

## **BIT-1.06 - Ownership of IT Assets - [Printable Version](#)**

### **OWNERSHIP OF IT ASSETS**

*Administrative Rule Adopted by Council*

ARC-BIT-1.06

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#### ***Section 1 - Introduction***

Consistent, efficient, accountable management and maintenance of the City of Portland's Information Technology environment can best be achieved through consolidated ownership of all corporate Information Technology assets by the Bureau of Information Technology.

A key to the City's ability to work and communicate effectively is dependent on our capacity to gather, analyze and distribute data and information. Maintaining hardware/software assets at a consistent level is essential in order to meet the public's service expectations, conduct efficient business operations, and achieve organizational goals.

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#### ***Section 2 - Administrative Rule***

The bureau of Information Technology owns and manages all IT assets with the exception of assets where it is determined by Council of the CAO that it is in the City's best financial interest for a customer bureau to own the asset. IT assets are defined as corporate IT applications, corporate IT systems, and assigned IT equipment.

All new desktop equipment - thick, thin, tiered, client-server, peripheral, for normal business/staff use - will meet the minimum standards as determined by BIT. (See City of Portland Information Technology Standards)

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#### ***Section 3 - Responsibility***

BIT will charge rates for IT assets. These rates will include a replacement component or a debt service component, unless it is determined by Council or the CAO it is in the City's best financial interest for a customer bureau to fund replacement resources on its own.

Ownership of IT assets will transition to BIT as assets are replaced. At the time of purchase the new asset will be booked to the BIT Fund. \*

Prior to their time of replacement IT assets may still be owned by bureaus and their costs booked to the bureau's fund. However, BIT will manage these IT assets during the transition period.

Upgrades to IT assets, or the purchase of additional IT assets, will be funded via cash transfers from the receiver bureau.\*

IT equipment will be purchased by BIT and assigned to bureaus.\*

(\*Or as otherwise determined by the CAO or Council.)

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***HISTORY***

Ordinance No. 177048

Passed by Council November 6, 2002. Effective November 6, 2002.