

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1998-99) ORDINANCE NO. 99-792
BUDGET AND APPROPRIATIONS)
SCHEDULE IN THE SUPPORT SERVICES)
FUND BY TRANSFERRING \$270,000 FROM)
CONTINGENCY TO MATERIALS AND)
SERVICES AND CAPITAL OUTLAY IN THE) Introduced by Mike Burton,
ADMINISTRATIVE SERVICES DEPARTMENT) Executive Officer
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)

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 28th day of January, 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.

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