

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1997-98 )  
BUDGET AND APPROPRIATIONS SCHEDULE ) ORDINANCE NO. 98-737  
IN THE SUPPORT SERVICES FUND BY )  
TRANSFERRING \$15,000 FROM THE )  
ADMINISTRATIVE SERVICES DEPARTMENT TO )  
THE OFFICE OF THE AUDITOR AND TRANS- ) Introduced by Metro Auditor  
FERRING \$4,600 FROM CAPITAL OUTLAY ) Alexis Dow, CPA  
TO MATERIALS AND SERVICES WITHIN THE )  
OFFICE OF THE AUDITOR TO PROVIDE )  
FUNDING FOR CONDUCTING AN IMPLEMEN- )  
TATION REVIEW OF THE INFOLINK PROJECT )

WHEREAS, Metro recently completed implementation of the general ledger, purchasing and accounts payable modules in the new management information system; and

WHEREAS, additional modules remain to be implemented; and

WHEREAS, a review of implementation procedures and outcomes would identify and assist in the resolution of issues prior to financial statement preparation and implementation of subsequent modules; and

WHEREAS, the Metro Council has reviewed and considered the need to transfer appropriations with the FY 1997-98 budget; and

WHEREAS, the need for a transfer of appropriation has been justified;  
and

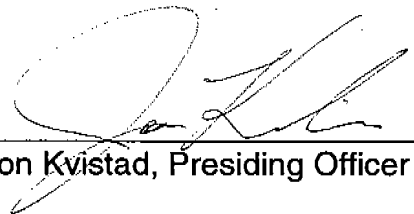
WHEREAS, adequate funds exist for other identified needs; now,  
therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS:

1. That the FY 1997-98 budget and schedule of appropriations are hereby amended as shown in the column entitled "Revision" of Exhibits A and B to this ordinance for the purpose of transferring \$15,000 from the Administrative Services Department in the Support Services Fund to the Office of the Auditor and transferring \$4,600 from Capital Outlay to Materials and Services within the Office of the Auditor for the purpose of providing funding for an implementation review of the InfoLink Project.

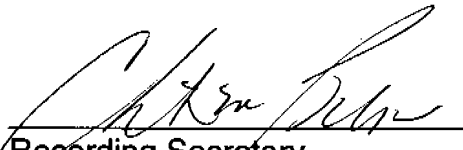
2. This Ordinance being necessary for the immediate preservation of the public health, safety or welfare of the Metro area in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 9<sup>th</sup> day of April, 1998.

  
\_\_\_\_\_  
Jon Kvistad, Presiding Officer

ATTEST:

Approved as to Form:

