMUNICATIONS

a) discussion of upcoming related Ordinances and Resolutions

Ordinance No. 99-792, Amending the FY 1998-99 Budget and Appropriations Schedule in the Support Services Fund by Transferring \$270,000 from Contingency to Materials and Services and Capital Outlay in the Administrative Services Department for Unanticipated Expenditures in Information Management Services; and increasing the Total FTE in the Administrative Services Department by 1.0 FTE System Analyst; and Declaring an Emergency.

Resolution No. 99-2738, For the Purpose of Authorizing an Amendment to Contract 920909 with Natural Data for a Database Administrator.

II. INFOLINK PRESENTATION AND REVIEW

III. COUNCILOR COMMUNICATIONS

ADJOURN



METRO

To: Metro Councilors

From: John Houser, Senior Council Analyst

Re: Infolink Project Review Worksession, Ordinance No. 99-792, and Resolution No. 99-2738

Date: January 19, 1999

The purpose of this memorandum is to provide Councilors with a brief chronology of the Infolink project and to identify possible policy issues and questions that the Council may wish to consider at the worksession scheduled on the project on January 26. These issues and questions were identified based on my review of the current status of the project, the Auditor's recently completed review of the project, and Ordinance No. 99-792 and Resolution No. 99-2738 which are proposing additional expenditures on the project. The ordinance and resolution are scheduled for consideration by the full Council at its January 28 meeting.

Background and Project Chronology

The Infolink project is designed to replace the current out-of-date mainframe information management system with a new client-server based system. The old system was no longer being supported by the original vendor and was not Y2K compliant. The estimated budget for the new system is \$2.345 million. The following is a brief chronology of the project:

September 1994 -- Metro Council initiated a budgeting process for the procurement of a new automated information management system.

June 1995 -- Consulting assistance obtained to assist in the preparation of procurement documents.

September 1995 -- Council authorizes release of a RFP (Request for Proposals) for the project.

June 1996 -- Council authorizes the Executive Officer to enter into various contracts related to the project. The principal contractor is PeopleSoft, Inc. The project included the purchase and implementation of 11 "modules", each dealing with a specific activity. These modules included:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Human Resources
- Payroll
- Billing
- Purchasing
- Project Costing
- Budgeting
- Asset Management, and
- Time and Labor

1997 --Council receives periodic updates on the status of the project and adopts two resolutions transferring funds from other contractors to PeopleSoft for additional technical support needed to implement the project.

December 1997 -- Following a discussion of the status of the project and other agency information technology needs during the Council's annual adoption of the Capital Improvement Plan, the Council analyst staff initiates a comprehensive review of the Infolink project and the agency-wide information management system.

July 1998 -- Metro Auditor initiates an audit to review the project and the internal controls and security related to it.

December 1998 -- Audit report completed.

Project Status

At the present time, a total of five of the 11 modules are operational. These include: Human Resources, Purchasing, Accounts Payable, General Ledger and Payroll. Metro has encountered difficulty in fully implementing the Accounts Receivable and Billing modules and is now awaiting a new Version 7.5 to implement these modules.

Early versions of the Time and Labor, Budgeting, Asset Management and Project Costing modules were generally based on private sector applications and Metro staff found them to be not sufficiently modified for use in the public sector. A new version 7.5 of these modules is due out in the year 2000. Metro staff intends to analyze the upgrades of these modules before making a final decision as to whether to implement them.

The operational modules are currently operating using Version 5.1 of the system. Version 6.0 has been available since last summer and staff is currently developing a plan for the implementation of this update.

Potential Policy Issues and Questions

The Council may wish to address the following policy issues and questions during the upcoming worksession on Infolink. Several of these issues relate specifically to Infolink, while others relate to the overall agency information technology system.

Information Technology System

1) An information technology (IT) team has been established by the Executive Officer to examine issues related to Metro's information management system. The team consists of representatives from each of the departments, including the Council Office.

