CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

REPORT TO COUNCIL

To: Mayor Charlie Hales

From: Jack D. Graham, Chief Administrative Officer

Subject: Accept the Report of the Chief Administrative Officer for the Quarterly Report of the
                Technology Oversight Committee (Report)

As the Chief Administrative Officer with responsibilities for technology project oversight, I am pleased to submit the quarterly report of the Technology Oversight Committee (TOC), attached as Exhibit A.

The TOC has been meeting monthly since September 2011. Processes have been created for early and continued technology oversight by an independent five-member citizen body for the purpose of increased transparency and accountability. Elements of the technology oversight include:

- Early identification of City technology projects and assessment by the bureau, Bureau of Technology Services (BTS) and TOC as to whether a project warrants TOC oversight.
- TOC citizen oversight on significant City technology projects (high risk, high cost, etc.).
- Regular, standardized information from City bureaus to TOC about technology project status.
- External quality assurance (QA) consultant required on technology projects under TOC oversight.
- Regular, standardized information from QA consultant to TOC about technology project status.
- Quarterly reports from the TOC to the Chief Administrative Officer to the City Council.

This report covers TOC activity from October to December 2012. The report contains information on recent processes improvements the TOC and City staff have created to ensure adequate oversight and quality assurance. The report also summarizes the status of the technology projects under the TOC's purview. During the time of the report, the TOC was overseeing five projects: the Bureau of Development Services' Information Technology Advancement Project (ITAP); the Portland Housing Bureau's Affordable Housing Software project; the Bureau of Technology Services' Storage Area Network (SAN) project; the Water and Revenue Bureaus' Monthly Billing Statement Project; and the Bureau of Technology Services' Enterprise Network Technology Refresh.

I recommend that Council accept the report.

TO THE COUNCIL

The Commissioner of Finance and Administration concurs with the recommendations of the Chief Administrative Officer and

RECOMMENDS

That the Council accept the report.

Respectfully submitted,

Charlie Hales
Mayor

Agenda No.
REPORT NO.
Title

Accept the Report of the Chief Administrative Officer for the Quarterly Report of the Technology Oversight Committee (Report)

INTRODUCED BY Commissioner/Auditor: **Mayor Charlie Hales**	CLERK USE: DATE FILED ___ FEB 08 2013 ___
COMMISSIONER APPROVAL	LaVonne Griffin-Valade Auditor of the City of Portland
Mayor—Finance and Administration - Hales	
Position 1/Utilities - Fritz	
Position 2/Works - Fish	By: _____ Deputy
Position 3/Affairs - Saltzman	
Position 4/Safety - Novick	ACTION TAKEN:
BUREAU APPROVAL	FEB 13 2013 **ACCEPTED**
Bureau: Office of Management and Finance Bureau Head: Jack D. Graham; Chief Administrative Officer	
Prepared by: Abby Coppock Date Prepared:January 30, 2013	
Financial Impact & Public Involvement Statement Completed ☒ Amends Budget ☐	
Council Meeting Date **February 13, 2013**	
City Attorney Approval: required for contract, code. easement, franchise, charter, Comp Plan	

AGENDA		FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
				YEAS	NAYS
TIME CERTAIN ☒ Start time: **2:00pm**					
		1. Fritz	1. Fritz	✓	
Total amount of time needed: 30 min (for presentation, testimony and discussion)		2. Fish	2. Fish	✓	
		3. Saltzman	3. Saltzman	✓	
CONSENT ☐		4. Novick	4. Novick	✓	
REGULAR ☐ Total amount of time needed: _____ (for presentation, testimony and discussion)		Hales	Hales	✓	