


FOR COUNCIL MEETING OF:

February 25, 2008

AGENDA ITEM NO: _____

4.2 (b)

TO: MAYOR AND CITY COUNCIL

THRU:  LINDA NORRIS, CITY MANAGER PRO TEM

FROM:  IDA SALAZAR, INFORMATION TECHNOLOGY DIRECTOR

SUBJECT: AUTHORIZING A TRANSFER OF FUNDS TO COVER EXPENDITURES FOR PROFESSIONAL SERVICES

Issue:

Should City Council approve Resolution No. 2008-14 transferring \$175,000 from General Fund Information Technology (IT) Personal Services to General Fund IT Materials and Services in order to cover the current and projected remaining costs of utilizing contract services to execute vital functions which would otherwise be unaddressed due to departmental vacancies.

Recommendation:

City Council approve Resolution No. 2008-14 transferring \$175,000 from General Fund IT Personal Services to General Fund IT Materials and Services in order to cover the current and projected remaining costs of utilizing contract services to execute vital functions which would otherwise be unaddressed due to department vacancies.

Background:

Shortly before the beginning of the 2007-08 fiscal year, an Oracle DBA (Database Analyst) position was unexpectedly vacated. In addition to this sudden vacancy, another Sr. Oracle Programmer Analyst position was open and staff were actively recruiting to fill. Due to the important and unceasing nature of the work to be handled by these positions, staff elected to fill the vacancies temporarily with contract-to-hire employees through one of the City's contracted vendors.

The highly-skilled nature of candidate required to fill these positions unfortunately resulted in longer-than-expected vacancies and consequently more dollars expended for contractor coverage. Due to the fact that the vacancies occurred so close to the beginning of the fiscal year, the amount budgeted for contractor services in this division was also significantly insufficient.

The IT Department has been able to successfully fill one of the vacancies in question and is on track to complete a hire to fill the second by March 21, 2008.

Facts and Findings:

The total projected amount to be utilized for Professional Services is estimated at \$172,548. This figure includes the amount spent on the contractors to date and the amount to keep the remaining contractor employed through March 21, 2008. The amount of savings in Personal Services due to the extended vacancies of these two positions is more than enough to offset the requested \$175,000.

The transfer of these dollars would be instrumental in most accurately representing where the costs are occurring within the IT Department. This transfer would assist the IT Department in maintaining budgetary compliance and properly reflect the expenditure trends in advance of the pending annual audit.

RESOLUTION NO. 2008-14

A RESOLUTION AUTHORIZING A TRANSFER OF APPROPRIATION TO BE EXPENDED FOR THE PURPOSE OF CONTRACTING FOR PROFESSIONAL SERVICES

Whereas, ORS 294.450 allows the Council to authorize transfers of appropriations within a given fund;

NOW, THEREFORE, THE CITY OF SALEM RESOLVES AS FOLLOWS:

Section 1. A transfer of appropriation in the amount of \$175,000 from General Fund, information technology personal services, 101-59120000-51010, to General Fund, information technology materials and services, 101-59120000-52670, to be expended for the purpose of contracting professional services is hereby authorized.

Section 2. This resolution is effective upon adoption.

ADOPTED by the Council this _____ day of _____, 2008.

ATTEST:

Checked by: D. Neville

City Recorder
Approved by City Attorney: 