Questions related to the team and its role could include:

- a) Does the team have a regular meeting time and what have been the types of agenda items discussed at the meetings?
- b) Has a mission statement that defines the roles and responsibilities of the team been developed? If yes, what are these roles and responsibilities? If not, what roles and responsibilities does staff perceive the team to have?
- c) What role has the team had in the development of: 1) the PeopleSoft Version 6.0 implementation plan, 2) Infolink staffing plans and needs, and 3) financial reports produced by the new system and potential modification of these reports?
- d) Will the team assist in the development of a long-term information management plan for Metro?
- e) Will the team have a role in reviewing the need to install the four remaining modules (time and labor, budget, project costing and asset management)?
- f) What should be the policy relationship between the Council and the IT team? For example, should the team provide regular updates on its work to the Council or a Council committee? Should the Council ask the team to address specific policy issues?

2) Budget data related to Metro's information management system is currently scattered among the various department budgets and the Information Management Systems (IMS) Division within the Administrative Services Department (ASD). It is the understanding of the Council analysts that the budget and finance staff agreed to separately breakout costs related to planning, implementation, maintenance and capital spending for the entire agency information management system. Such a breakout would allow the Council to assess the current, ongoing and future cost of operating the system. Will the proposed FY 99-00 budget include such a breakout of system costs?

3) In his response to the recommendations related to Infolink operational improvements in the recent Auditor's report, the Executive Officer notes that many of these improvements will require additional financial and personnel resources. He further notes that "a funding plan and request for Council action will be prepared and submitted in January of 1999." The Council has received Ordinance No. 99-792 and Resolution 99-

2738 dealing with additional funding for a data base administration consultant and the transfer of contingency funds for additional training, implementation and staffing needs for the remainder of the current fiscal year. Neither of these documents examine issues related to the long-term staffing, maintenance and implementation costs of the new system. Will these longer term costs be addressed in the proposed FY 99-00 budget or will an additional funding plan be developed to address these needs?

4) The Auditor's report recommends that all information management projects, including Infolink, "should have comprehensive reviews on a continual, at least annual, basis to determine if they continue to meet Metro's overall objective." The Executive Officer responded favorably and suggested that the annual budget process be used for annual project review. What should the Council role be in this review process? For example, would executive staff conduct the review and make recommendations in the proposed budget to the Council? Or, would the Council and its staff make an independent assessment of the projects based on information provided by the Executive Officer?

Infolink

1) The Auditor's report recommends that the roles and responsibilities of the Infolink project team members be more clearly defined and distributed to all Infolink users. The Executive Officer disagreed that roles and responsibilities have not been clearly defined and that a list of such roles and responsibilities will be provided to teams members and users. However, it is further noted that this distribution would not be completed until the end of the first quarter of 1999. What is the cause of the apparent three month delay in distributing a roles and responsibilities list? Has a formal written outline defining these roles and responsibilities existed prior to the present time? In reviewing the proposed staffing and funding levels for the project in the FY 99-00, the Council may wish to request an organizational chart showing those currently working on the project and the percentage of their time that is dedicated to Infolink. A proposed roles and responsibilities list for FY 99-00 also could be requested.

2) Staffing levels for the Infolink project were extensively addressed in the Auditor's report. The report praised the work and level of commitment of the staff, but concluded that Metro significantly underestimated the number of staff needed for both initial implementation and ongoing management and upgrading of the system. The report noted that the need for additional staff results largely from the conversion from a mainframe to a client-server-based system.

The report found that as staffing needs increased, Metro sought to meet this need by diverting several existing staff to the project. As a result, many staff worked an extensive amount of overtime on the project. This excessive workload, coupled with Metro's inability to offer salaries comparable to the private sector, resulted in several key employees leaving Metro during the implementation process. The Auditor's report recommended that a staffing review of Accounting and IMS be completed.

The Executive Officer's response notes that a recent cursory review of information management staffing and funding at other local governments in the regions concluded that Metro is understaffed in both areas. The Executive Officer notes that both Accounting and IMS will be participating in the Auditor's benchmarking program

beginning in April and that further actions will be considered based on the outcome of this work. He concludes by noting that funding for a full-scale study is not available. The Auditor has questioned whether the results of the benchmarking study will include specific recommendations for Metro's IMS staffing levels.

