

**A G E N D A**

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**METRO**

**Agenda**

MEETING: METRO COUNCIL/EXECUTIVE OFFICER INFORMAL MEETING  
DATE: June 25, 2002  
DAY: Tuesday  
TIME: 2:00 PM  
PLACE: Council Annex

**CALL TO ORDER AND ROLL CALL**

**I. UPCOMING LEGISLATION**

**II. INFORMATION TECHNOLOGY BRIEFING**

Biedermann

**III. EXECUTIVE OFFICER COMMUNICATION**

**IV. COUNCILOR COMMUNICATIONS**

**ADJOURN**

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# Metro Information Technology

**What Are the Goals of the  
Metro  
Information Technology  
Budget?**

- **Increase access to data.**
- **Enhance monitoring of systems.**
- **Develop customer feedback mechanisms.**
- **Adapt to changing technology.**
- **Broaden constituent use and awareness.**

**How is the IT budget  
applied; what are we  
doing?**

- Continue to standardize the system.
- Provide support for our businesses.
- Implement software changes that maximize opportunity and minimize disruption.

- Expand technology where it can help.
- Decrease technology where it gets in the way.
- Monitor the system to ensure security.
- Regularly replace old equipment to maximize efficiency and return.

**What strategies have you  
developed to address  
these issues and use  
resources most efficiently?**



- Increase the users' knowledge.
- Learn the users' issues and expectations.
- Talk to communities of customers; user groups.
- Support increased training efforts.

- Look for commercial solutions to our needs (don't invent it if it already exists).
- Ensure technology needs are recognized, engineered and scheduled.
- Minimize disruption in the work place due to technology maintenance.
- Build a comprehensive CIP.

- Schedule technology replacement.
- Investigate regional digital networks.
- Develop multiple methods of teaching staff

*Why do we have these  
strategies for Metro?*

*What does the technology  
do for us?*

## *Electronic Traffic-all types (All sites)*

*Network "calls": requests for information  
(adjusted for work week): 713,640 per day  
79,293 network calls per minute*

## *Email within Metro (All sites)*

*12,795 per day--1,420 per hour.*

## *What does PeopleSoft do for us?*

*194,000 accounting transactions per year*

*776 per day, 93 per hour.*

*3000 contracts, amendments, purchase orders per year*

*5,950 personnel actions per year*

*Has business processing become more efficient with PeopleSoft?*

***Purchasing***

*Then...*

- *Department staff would order item*
  - *Give invoice to department staff person who would*
    - *Type up a paper purchase order, and then*
      - *Send it manually to Accounting*
      - *Who would type it into the system*
  - *Using cryptic titles due to computer limitations.*
- 
- *Three people processed it over 4-5 days*

## *Purchasing*    *Now...*

- *Department staff enters purchase order into PeopleSoft.*
- *Accounting accesses it electronically when they receive the invoice.*

*Two people can process it in minutes.*

### *Additional benefits*

- *Stronger financial controls*
- *Fewer people handling it means fewer errors.*
- *Faster encumbrance and more timely financial accounting  
(avoiding late payment fees, taking early payment discounts)*



## *Monthly expenditure review    Then...*

- *Accounting would close the month of financial reporting by the 15th of the following month.*
- *Accounting would print the paper report (a stack of paper about 3 1/2 feet high).*
- *Accounting would separate and distribute the report which took about a week.*
- *Departments managers would receive financial information about the 22nd to 25th day following the reporting month.*
- *Two people processed it over 5-7 days*

## *Monthly expenditure review*      *Now...*

*Accounting closes the month of financial reporting by the 10th.*

*Accounting distributes the report electronically.*

*Departments managers receive it by the 11-13th day following the reporting month.*

*One person processes and distributes the report in a matter of hours.*

### *Additional benefits*

- *More timely reporting.*
- *Available as formatted computer spreadsheet (for analysis.)*
- *No paper is generated by Accounting.*

**PeopleSoft allows us to adapt to changes in  
many business processes.**

*More accurate and timely general ledger reporting*

*Direct Deposit*

*Position tracking*

*Flexible spending accounts*

*PERS reporting*

*Accounts Receivable automated billing*

*Negotiated changes in bargaining agreements*

*Benefits program*

*modifications*

*PERS Tier II*

*IRS reporting*

*and so on.....*

## Additional benefits

*Check paper is less expensive; standard paper stock.*

*Workload statistics are more accurate and timely.*

*Data changes don't require a systems analyst now.*

*More accurate and timely general ledger reporting makes other processes more effective, as well;*

