

Portland, Oregon

## FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Abby Coppock	2. Telephone No. 503.823.6965	3. Bureau/Office/Dept. OMF/Business Operations
4a. To be filed (date): May 16, 2013	4b. Calendar (Check One)  <div style="display: flex; justify-content: space-around;"> <span>Regular <input checked="" type="checkbox"/></span> <span>Consent <input type="checkbox"/></span> <span>4/5ths <input type="checkbox"/></span> </div>	5. Date Submitted to Commissioner's office and FPD Budget Analyst: May 6, 2013
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed

**1) Legislation Title:**

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

**2) Purpose of the Proposed Legislation:**

Accept the report.

**3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?**

- |   |                                    |                                    |                                |
|---|------------------------------------|------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> City-wide/Regional                | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast                            | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East  |
| <input type="checkbox"/> Central City                                 |                                    |                                    |                                |
| <input checked="" type="checkbox"/> Internal City Government Services |                                    |                                    |                                |

### FINANCIAL IMPACT

**4) Revenue:** Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.

This request does not impact City revenues.

**5) Expense:** What are the costs to the City related to this legislation? What is the source of funding for the expense? *(Please include costs in the current fiscal year as well as costs in future years. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the level of confidence.)*

This action does not have any costs to the City.

**6) Staffing Requirements:**

- **Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?** *(If new positions are created please include whether they will be part-time, full-time, limited term, or permanent positions. If the position is limited term please indicate the end of the term.)*

This action does not impact staffing levels.

- **Will positions be created or eliminated in future years as a result of this legislation?**

This action does not impact staffing levels.

*(Complete the following section only if an amendment to the budget is proposed.)*

**7) Change in Appropriations** *(If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)*

<b>Fund</b>	<b>Fund Center</b>	<b>Commitment Item</b>	<b>Functional Area</b>	<b>Funded Program</b>	<b>Grant</b>	<b>Sponsored Program</b>	<b>Amount</b>

**[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]**

## PUBLIC INVOLVEMENT

**8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:**

☒ **YES:** Please proceed to Question #9.

☐ **NO:** Please, explain why below; and proceed to Question #10.

**9) If "YES," please answer the following questions:**

**a) What impacts are anticipated in the community from this proposed Council item?**

This report is to inform Council on the progress of the Technology Oversight Committee (TOC). The community will benefit from the increased accountability and transparency of City technology projects.

**b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?**

The committee is made up of five public members who were each appointed by a City Council member. These citizens have been involved in creating the committee operating principles and procedures. They reviewed a draft of this report and provided feedback.

**c) How did public involvement shape the outcome of this Council item?**

The five public members each reviewed a draft of the report and provided feedback.

**d) Who designed and implemented the public involvement related to this Council item?**

Each City Council member appointed a citizen member to the committee.

**e) Primary contact for more information on this public involvement process (name, title, phone, email):**

Abby Coppock, Management Analyst, OMF Business Operations, 503.823.6965,  
[Abby.Coppock@portlandoregon.gov](mailto:Abby.Coppock@portlandoregon.gov)

**10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.**

The continued involvement of public members is expected for the duration of this committee.

Jack D. Graham, Chief Administrative Officer



BUREAU DIRECTOR (Typed name and signature)



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

Charlie Hales, Mayor  
Jack D. Graham, Chief Administrative Officer  
1120 SW Fifth Ave., Suite 1250  
Portland, Oregon 97204-1912  
(503) 823-5288  
FAX (503) 823-5384  
TTY (503) 823-6868

**FOR MAYOR'S OFFICE  
USE ONLY**

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

**DATE:** May 3, 2013

**TO:** Mayor Charlie Hales

**FROM:** Ben Berry, Chief Technology Officer, Bureau of Technology Services

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

1. **INTENDED THURSDAY FILING DATE:** May 16, 2013  
2. **REQUESTED COUNCIL AGENDA DATE:** May 22, 2013  
3. **CONTACT NAME & NUMBER:** Abby Coppock, 503.823.6965  
4. **PLACE ON:** ☐ **CONSENT** ☐ **REGULAR** ☒ **TIME CERTAIN @ 2:30 p.m.**  
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **Y** ☐ **N**  
6. **(2) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** ☐ **Yes** ☐ **No** ☒ **N/A**

**7. BACKGROUND/ANALYSIS**

On February 2, 2011, City Council approved Resolution #36844 to create an independent citizen committee for specific City of Portland technology projects. By July 2011, City Council had approved changes to City Code and BTS Administrative Rules to establish Technology Project Oversight including the Technology Oversight Committee (TOC). 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. The TOC is responsible for preparing quarterly reports. The Chief Administrative Officer has submitted this quarterly report covering TOC activity from January – April 2013 for City Council to accept.

During the time of the report, the TOC was providing oversight on five projects: the Bureau of Development Services' Information Technology Advancement Project (ITAP); the Water and Revenue Bureaus' Monthly Billing Statement Project; the Portland Housing Bureau's Affordable Housing Software project; and the Bureau of Technology Services' Enterprise Network Technology Refresh.

**8. FINANCIAL IMPACT**

None

**9. RECOMMENDATION/ACTION REQUESTED**

Accept report.

*An Equal Opportunity Employer*

*To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.*