

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY) ORDINANCE NO. 96-664A
1996-97 BUDGET AND APPROPRIATIONS)
SCHEDULE FOR THE PURPOSES OF)
TRANSFERRING ~~\$38,905~~ \$26,653 IN THE) Introduced by Mike Burton,
SUPPORT SERVICES FUND FROM) Executive Officer
ADMINISTRATIVE SERVICES DEPARTMENT)
CAPITAL OUTLAY TO PERSONAL SERVICES)
TO PROVIDE STAFF SUPPORT FOR THE)
INFOLINK PROJECT AND ADDING ~~0.6~~ 0.5)
FTE; AND DECLARING AN EMERGENCY)

WHEREAS, The Metro Council has authorized acquisition and implementation of a new financial management and information system, known as InfoLink, through adoption of the FY 1996-97 budget; and

WHEREAS, The need has been identified to add a Senior Administrative Services Analyst on a ~~limited term~~ temporary basis to perform work functions in the Department of Administrative Services that would normally be performed by staff who are being assigned to work on InfoLink implementation; and

WHEREAS, The Senior Administrative Services Analyst position authorized in this ordinance is a ~~limited term~~ temporary position lasting not longer than ~~December 31~~ September 30, 1998; and

WHEREAS, Project savings to date ensure that adequate funds exist in the InfoLink project budget to pay the costs of this additional position; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 1996-97 Budget and Schedule of Appropriations are hereby amended as shown in the column titled "Revision" of Exhibits A and B to this Ordinance for the purposes of transferring ~~\$38,905~~ \$26,653 within the Support Services Fund from Administrative Services Department Capital Outlay to Personal Services, and adding ~~0.6~~ 0.5 FTE in the Administrative Services Department, to fund a position to provide support for staff temporarily assigned to implementation of the InfoLink computer system project.

2. 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 19th day of December, 1996.



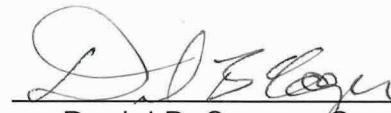
Jon Kvistad, Presiding Officer

ATTEST:

Approved as to Form:



Recording Secretary



Daniel B. Cooper, General Counsel

Exhibit A
Ordinance No. 96-664A

Support Services Fund

ACCT #	DESCRIPTION	FISCAL YEAR 1996-97		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
		FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Administrative Services Department									
<u>Personal Services</u>									
511121	SALARIES-REGULAR EMPLOYEES (full time)								
	Administrator	0.94	90,291					0.94	90,291
	Senior Director	0.90	81,851					0.90	81,851
	Directors	1.00	80,184					1.00	80,184
	Senior Manager	2.00	152,481					2.00	152,481
	Managers	2.95	197,724					2.95	197,724
	Senior Program Supervisor	3.00	187,391					3.00	187,391
	Senior Services Supervisor	1.00	46,020					1.00	46,020
	Program Supervisor	2.00	110,224					2.00	110,224
	Construction Coordinator	1.00	60,467					1.00	60,467
	Principal Administrative Services Analyst	3.94	233,543					3.94	233,543
	Senior Administrative Services Analyst	2.00	109,813					2.00	109,813
	Associate Administrative Services Analyst	3.00	151,176					3.00	151,176
	Assoc. Management Analyst	2.00	87,375					2.00	87,375
	Asst. Management Analyst	4.00	159,206					4.00	159,206
	Management Technician	0.37	14,093					0.37	14,093
	Sr. Public Info. Specialist	1.00	54,847					1.00	54,847
	Assoc. Public Info. Specialist	3.00	134,277					3.00	134,277
	Systems Specialist	4.00	188,385					4.00	188,385
	D.P. Computer Programmer	1.00	49,707					1.00	49,707
	Senior Accountant	1.00	49,742					1.00	49,742
	Graphics/Exhibit Designer	1.00	40,928					1.00	40,928
511221	WAGES-REGULAR EMPLOYEES (full time)								
	Administrative Secretary	2.70	85,515					2.70	85,515
	Secretary	2.00	50,929					2.00	50,929
	Administrative Support Assistant C	4.94	143,808					4.94	143,808
	Administrative Support Assistant B	1.00	26,661					1.00	26,661
	Lead Accounting Clerk	4.00	143,357					4.00	143,357
	Accounting Clerk 2	7.00	210,088					7.00	210,088
	Technical Assistant	1.00	43,549					1.00	43,549
	D.P. Computer Technician	3.00	119,626					3.00	119,626
	Reproduction Clerk	2.00	58,019					2.00	58,019
	Building Service Worker	0.45	11,670					0.45	11,670
	Building Services Technician	0.45	16,305					0.45	16,305
511225	WAGES-REGULAR EMPLOYEES (part time)								
	Receptionist	0.63	12,776					0.63	12,776
511231	Wages-Temporary Employees (full time)								
	Temporary Support	0.00	0	0.50	24,012	0.50	24,012		
511235	WAGES-TEMPORARY EMPLOYEES (part time)								
	Temporary Administrative Support	0.65	13,771					0.65	13,771
511400	OVERTIME	0.00	11,396					0.00	11,396
512000	FRINGE	0.00	987,211		2,641	0.00	989,852		
	Total Personal Services	70.92	4,214,406	0.50	26,653	71.42	4,241,059		
	<u>Capital Outlay</u>								
571300	Building & Related Purchases		18,600				18,600		
571500	Purchases-Office Furniture & Equipment		2,132,124		(26,653)		2,105,471		
	Total Capital Outlay		2,150,724		(26,653)		2,124,071		
	TOTAL EXPENDITURES	70.92	7,619,704	0.50	0	71.42	7,619,704		