*Treasury management*

*Accounts reconciliation*

*IRS reporting (1099 contractors payments)*

*Check clearance  
verification*

*Quicker access to summary financial information*

*Anyone with security clearance can access information from any desktop.*

*Where does PeopleSoft go from here?*

*No Software Located on Local Computer*

*All Programs Accessible From Web Browser*

*No longer necessary to support it at the desktop computer  
(significantly lowers workstation administration)*

*Browser-based reporting personalized for each person*

*Self Service; employees and outside clients*

*Able to receive external personnel applications via the Internet*

*E-Recruit*

*E-Pay*

Manage Positions - Use - Position Data



File Edit View Go Favorites Use Inquire Process Report Help



Position Location | Description | Payroll | Information |

<b>Position Number:</b>	00000274	Park Ranger
<b>Open/Filled:</b>	Filled	<b>Current Head Count:</b> 1
<b>Effective Date:</b>	01/01/1900	<b>Status:</b> Active
<b>Action Reason:</b>	ORG	Original Position Mgmt Set-Up
		<b>Action Dt:</b> 12/11/1997
<b>Regulatory Region:</b>	USA	USA
<b>Company:</b>	MET	Metro
<b>Business Unit:</b>	METBU	Metro
<b>Department:</b>	02310	Blue Lake Regional Park
<b>Location Code:</b>	011	Blue Lake Regional Park



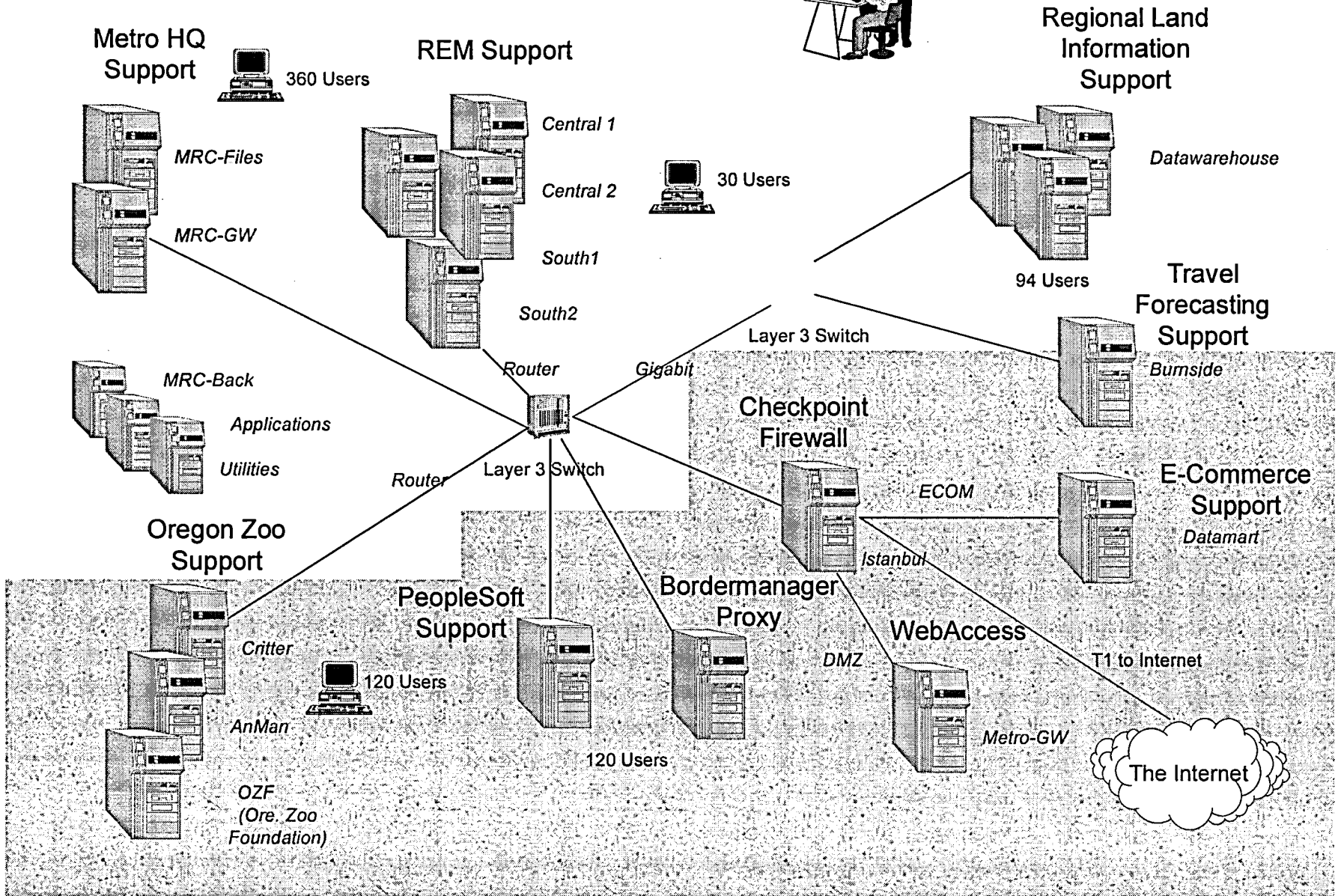
Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: PUA8022 Director-Policy & Health Stats
Headcount Status: Filled Current Head Count: 1 out of 1

