

BEFORE THE BOARD OF COUNTY COMMISSIONERS

MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 511

An ordinance establishing committees to assist in data processing planning, funding and project management.

Multnomah County ordains as follows:

SECTION I FINDINGS

- A. The Board finds that a need exists for ongoing planning and management in the area of data processing.
- B There is a need to clearly define the goals and objectives of data processing planning and funding.
- C Committees should be established to provide for the organization and management of data processing planning, funding and project management

SECTION II. ESTABLISHMENT OF MANAGEMENT COMMITTEE

There is hereby established a Data Processing Management Committee, which shall function as described below.

- A The purpose of the Management Committee shall be to
 - Act as the policy setting body for a County data processing.
 - a) Authorize, monitor, and annually approve a Data Processing Plan.
 - b) Authorize funding levels for new systems development and establish a funding mechanism necessary to finance the development of those applications set forth in the Plan.
 - c) Review and approve data processing service objectives, and the Capital Replacement Plan.
- 2 Provide management control for al County data processing.
 - a) Review and approve the County annua budget request for all data processing needs.
 - b) Review and approve requests for data processing support and determine the method by which projects will be monitored.
- 3. Monitor a County data processing activity.
 - a) Review quarterly DP spending for compliance with the budget.

- b) Review progress on major projects for schedule and budget compliance.
- B. Membership: The membership of the Management Committee shall consist of each County Department Head, the Sheriff, the District Attorney, and a private sector business executive appointed in accordance with charter provisions who shall be appointed for a two year term.
- C. Organization and Support: The chairperson shall be chosen by committee members for a term that is mutually acceptable to all members. The Management Committee shall meet monthly the first year and no less than quarterly thereafter. The Director of Information Services shall be responsible to staff the committee.

SECTION III. ESTABLISHMENT OF USER STEERING COMMITTEE

There is hereby established a Data Processing User Steering Committee for each County department, which shall function as described below:

- A. Purpose: For each department, a User Steering Committee is established to:
 - 1. Identify and define new systems opportunities and monitor the progress of ongoing systems development efforts within the Department.
 - 2. Develop a long-term data processing development plan for the Department which will subsequently be incorporated into the Data Processing Plan for the County.
 - 3. Assume responsibilities for the specifications of DP systems and the justification for such systems as may be required for planning, budgeting, or other purposes.
- B. Membership: Members shall be user representatives from each functional organization affected by data processing systems. Each Department Head shall appoint the members to serve on the Steering Committee for his/her department. The Sheriff and the District Attorney shall appoint members from their respective organizations to serve on the Justice Services User Steering Committee.

SECTION IV. ANNUAL REPORTS

The Management Committee shall submit to the Board of County Commissioners an updated Data Processing Plan as set forth in Section II above, no later than November 30 of each year.

ADOPTED this 17th day of April 1986, being the date of its second reading before the Board of County Commissioners of Multnomah County, Oregon.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

By Gretchen Kfoury /wmv
Gretchen Kfoury
Presiding Officer

AUTHENTICATED by the County Executive on the 21st day of April, 1986.

Dennis Buchanan
Dennis Buchanan
County Executive

APPROVED AS TO FORM:

JOHN B. LEAHY, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By Peter Kastang
Assistant County Counsel

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