



**CITY OF PORTLAND**  
OFFICE OF MANAGEMENT AND FINANCE

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**FOR MAYOR'S OFFICE  
USE ONLY**

Reviewed by Bureau Liaison \_\_\_\_\_

**DATE:** March 28, 2011

**TO:** Mayor Sam Adams

**FROM:** Jane Braaten, Senior Business Operations Manager

**TITLE:** Accept the Report on Creation of Administrative Rules for the Technology Oversight Committee (Report)

- 1. INTENDED THURSDAY FILING DATE:** April 1, 2011  
**2. REQUESTED COUNCIL AGENDA DATE:** April 6, 2011  
**3. CONTACT NAME & NUMBER:** Celia Heron, 503.823.4080  
**4. PLACE ON:** \_\_\_ CONSENT  X  REGULAR \_\_\_ TIME CERTAIN @ \_\_\_\_\_  
**5. BUDGET IMPACT STATEMENT ATTACHED:** \_\_\_ Y \_\_\_ N  X  N/A  
**6. (2) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** \_\_\_ Yes \_\_\_ No  X  N/A

**7. BACKGROUND/ANALYSIS**

In February 2, 2011, City Council approved Resolution #36844 to create an independent citizen committee for specific City of Portland technology projects and directed OMF to prepare all necessary changes to City Code and Administrative Rules.

OMF had been in the process of preparing edits to the City Code for sections relating to OMF authorities and responsibilities. OMF staff has now prepared additional edits to establish the Technology Oversight Committee (TOC) and incorporated these edits into the overall set of changes to City Code.

OMF staff also started drafting edits to existing Administrative Rules and drafting a new Administrative Rule to further outline the responsibilities of the TOC. OMF worked with the City Auditor, City Attorney and others in an internal review group to draft these Admin Rules and have prepared a revised draft.

At the February Council session and in subsequent conversations, it has been acknowledged that when City Council votes to adopt the City Code edits, the Admin Rules relating to the TOC would still be draft and the Administrative Rule development process would be underway.

On April 6, 2011, City Council will vote to adopt the City Code changes, including those relating to the TOC. Following that agenda item, OMF will submit a Report to Council on the development of the Administrative Rules relating to the TOC and conveying the two drafts as "works-in-progress".

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8. **FINANCIAL IMPACT**  
None

9. **RECOMMENDATION/ACTION REQUESTED**  
Accept report.