To date, it would appear that staffing decisions have been driven by the need to address immediate crisis rather than develop a long-term staffing plan. Examples of these decisions would include the transfer of funding between contractors to meet technical support needs, hiring a consultant for data base administration and the current proposals to address immediate technical staff and user staff training. The compelling need to remain within the original project budget also has affected these decisions.

Several significant elements of the ongoing implementation and upgrading of Infolink will occur in FY 99-00. These include: 1) completion of the Version 6.0 upgrade, 2) completion of initial installation of the Accounts Receivable and Billing modules which are tied to Version 6.0, 3) release of new versions of the modules that have yet to be installed, and installation of Version 7.5 of the Human Resources, Payroll and various financial modules that are scheduled for release during the 2nd or 3rd quarters of the fiscal year.

Current understaffing has already affected some of this work. For example, Infolink is currently running on Version 5.1. The staff report for Ordinance No. 99-792, notes that this version is no longer "supported" by PeopleSoft. This is because Version 6.0 was released early last summer. Lack of staff resources will result in Metro implementing this current version a full year after its release and only about six months prior to the release of Version 7.5 during the fourth quarter of 1999 and the first quarter of 2000.

Both the Auditor and the Executive Officer have identified information management staffing needs as a critical issue. Unfortunately, it would appear that two critical analytical tools will not be completed in time for the Council to use them in formulating the FY 99-00 budget. First, the Auditor's benchmarking project will not be completed until about October. Second, the development of an employee retention program designed to improve Metro's ability to hire and keep key information management staff will not be completed until the end of the current fiscal year.

The Council may wish to address two principal staffing issues with the Executive Officer during the Infolink worksession. First, how will information management system staffing be addressed in the proposed budget? Second, given ongoing staffing-related questions should funding be identified to conduct a full-scale review of accounting and IMS staffing needs, with particular focus on Infolink and staff retention.

3) In his response to the Auditor's report relating to Infolink financial reports, the Executive Officer notes that "added funding will be requested for setting up budget detail reports similar to those provided in the past." Prior to Infolink, budget detail reports were generally available upon request. It was generally assumed that Infolink, once implemented, could produce similar reports. Why is it necessary to request additional funding to "set up" such reports using Infolink?

4) The Executive Officer's response to the Auditor's report indicates that the Version 6.0 implementation plan was to be completed by the end of 1998. The subsequent staff report for Ordinance No. 99-792 notes that the Version 6.0 implementation and the Accounts Receivable and Billing modules will be completed by mid-1999. The Council may wish to ask the following questions concerning these implementations.

a) Has the Version 6.0 implementation plan been completed?

b) What is the basis for the estimated implementation completion date of mid 1999?

c) How will the creation of two new IMS staff positions proposed in Ordinance No. 99-792 facilitate this implementation?

5) Given Metro's limited staff resources, what level and technical implementation support is PeopleSoft contractually obligated to provide for the Version 6.0 and Version 7.5 upgrades?

6) As noted earlier, PeopleSoft currently does not provide "support" for the Version 5.1 of their software currently in use by Metro. Can Metro assume that PeopleSoft will continue to withdraw support for existing versions of their module software at, or shortly after the release of each new updated version? Will this loss of support require Metro to provide a level of staffing and funding that will allow us to install new upgrades almost immediately after their release to avoid potential operational problems?

7) The staff report for Ordinance No. 99-792 notes that "the new IMS hires do not have technical training in the systems currently in place at Metro." What is the reason for this lack of background: 1) inability of Metro to match private sector salaries, 2) inadequate labor pool of trained personnel, or 3) other factors? What is the cost to Metro of providing this training? What is the time lag between the date of hire and completion of the necessary training?

8) Ordinance No. 99-792 requests \$130,000 to "support acquisition of external technical and functional consulting services" for the implementation of the Version 6.0 financial modules. What are the specific types of consulting services that will be required? Will similar needs exist when Metro converts to the Version 7.5 upgrade of the financial modules? Will a similar or lesser sum be needed for services related to the initial implementation of the Accounts Receivable and Billing modules? How will these consulting services needs be addressed in the proposed FY 99-00 budget?

