



# CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Sam Adams, Mayor  
Kenneth L. Rust, Chief Administrative Officer  
1120 SW Fifth Ave., Suite 1250  
Portland, Oregon 97204-1912  
(503) 823-5288  
FAX (503) 823-5384  
TTY (503) 823-6868

June 16, 2011

**TO:** Mayor Sam Adams  
Commissioner Nick Fish  
Commissioner Amanda Fritz  
Commissioner Randy Leonard  
Commissioner Dan Saltzman

**FROM:** Ken Rust, CAO, Office of Management and Finance *KLR*

**RE:** Technology Oversight Committee – Administrative Rule adoption; Council Appointments for Membership

### Administrative Rule adoption

On February 2, 2011, City Council passed Resolution #36844 directing the creation of a Technology Oversight Committee to help ensure that Portland's taxpayers have transparency and accountability in the use of their tax dollars when implementing large information technology and communications projects. In that resolution, Council directed OMF, the City Auditor and the City Attorney to return to Council with implementing ordinances and necessary changes to City Code and/or administrative rules. OMF prepared amendments to City Code language and they were adopted by City Council on April 6, 2011. At that time, draft BTS Administrative Rule 1.07 – Technology Oversight Committee was presented as a report to Council, with the expectation that OMF would return to Council for final adoption of this rule upon completion of the formal administrative rule process. The review and comment period for AR 1.07 closed on May 23 and the language has been finalized by the Chief Technology Officer and approved by the Chief Administrative Officer. BTS Admin Rule 1.07 will be filed for the Council agenda for Wednesday, June 29.

### Appointments to the Technology Oversight Committee (TOC)

The Council resolution directed each City Council member to appoint an individual to serve on an independent committee to help ensure projects are completed on time, on budget and within the determined project scope. Each citizen member will have professional and/or academic experience in a relevant field of information and communication technologies. In making appointments, the Mayor and City Council shall strive to have a committee which reflects the diversity of the Portland community, especially regarding cultural, ethnic and gender identity. For the initial appointments to the committee, two members will be appointed for two-year terms and three members will be appointed for three-year terms. Subsequent members will be appointed for three-year terms. Each member will be required to sign a conflict of interest statement and will be eligible for reappointment.

*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.*

Membership Roles and Responsibilities for TOC Members

We expect that the TOC will meet bi-monthly at first, starting in July 2011 and continue to monitor projects under its purview through to completion. Each meeting will be approximately two hours in duration.

The TOC will review reports from the Bureau of Technology Services which list all the technology projects identified by City bureaus and which provide recommendations as to which projects merit oversight by the TOC. City bureaus with projects monitored by the TOC will attend TOC meetings and provide project information as needed.

As required by Council resolution, the TOC will participate in quarterly public work sessions or Council time certain agenda items and will provide an annual work plan to Council. The Office of Management and Finance will provide staff support to the TOC.

This memo is requesting that each of you appoint an individual to serve on the TOC. We are further requesting that you inform OMF of your citizen member appointee to the TOC by the end of June in order that OMF can convene an introductory meeting of the committee in July. Please send the citizen's name and contact information to Jane Braaten, OMF Senior Business Operations Manager.

Let us know if you have questions.

Copy: LaVonne Griffin-Valade, City Auditor