  
\_\_\_\_\_  
Recording Secretary

  
\_\_\_\_\_  
Daniel B. Cooper, General Counsel

Exhibit A  
Ordinance No. 98-737  
**Support Services Fund**

FISCAL YEAR 1997-98		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Administrative Services Department</b>							
<u>Personal Services</u>							
511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Administrator	0.94	90,542	0.00	(10,050)	0.94	80,492
	Senior Director	0.90	79,702	0.00	0	0.90	79,702
	Directors	1.00	81,592	0.00	0	1.00	81,592
	Senior Manager	2.50	180,455	0.00	0	2.50	180,455
	Managers	2.45	157,723	0.00	0	2.45	157,723
	Senior Program Supervisor	4.00	238,797	0.00	0	4.00	238,797
	Senior Services Supervisor	1.00	46,941	0.00	0	1.00	46,941
	Program Supervisor	2.00	108,466	0.00	0	2.00	108,466
	Associate Program Supervisor	0.00	0	0.00	0	0.00	0
	Construction Coordinator	1.00	58,798	0.00	0	1.00	58,798
	Senior Auditor	0.00	0	0.00	0	0.00	0
	Principal Administrative Services Analyst	3.94	224,692	0.00	0	3.94	224,692
	Senior Administrative Services Analyst	3.75	190,167	0.00	0	3.75	190,167
	Associate Administrative Services Analyst	1.00	45,391	0.00	0	1.00	45,391
	Sr. Management Analyst	1.00	39,818	0.00	0	1.00	39,818
	Associate Services Supervisor	0.00	0	0.00	0	0.00	0
	Assoc. Management Analyst	2.00	86,266	0.00	0	2.00	86,266
	Asst. Management Analyst	3.00	123,639	0.00	0	3.00	123,639
	Management Technician	1.45	45,162	0.00	0	1.45	45,162
	Sr. Public Affairs Specialist	1.00	53,291	0.00	0	1.00	53,291
	Assoc. Public Affairs Specialist	0.00	0	0.00	0	0.00	0
	Associate Graphic Design Specialist	3.00	132,160	0.00	0	3.00	132,160
	Systems Specialist	3.00	151,102	0.00	0	3.00	151,102
	D.P. Operations Analyst	0.00	0	0.00	0	0.00	0
	Programmer/Analyst	1.00	48,358	0.00	0	1.00	48,358
	Senior Accountant	1.00	48,369	0.00	0	1.00	48,369
	Assistant Creative Services Specialist	1.00	41,798	0.00	0	1.00	41,798
	Graphics/Exhibit Designer	0.00	0	0.00	0	0.00	0
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	2.25	67,569	0.00	0	2.25	67,569
	Secretary	1.00	22,816	0.00	0	1.00	22,816
	Receptionist	0.00	0	0.00	0	0.00	0
	Office Assistant	0.00	0	0.00	0	0.00	0
	Administrative Support Assistant C	4.94	149,530	0.00	0	4.94	149,530
	Administrative Support Assistant B	1.00	22,434	0.00	0	1.00	22,434
	Administrative Support Assistant A	0.00	0	0.00	0	0.00	0
	Lead Accounting Clerk	4.00	143,236	0.00	0	4.00	143,236
	Accounting Clerk 2	7.00	202,976	0.00	0	7.00	202,976
	Program Assistant 2	0.00	0	0.00	0	0.00	0
	Program Assistant 1	1.37	31,142	0.00	0	1.37	31,142
	Technical Assistant	1.00	41,781	0.00	0	1.00	41,781
	D.P. Operator	0.00	0	0.00	0	0.00	0
	Technical Specialist	3.00	114,405	0.00	0	3.00	114,405
	Reproduction Clerk	2.00	58,832	0.00	0	2.00	58,832
	Building Service Worker	0.45	11,877	0.00	0	0.45	11,877

Exhibit A  
Ordinance No. 98-737  
**Support Services Fund**

FISCAL YEAR 1997-98		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Administrative Services Department</b>							
	Building Services Technician	0.45	16,734	0.00	0	0.45	16,734
511225	WAGES-REGULAR EMPLOYEES (part time)						
	Receptionist	0.63	13,041	0.00	0	0.63	13,041
511231	WAGES-TEMPORARY EMPLOYEES (full time)						
	Temporary Support	1.00	49,102	0.00	0	1.00	49,102
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	0.10	1,288	0.00	0	0.10	1,288
511400	OVERTIME		23,049	0.00	0		23,049
512000	FRINGE		1,139,383	0.00	(4,950)		1,134,433
<b>Total Personal Services</b>		<b>72.12</b>	<b>4,382,424</b>	<b>0.00</b>	<b>(15,000)</b>	<b>72.12</b>	<b>4,367,424</b>
<b>Total Materials &amp; Services</b>			<b>1,126,419</b>		<b>0</b>		<b>1,126,419</b>
<b>Debt Service</b>							
xxxxxxx	Capital Lease Payments		27,232		0		27,232
<b>Total Capital Outlay</b>			<b>1,088,547</b>		<b>0</b>		<b>1,088,547</b>
<b>TOTAL EXPENDITURES</b>		<b>72.12</b>	<b>6,624,622</b>	<b>0.00</b>	<b>(15,000)</b>	<b>72.12</b>	<b>6,609,622</b>