9) Ordinance No. 99-792 also requests \$60,000 in additional funding for an existing contract with an outside consultant to provide data base administration services for Metro. The staff report notes that three persons have held the data base administrator position between April 1997 and July 1998. Each incumbent has left Metro due to excess work hours and compensation that is far below the current level in the private sector. Subsequent recruitments for this position have been unsuccessful due to these factors.

The staff report notes that the funding request will allow the outside consultant to continue to provide data base administration services on a part-time basis only through the remainder of the fiscal year. A current employee is completing the necessary training to allow him to assume the position of data base administrator at the start of the next fiscal year.

Based on the recent history of this position, what is staff basis for assuming that Metro can retain the employee now in training for the position? What is the estimated cost of training an employee for this position?

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1998-99)
BUDGET AND APPROPRIATIONS)
SCHEDULE IN THE SUPPORT SERVICES)
FUND BY TRANSFERRING \$270,000 FROM)
CONTINGENCY TO MATERIALS AND)
SERVICES AND CAPITAL OUTLAY IN THE)
ADMINISTRATIVE SERVICES DEPARTMENT)
FOR UNANTICIPATED EXPENDITURES IN)
INFORMATION MANAGEMENT SERVICES;)
AND INCREASING TOTAL FTE IN)
ADMINISTRATIVE SERVICES DEPARTMENT)
BY 1.0 FTE SYSTEM SPECIALIST; AND)
DECLARING AN EMERGENCY)

ORDINANCE NO. 99-792

Introduced by Mike Burton,
Executive Officer

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations with the FY 1998-99 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 1998-99 Budget and Schedule of Appropriations for the Support Services Fund are hereby amended as shown in the column entitled "Revision" of Exhibit A to this Ordinance for the purpose of transferring \$270,000 from Contingency to Materials and Services and Capital Outlay in the Administrative Services Department for unanticipated expenditures in Information Management Services.
2. That the total full-time-equivalents (FTE) in the Administrative Services Department be increased by 1.0 FTE System Specialist.

3. That the Executive Officer is authorized to execute contracts related to this ordinance in accordance with Metro Code 2.04

4. 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 _____ day of _____, 1999.

Rod Monroe, Presiding Officer

ATTEST:

Approved as to Form:

Recording Secretary

Daniel B. Cooper, General Counsel

Exhibit A
Ordinance No. 99-792
FY 1998-99 SCHEDULE OF APPROPRIATIONS

	Current Budget	Revision	Proposed Budget
Support Services Fund			
Administrative Services/Human Resources			
Personal Services	\$4,395,358	0	\$4,395,358
Materials & Services	1,289,406	258,000	1,547,406
Debt Services	128,979	0	128,979
Capital Outlay	412,779	12,000	424,779
Subtotal	6,226,522	270,000	6,496,522
Office of General Counsel			
Operating Expenses (PS and M&S)	755,526	0	755,526
Subtotal	755,526	0	755,526
Office of Citizen Involvement			
Operating Expenses (PS and M&S)	67,320	0	67,320
Subtotal	67,320	0	67,320
Office of the Auditor			
Operating Expenses (PS and M&S)	617,578	0	617,578
Subtotal	617,578	0	617,578
General Expenses			
Interfund Transfers	1,099,398	0	1,099,398
Contingency	357,448	(270,000)	87,448
Subtotal	1,456,846	(270,000)	1,186,846
Unappropriated Balance	358,003	0	358,003
Total Fund Requirements	\$9,481,795	\$0	\$9,481,795

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

STAFF REPORT

CONSIDERATION OF ORDINANCE 99-792 AMENDING THE FY 1998-99 BUDGET AND APPROPRIATIONS SCHEDULE IN THE SUPPORT SERVICES FUND BY TRANSFERRING \$270,000 FROM CONTINGENCY TO MATERIALS AND SERVICES AND CAPITAL OUTLAY IN THE ADMINISTRATIVE SERVICES DEPARTMENT FOR UNANTICIPATED EXPENDITURES IN INFORMATION MANAGEMENT SERVICES; AND INCREASING THE TOTAL FTE IN THE ADMINISTRATIVE SERVICES DEPARTMENT BY 1.0 FTE SYSTEM SPECIALIST; AND DECLARING AN EMERGENCY.