View All First 1 of 1 Last

\*Effective Date: 01/01/1990 \*Status: Active
Reason: NEW New Position Action Date: 05/02/2000
\*Position Status: Approved Status Date: 01/01/1990 Key Position
Reports To: PUA8022 Director-Policy & Health Stats
Dotted-Line Report:
Title: Director-Policy & Health Stats Short Title: P&H Dir
Long Description:
Detailed Job Description

# Wide Area Network for Metro





# *Internet; is it important?*

*In 2000, Portland had the fifth largest percentage of households having Internet access in the U.S.; 54.0%*

*In 2001, Portland had the largest percentage:  
69.7%*

*In 2002, Portland has the third largest percentage:  
77.7%*

*In the past year, the number of Portland computers on connections faster than modem grew to 366,000, a 106% increase in one year.*

*Only five other U.S. cities grew by greater percentages.*

*The number of people accessing Metro's web site went from*

March 2001: **900** unique visitors a day

*to*

April 2002: **1919** unique visitors a day

(Approx. **60,000** visits a month)

*Metro's redesigned web site will go live in about 30 days.*

*Begun in February 2001 with a 18 month project length, it will give the departments the ability to quickly put information on the web page for our clients, constituents and stakeholders.*



QUICKLINKS



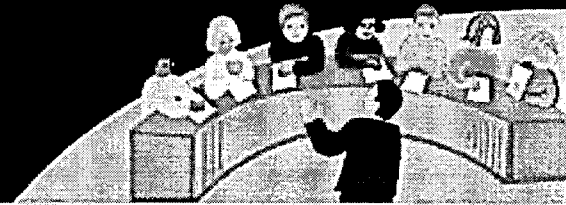
TEXT VERSION | SITE MAP | ADVANCED SEARCH



METRO

Representing 7 districts

# Council



HOME : COUNCIL : COUNCIL

Where do we  
grow from here?  
Let's talk!

**Metro's seven-member elected council oversees policy for the regional government.**

Get involved  
with Metro

Council Districts

The Metro Council is organized into six standing committees that represent the major functions of the agency. Most legislative actions are processed through one or more committees prior to adoption by the full council. Committees also

Program  
summaries

Rod Park

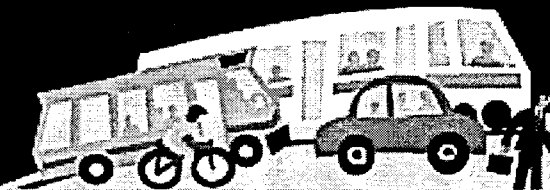
Service



METRO

how we get there matters

# Transportation Planning



HOME : TRANSPORTATION : TRANSPORTATION

Where do we grow from here? Let's talk!

**The more this region grows, the more demand is placed on roadways and communities. Metro is recognized nationwide for linking transportation and land-use planning to maintain livability.**

Get involved with Metro

Regional Transportation Plan

The more this region grows, the more demand is placed on roadways and communities. Metro is recognized nationwide for linking transportation and land-use planning to maintain livability.

Regional Bicycle Planning

Transportation Projects

By working with residents and local and state partners, Metro ensures that there are effective transportation options to move people and goods throughout the region. We develop the region's transportation plan, and prioritize and allocate federal and state transportation funds.

SW Washington Regional Transportation Council

Funding Transportation Projects

ODOT

Transit-oriented Development Implementation Program

### Special transportation features:

CascadeLink transportation pages

Travel Forecasting

- **Bike There!**, Metro's regional bike route map - updated for 2002, now available
- Regional Street Design Program - new tools for street design
- Sign up for planning e-news
- Transportation highlights from the 2040 Growth Concept

Program summaries

Transportation Highlights of the