



# CITY OF PORTLAND

## OFFICE OF MANAGEMENT AND FINANCE

Charlie Hales, Mayor

Jack D. Graham, Chief Administrative Officer

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### REPORT TO COUNCIL

To: Mayor Charlie Hales

From: Fred Miller, Interim Chief Administrative Officer

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

As the Interim Chief Administrative Officer with responsibilities for technology project oversight, I am submitting 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 January to March 2014. 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 providing oversight on four 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' Office 365 project, and the Bureau of Internal Business Services' Risk Information Solution Connection (RISC).

I recommend that Council accept the report.

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*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.*

## **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

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Agenda No.  
**REPORT NO.**  
Title

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

<p><b>INTRODUCED BY</b> Commissioner/Auditor: <b>Mayor Charlie Hales</b></p>	<p>CLERK USE: DATE FILED <u>MAY 23 2014</u></p>
<p><b>COMMISSIONER APPROVAL</b> <i>[Signature]</i> Mayor—Finance and Administration - Hales</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Novick</p>	<p style="text-align: right;">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <i>[Signature]</i> Deputy</p>
<p><b>BUREAU APPROVAL</b> Bureau: Office of Management and Finance <i>[Signature]</i> Bureau Head: Fred Miller, Interim Chief Administrative Officer</p>	<p><b>ACTION TAKEN:</b> <b>MAY 28 2014 ACCEPTED</b></p>
<p>Prepared by: Abby Coppock Date Prepared: May 14, 2014</p>	
<p>Financial Impact &amp; Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>Council Meeting Date <b>May 28, 2014</b></p>	
<p><b>City Attorney Approval:</b> required for contract, code, easement, franchise, charter, Comp Plan</p>	

<b>AGENDA</b>
<p><b>TIME CERTAIN</b> <input checked="" type="checkbox"/> Start time: <b>2:00pm</b></p> <p><b>Total amount of time needed: 30 min</b> (for presentation, testimony and discussion)</p>
<p><b>CONSENT</b> <input type="checkbox"/></p>
<p><b>REGULAR</b> <input type="checkbox"/> <b>Total amount of time needed:</b> _____ (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	✓	
2. Fish	2. Fish	✓	
3. Saltzman	3. Saltzman	✓	
4. Novick	4. Novick	✓	
Hales	Hales	✓	