Date: January 4, 1998

Presented by: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

Through the end of March 1998, the core PeopleSoft financial applications have been implemented. These financial applications include: General Ledger, Purchasing, Accounts Payable, Human Resources, Benefits, and Payroll. These implementations have resulted in several successes including a significant enhancement of information processing and retrieval capabilities for Metro's key financial operations and the year 2000 (Y2K) compliance for these functions.

The implementation of the Accounts Receivable and Billing modules has been delayed due to problems with the software as originally received from PeopleSoft, but it is now imperative that these modules be installed within the next few months. In addition, several needs have emerged for which adequate resources are not available. Additional funding is needed to address these issues:

- The already-installed PeopleSoft financial modules must be upgraded to the next release (version 6.0) by midyear 1999 since the current version 5.1 is now unsupported by PeopleSoft. In addition, the PeopleSoft Accounts Receivable and Billing modules require version 6.
- In order for the full benefits of PeopleSoft to be realized throughout Metro, an in-house training program for non-technical users must be established. This need is confirmed by the recent InfoLink audit. Also, several key technical and functional staff who had extensive experience and knowledge in PeopleSoft have left Metro for other opportunities. Recruitment for qualified technical replacements has been difficult due to significantly higher salaries in the private sector and competition for highly qualified PeopleSoft technical staff. New IMS hires do not have technical training in the systems currently in place at Metro. It is critical that IMS provide new staff a baseline of substantive technical training.
- IMS has had three in-house Database Administrators (DBA) since April 1997. The most current incumbent resigned in July of 1998. IMS has tried several times to recruit for a DBA, but has not been able to offer salaries commensurate with the private sector. Finally, after issuing an RFP in September 1998, Metro was able to locate a highly skilled DBA

consultant through Natural Data. IMS has determined that a current IMS employee will be trained to assume the duties of the DBA by mid-1999. In the interim, IMS is proposing an extension of the current DBA consultant on a half-time basis through the end of FY 1998-99.

- IMS is requesting an additional 1.0 FTE Systems Specialist position that would be assigned to ongoing PeopleSoft technical support to work closely with functional users. The December 1998 audit recommended additional staffing based on a survey of support typically required for PeopleSoft applications. The budget review committee also supported this recommendation of additional staffing for Administrative Services.

Listed below are areas requiring funding to complete ongoing support for Metro's PeopleSoft application in FY 1998-99:

1. **PeopleSoft Financials Version 6 Upgrade** - Funds would support the acquisition of external technical and functional consulting services to enhance ASD technical and functional staff. **Cost: \$130,000**
2. **Training in report writing and Query for PeopleSoft functional users, and technical training for IMS staff** - Funds would provide instructional support equipment for IMS' in-house training for functional users of PeopleSoft. Funds would also be used to ensure IMS technical staff develops and maintains critical technical skills. **Cost: \$33,000**
3. **Database Administrator Consultant** - Funds would support the continuation of the current DBA consultant through the end of FY 1998-99 to ensure optimum data integrity for our PeopleSoft upgrades. **Cost: \$110,000**
4. **New Systems Specialist position to begin April 1, 1999** - Funds would support the hiring of one additional FTE to support PeopleSoft. **Cost: \$17,000**

ASD has identified savings of \$20,000 that can be applied to meet the above. Also, due to IMS vacancies, adequate Personal Services appropriation exists to cover the proposed new FTE. The remaining amount of \$270,000 must come from Contingency in the Support Services Fund.

Total Required funding	\$290,000
Identified Savings in Administrative Services	<u>(20,000)</u>
Requested Budget Adjustment	\$270,000

BUDGET IMPACT

The general contingency in the Support Services Fund is currently budgeted at \$357,448. This proposed action would transfer appropriations from Contingency to the following areas:

Budget Classification	Amount
Materials and Services	\$258,000
Capital Outlay	12,000
Total	\$270,000

After the transfer, the amount remaining in the Support Service Fund Contingency will be \$87,448.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Ordinance No. 99-792.