Exhibit A  
Ordinance No. 98-737  
**Support Services Fund**

FISCAL YEAR 1997-98		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<b>Auditor's Office</b>							
<b>Total Personal Services</b>		<b>5.57</b>	<b>394,617</b>	<b>0.00</b>	<b>0</b>	<b>5.57</b>	<b>394,617</b>
<u>Materials &amp; Services</u>							
521100	Office Supplies		2,509		0		2,509
521110	Computer Software		3,078		0		3,078
521111	Computer Supplies		2,483		0		2,483
521290	Other Supplies		7,838		0		7,838
521310	Subscriptions		428		0		428
521320	Dues		3,000		0		3,000
524110	Accounting & Auditing Services		77,400		0		77,400
524190	Misc. Professional Services		18,000		19,600		37,600
525640	Maintenance & Repairs Services-Equipment		513		0		513
526200	Ads & Legal Notices		536		0		536
526310	Printing Services		865		0		865
526410	Telephone		1,695		0		1,695
526420	Postage		2,784		0		2,784
526440	Delivery Services		165		0		165
526500	Travel		7,500		0		7,500
526510	Mileage Reimbursement		1,540		0		1,540
526700	Temporary Help Services		3,010		0		3,010
526800	Training, Tuition, Conferences		5,700		0		5,700
528100	License, Permits, Payments to Other Agencies		309		0		309
529500	Meetings		1,030		0		1,030
529800	Miscellaneous		1,030		0		1,030
<b>Total Materials &amp; Services</b>			<b>141,413</b>		<b>19,600</b>		<b>161,013</b>
<u>Debt Service</u>							
xxxxxxx	Capital Lease Payments		0		0		0
<u>Capital Outlay</u>							
571500	Purchases-Office Furniture & Equipment		8,606		(4,600)		4,006
<b>Total Capital Outlay</b>			<b>8,606</b>		<b>(4,600)</b>		<b>4,006</b>
<b>TOTAL EXPENDITURES</b>		<b>5.57</b>	<b>544,636</b>	<b>0.00</b>	<b>15,000</b>	<b>5.57</b>	<b>559,636</b>

**Exhibit B**  
**Ordinance No. 98-737**  
**Schedule of Appropriations**

	<u>Current Appropriation</u>	<u>REVISION</u>	<u>Revised Appropriation</u>
<b>SUPPORT SERVICES FUND</b>			
Administrative Services			
Personal Services	4,382,424	(15,000)	4,367,424
Materials and Services	1,126,419	0	1,126,419
Capital Outlay	1,088,547	0	1,088,547
Debt Service	27,232	0	27,232
<b>Subtotal</b>	<b>6,624,622</b>	<b>(15,000)</b>	<b>6,609,622</b>
Office of General Counsel			
Personal Services	655,656	0	655,656
Materials and Services	41,856	0	41,856
Capital Outlay	21,644	0	21,644
<b>Subtotal</b>	<b>719,156</b>	<b>0</b>	<b>719,156</b>
Office of Public and Government Relations			
Personal Services	75,758	0	75,758
Materials and Services	60,427	0	60,427
Capital Outlay	1,750	0	1,750
<b>Subtotal</b>	<b>137,935</b>	<b>0</b>	<b>137,935</b>
Council Office of Public Outreach			
Personal Services	100,049	0	100,049
Materials and Services	31,185	0	31,185
Capital Outlay	8,033	0	8,033
<b>Subtotal</b>	<b>139,267</b>	<b>0</b>	<b>139,267</b>
Office of Citizen Involvement			
Personal Services	61,631	0	61,631
Materials and Services	22,480	0	22,480
Capital Outlay	0	0	0
<b>Subtotal</b>	<b>84,111</b>	<b>0</b>	<b>84,111</b>
Auditor's Office			
Personal Services	394,617	0	394,617
Materials and Services	141,413	19,600	161,013
Capital Outlay	8,606	(4,600)	4,006
<b>Subtotal</b>	<b>544,636</b>	<b>15,000</b>	<b>559,636</b>
General Expenses			
Interfund Transfers	788,762	0	788,762
Contingency	348,834	0	348,834
<b>Subtotal</b>	<b>1,137,596</b>	<b>0</b>	<b>1,137,596</b>
Unappropriated Ending Fund Balance	306,414	0	306,414
<b>Total Fund Requirements</b>	<b>\$9,693,737</b>	<b>\$0</b>	<b>\$9,693,737</b>

**All other appropriations remain as previously adopted**

## **FINANCE COMMITTEE REPORT**

CONSIDERATION OF ORDINANCE NO. 98-737 FOR THE PURPOSE OF AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE IN THE SUPPORT SERVICES FUND BY TRANSFERRING \$15,000 FROM THE ADMINISTRATIVE SERVICES DEPARTMENT TO THE OFFICE OF THE AUDITOR AND TRANSFERRING \$4,600 FROM CAPITAL OUTLAY TO MATERIALS AND SERVICES WITHIN THE OFFICE OF THE AUDITOR TO PROVIDE FUNDING FOR CONDUCTING AN IMPLEMENTATION REVIEW OF THE INFOLINK PROJECT

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Date: April 8, 1998

Presented by: Councilor Morissette

**Committee Recommendation:** At its April 1 meeting, the Committee considered Ordinance No. 98-73 and voted 6-0 to send the ordinance to the Council with a do pass recommendation. Voting in favor: Councilors Kvistad, McFarland, McLain, Morissette, Washington, and Chair McCaig. Councilor Naito was absent.

