



# CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

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

## REPORT TO COUNCIL

To: Mayor Charlie Hales

From: Fred Miller, Chief Administrative Officer

Subject: Accept the Quarterly Technology Oversight Committee Reports from the Chief Administrative Officer (Report)

As the Chief Administrative Officer with responsibilities for technology project oversight, I am submitting two quarterly reports of the Technology Oversight Committee (TOC), attached as Exhibits A and B.

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.

These reports cover TOC activity from July through September and from October through December, 2014. Council received an update in August. These reports summarize the status of the technology projects under the TOC's purview. During the time of these reports, the TOC provided oversight on several 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, the Bureau of Internal Business Services' Risk Information Solution Connection (RISC), and the Auditor's Office's Lien Accounting System (LAS) Rewrite.

I recommend that Council accept the reports.

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*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.*

**TO THE COUNCIL**

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

**RECOMMENDS**

Council accept the report.

Respectfully submitted,

Charlie Hales  
Mayor

Agenda No.  
**REPORT**  
Title

Accept the Quarterly Technology Oversight Committee Reports from the Chief Administrative Officer (Report)

<p align="center"><b>INTRODUCED BY</b> Commissioner/Auditor: <b>Mayor Charlie Hales</b></p>	<p>CLERK USE: DATE FILED <u>JAN 23 2015</u></p>
<p align="center"><b>COMMISSIONER APPROVAL</b></p> <p>Mayor—Finance and Administration - Hales <i>[Signature]</i></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 align="center">Mary Hull Caballero Auditor of the City of Portland</p> <p><i>[Signature]</i></p> <p>By: _____ Deputy</p>
<p align="center"><b>BUREAU APPROVAL</b></p> <p>Bureau: OMF <i>[Signature]</i> CAO/Bureau Head: Fred Miller Division Manager: Jane Braaten <i>[Signature]</i></p> <p>Prepared by: Jen Clodius Date Prepared: January 7, 2015</p> <p>Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	<p><b>ACTION TAKEN:</b> JAN 28 2015 <b>ACCEPTED</b></p>
<p><b>City Auditor Office Approval:</b> required for Code Ordinances</p> <p><b>City Attorney Approval:</b> required for contract, code, easement, franchise, charter, Comp Plan</p> <p>Council Meeting Date <b>January 28, 2015</b></p>	

<p align="center"><b>AGENDA</b></p> <p><b>TIME CERTAIN</b> <input checked="" type="checkbox"/> <b>Start time: 10:00</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>
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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 ✓	