CY:rs

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BEFORE THE CONTRACT REVIEW BOARD

FOR THE PURPOSE OF AUTHORIZING) RESOLUTION NO. 99-2738
AN AMENDMENT TO CONTRACT)
920909 WITH NATURAL DATA FOR A) Introduced by Mike Burton
DATABASE ADMINISTRATOR) Executive Officer

WHEREAS, the Metro Council, acting as the Contract Review Board, must approve personal service contract amendments over \$25,000; and

WHEREAS, Metro selected a Database Administrator (DBA) contractor through a lengthy competitive process and now the DBA is experienced with Metro's computer hardware and software; and

WHEREAS, Metro recruitment efforts to employ a DBA have been unsuccessful and DBA duties are required to be performed in order to maintain operations; now, therefore,

BE IT RESOLVED:

That Metro's Executive Officer is authorized to execute an amendment to Contract No. 920909 for the amount of \$60,000 with Natural Data to continue as Database Administrator.

ADOPTED by the Metro Council this _____ day of _____, 1999.

Rod Monroe, Presiding Officer

ATTEST:

Approved as to Form:

Recording Secretary

Daniel B. Cooper, General Counsel

STAFF REPORT

FOR THE PURPOSE OF AUTHORIZING AN AMENDMENT TO CONTRACT 920909 WITH NATURAL DATA FOR A DATABASE ADMINISTRATOR

Date: January, 1999

Presented by: Jennifer Sims, Director, ASD

PROPOSED ACTION

Adopt Resolution No. 99-2738 authorizing a contract amendment with Natural Data in the amount of \$60,000 for a database administrator.

FACTUAL BACKGROUND AND ANALYSIS

Database Administration (DBA)

A database administrator has the complex responsibility of operating and managing four extremely difficult and complex tasks:

- Manage the hardware and components on a HP 9000 mid-size computer.
- Manage the operating system software - in this case it is called Unix.
- Manage the database software - in this case it is called Informix.
- Manage the software that runs on the operating system (Unix) and database (Informix).

Database administration requires excessive working hours (often nights and weekends) when other employees are not using computers. It requires advanced training in hardware and software applications – DBA's are typically the highest trained computer staff in any organization. A DBA is a required position in a client-server environment such as Metro utilizes.

DBA's are also well paid throughout the technology industry with salaries starting in the \$80,000 to \$90,000 range.

Metro's Past DBA's

Metro's first DBA resigned in April 1997 citing excessive working hours and low pay. His in house replacement resigned in July 1998 again citing long working hours and low pay. The position pays up to \$51,710 per year.

STAFF REPORT FOR THE PURPOSE OF AUTHORIZING AN AMENDMENT
TO CONTRACT 920909 WITH NATURAL DATA FOR A DATABASE
ADMINISTRATOR

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Unsuccessful Recruitment

Metro has tried several recruitments for this position since July of 1997 with no success. Advertising in conventional and high tech venues has lead to receiving only two responses, neither of which have the necessary qualifications.

Difficult to Obtain Consultants

Because this is a required function, Metro performed a significant nationwide outreach program to try to obtain a consultant to perform DBA duties. Several times, staff was lead to believe a DBA had been found only to find out later that they were not really available or under qualified. After searching for several months, a formal RFP process, a DBA was located and a contract was signed with Natural Data.

Future Metro DBA

Because of continued unsuccessful recruitments, management has determined the best alternative is to train in-house staff in DBA duties. This training is expected to take six months working with an experienced DBA. Natural Data is willing to provide a DBA to work half time for the next six months working as a DBA and mentoring a member of Metro's staff.

The DBA position will be filled with a system specialist position that will take over duties of the person training to be the DBA.

BUDGET IMPACT

The contract provides for the DBA consultant to be paid a rate of \$100 per hour, which is a reasonable rate for this service. The original contract was for \$25,000 and amended to \$50,000 in hopes of a successful recruitment.

The proposed amendment increases the contract by an additional \$60,000, allowing for a half time contracted DBA for six months while in-house staff is being trained. The contract total becomes \$110,000.

Funds to pay for the position will be in accordance with Ordinance Number 99-792.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 99-2738.

STAFF REPORT FOR THE PURPOSE OF AUTHORIZING AN AMENDMENT
TO CONTRACT 920909 WITH NATURAL DATA FOR A DATABASE
ADMINISTRATOR

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