**Committee Issues/Discussion:** Alexis Dow, Metro Auditor presented the staff report. She noted that as part of the Council's consideration of the proposed budget for her office, the Council requested that she proceed to develop a budget amendment to transfer funds from the Administrative Services Department to her office and move funds within her own budget to provide initial funding related to a review of the implementation of the Infolink project. She concluded by noting that the amendment is in accordance with the Council decision's as to how the Infolink review work is to be financed.

The committee members had no questions.

## STAFF REPORT

CONSIDERATION OF ORDINANCE 98-737 AMENDING THE FY 1997-98 BUDGET AND APPROPRIATIONS SCHEDULE IN THE SUPPORT SERVICES FUND BY TRANSFERRING \$15,000 FROM THE ADMINISTRATIVE SERVICES DEPARTMENT TO THE OFFICE OF THE AUDITOR AND TRANSFERRING \$4,600 FROM CAPITAL OUTLAY TO MATERIALS AND SERVICES WITHIN THE OFFICE OF THE AUDITOR TO PROVIDE FUNDING FOR CONDUCTING A IMPLEMENTATION REVIEW OF INFOLINK, AND DECLARING AN EMERGENCY.

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Date: March 5, 1998

Presented by: Alexis Dow

### FACTUAL BACKGROUND AND ANALYSIS

InfoLink is an integrated management information system consisting of accounting, human resources, purchasing, project costing and contract management functions. Metro initiated this project to avoid Year 2000 problems and to move away from software that is no longer supported by the vendor. The \$2.4 million InfoLink project involves transitioning from a mainframe-based system to a client/server environment.

Three modules have been implemented to date: general ledger, purchasing and accounts payable. Changes required to improve the performance of these modules are proceeding. Additional modules are scheduled for implementation by July 1998. Early savings on purchases of hardware and software have been offset by increased implementation costs; the total budget remains unchanged.

This Ordinance would provide funds for an implementation review. This review has two levels: 1) an applications/business process review, and 2) an evaluation of project status.

The applications/business process review will be conducted on implemented modules that have been functioning for several months. This review will evaluate whether internal controls are in place to ensure complete, accurate, and approved data are entered and accepted for processing, and reports accurately reflect the results of processing. It will also determine if users are satisfied with the performance of the system. Finally, it will assess whether an appropriate implementation plan was utilized to ensure that the applications were properly installed.

The project status review will take a broader look at the InfoLink project. Questions answered by this review include whether the project will be completed within budget and on schedule, and whether Metro will obtain the essential capabilities and benefits that were anticipated when this project was approved.



The funds requested in this ordinance are needed because an outside firm will be hired for this essential work. The staff in the Office of the Auditor requires the additional technical expertise to carry out all phases of this work. One Senior Auditor will be dedicated to this implementation review, providing assistance in non-technical areas.

This implementation review will provide a variety of benefits to Metro. It will provide information on whether the key objectives of the project are likely to be attained using the approaches and resources currently being employed. It will suggest changes if significant roadblocks to complete and successful implementation are found. The applications review will help ensure that data entered into the new system will enable Metro staff to produce accurate and reliable financial and management reports.

### BUDGET IMPACT

This action reduces the Administrative Services Department budget within the Support Services Fund by \$15,000 but sufficient funds remain in that budget for the rest of the fiscal year. This action also transfers \$4,600 from capital outlay to materials and services within the Office of the Auditor budget.

The total request in this ordinance is \$15,000 of additional funding for the Office of the Auditor. The Metro Auditor is contributing remaining funds for this project from existing budget and will also contribute personnel resources with the dedication of a Senior Auditor to this project.

### AUDITOR'S RECOMMENDATION

The Metro Auditor recommends approval of Ordinance No. 98- 737.