Exhibit B
Ordinance No. 96-664A
FY 1996-97 SCHEDULE OF APPROPRIATIONS

SUPPORT SERVICES FUND

Administrative Services			
Personal Services	\$4,214,406	26,653	\$4,241,059
Materials & Services	1,254,574		1,254,574
Capital Outlay	2,150,724	(26,653)	2,124,071
Subtotal	7,619,704	0	7,619,704
Office of General Counsel			
Personal Services	499,566		499,566
Materials & Services	33,278		33,278
Capital Outlay	1,495		1,495
Subtotal	534,339		534,339
Office of the Executive Officer (Public and Government Relations)			
Personal Services	157,594		157,594
Materials & Services	119,754		119,754
Capital Outlay	3,900		3,900
Subtotal	281,248		281,248
Office of Citizen Involvement			
Personal Services	57,590		57,590
Materials & Services	23,438		23,438
Capital Outlay	0		0
Subtotal	81,028		81,028
Office of the Auditor			
Personal Services	348,108		348,108
Materials & Services	107,457		107,457
Capital Outlay	7,802		7,802
Subtotal	463,367		463,367
General Expenses			
Interfund Transfers	739,462		739,462
Contingency	194,919		194,919
Subtotal	934,381	0	934,381
Unappropriated Balance	357,971		357,971
Total Fund Requirements	\$10,272,038	\$0	\$10,272,038
TOTAL APPROPRIATIONS	\$424,365,901	\$0	\$424,365,901

Current Appropriation column includes the effect of Ordinances 96-648; 96-648, 96-651, 96-654 and 96-663.

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 96-664A AMENDING THE FY 1996-97 BUDGET AND APPROPRIATIONS SCHEDULE FOR THE PURPOSES OF TRANSFERRING \$38,905 \$26,653 IN THE SUPPORT SERVICES FUND FROM ADMINISTRATIVE SERVICES DEPARTMENT CAPITAL OUTLAY TO PERSONAL SERVICES TO PROVIDE STAFF SUPPORT FOR THE INFOLINK PROJECT AND ADDING ~~0.6~~ 0.5 FTE; AND DECLARING AN EMERGENCY.

Date: ~~November 4~~ December 19, 1996

Presented by: Jennifer Sims

PROPOSED ACTION

The proposed transfer of funds will provide for a ~~limited term~~ temporary position, not to exceed ~~two years~~ 21 months, in the Administrative Services Department to perform work normally assigned to staff who are temporarily assigned to implementation of specific modules of the InfoLink project. Funds are available in the InfoLink project budget.

FACTUAL BACKGROUND AND ANALYSIS

The Administrative Services Department is managing the project to acquire and implement a new computerized financial and management information system, known as InfoLink. Council has authorized this project through its action in adopting the FY 1996-97 budget, which contains appropriation of some \$1.9 million for InfoLink. The InfoLink project is planned to be implemented in stages, with the first phase of implementation scheduled for July 1, 1997. That phase will include a new general ledger system and purchasing module. Other phases will follow in January 1998 and autumn of 1998.

In order to keep project costs to a minimum, the InfoLink budget does not include provision for hiring staff to work on the project. Implementation work is being done by existing Metro staff. Due to the significant dedication of staff time required to adapt the software of the vendor (PeopleSoft) to Metro, and to train Metro staff in the PeopleSoft system, there will likely be an effect on the ability to complete normal work without providing backup for those staff people working on InfoLink.

Ordinance No. 96-664 would provide for a Senior Management Administrative Services Analyst position to be created to fill in for staff working on InfoLink implementation. This position would need to be flexible enough to adapt to changes in work assignments on a short term basis. The work plan is to have this new position work primarily in Accounting for the first few months while Accounting staff work on general ledger implementation, followed by work in

Human Resources and later in Financial Planning when those divisions concentrate on implementation of their modules of the new system. The position would be ~~limited term~~ temporary, not to exceed ~~two years~~ 21 months (through ~~December~~ September 1998), ending when InfoLink is fully implemented.

The cost of this position is anticipated to be approximately ~~\$38,905~~ \$26,653 in 1996-97. Total cost for the ~~two-year~~ 21-month duration of the position will be approximately ~~\$130,000~~ \$98,000. Funds are available in the InfoLink project budget from the following sources:

Savings in Temporary Help Services: ~~\$93,960~~ \$61,960

The original project budget anticipated the need for temporary help to perform data entry tasks. This will not be needed.

Savings in hardware and software purchases \$36,040

With over 95% of hardware and software purchases complete, actual costs are under budget.

The project contingency of \$214,883 is not needed for this action and would continue to be fully available for future unanticipated project needs.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 96-664A.