

EXECUTIVE ORDER NO. 6-09

**DIVISION OF TECHNOLOGY, TECHNOLOGY BOARD  
AND CHIEF TECHNOLOGY OFFICER**

**WHEREAS**, the enhanced oversight of technology services will promote the Administration's goal of a responsive, efficient, and transparent government and reduce costs to the taxpayers;

**WHEREAS**, technology and technology services are a critical element of a citywide infrastructure which includes computers, networks and software applications to directly enable departmental services;

**WHEREAS**, technology is critical for enhancing the efficiency and effectiveness of administrative services to City agencies and the delivery of services to citizens;

**WHEREAS**, technology and the internet facilitate communication and collaboration between City government and individuals, groups, communities, and organizations throughout Philadelphia;

**WHEREAS**, City information technology capabilities have been degraded and costs made higher by the City's decentralization of technology services among City agencies, and the City's failure to establish an integrated Citywide technology strategy, implemented by a central agency with direct responsibility for all information technology systems and personnel; and

**WHEREAS**, the City's technology infrastructure, organization and capabilities require substantial enhancement and in some cases redesign to provide a base of information technology services throughout the City government that is reliable, cost-effective and capable of supporting the technology applications necessary to carry out the City of Philadelphia Strategic Plan;

**NOW, THEREFORE**, I, Michael A. Nutter, Mayor of the City of Philadelphia, by the powers vested in me by the Philadelphia Home Rule Charter, do hereby order as follows:

**SECTION 1. ESTABLISHMENT OF THE DIVISION OF TECHNOLOGY, THE TECHNOLOGY BOARD, AND THE TECHNOLOGY ADVISORY COMMITTEE**

A. **Division of Technology.** The Division of Technology ("DOT" or "Division") is hereby established within the Managing Director's Office. The head of the Division shall be the Chief Technology Officer of the City ("CTO"), who shall report to the Managing Director. The Chief Technology Officer shall be a member of the Mayor's Cabinet.

B. **Technology Board.** The Technology Board is hereby established, chaired by the Managing Director and having the following members:

- Managing Director
- Mayor's Chief of Staff
- Deputy Mayor for Planning & Economic Development
- Deputy Mayor for Health & Opportunity
- Deputy Mayor for Public Safety
- Deputy Mayor for Transportation & Public Utilities
- Deputy Managing Director for Administration
- Finance Director
- Budget Director
- City Solicitor
- Chief Technology Officer

C. **Technology Advisory Committee.** The Technology Advisory Committee ("Advisory Committee") is hereby established, with the CTO and at least ten (10) other City officials appointed by the Managing Director as members. The Advisory Committee shall be chaired by the CTO and shall advise the Technology Board through the CTO.

## SECTION 2. ROLES AND RESPONSIBILITIES

A. **Mission.** The mission of the Technology Board, the Division of Technology and the Technology Advisory Committee shall be to ensure that the City has the most effective information technology infrastructure, based on a framework for providing technology services in a manner most responsive to the requirements of City government, businesses, residents and visitors. This will include but not be limited to:

1. identifying the most effective approach for implementing new information technology directions throughout City government;
2. improving the value of the City's technology assets and the return on the City's technology investments;
3. ensuring data and information system security and continuity;
4. planning for continuing operations in the event of disruption of information or communications services; and
5. supporting accountable, efficient and effective government by every City department, board, commission and agency.

B. **Major Initiatives.** The Technology Board and the Division of Technology will oversee all major information and communications technology functions and initiatives for the

City. Major information technology initiatives are those initiatives that will have a fundamental impact on the City's information technology infrastructure or otherwise affect the City's use of technology to deliver government services, as identified by the Technology Board.

**C. The Chief Technology Officer.**

1. Information technology personnel in all City departments, boards, commissions and agencies of the Executive and Administrative Branch shall report to and be supervised by the CTO, regardless of whether the CTO is their appointing authority. Such personnel will be identified, and responsibility for their supervision transferred to the CTO, as provided in Section 2.E. IT personnel responsible for supporting a department, board, commission or agency shall be responsive to the head thereof in providing technology support that meets the entity's business requirements and priorities.
2. In addition to heading DOT, the CTO shall:
  - a. in consultation with the Technology Board, oversee all information technology initiatives and operations of the City; and
  - b. be responsible for advancing technology-related public policy for the City, including, but not limited to, technology initiatives relating to economic development, education, public safety, overcoming the digital divide and "green government", and for implementing the Mayor's goals for using technology to enhance the efficiency of City government and its delivery of services to Philadelphia residents and businesses.

**D. The Division of Technology.**

1. The City's information technology infrastructure, including, but not limited to, equipment, information systems, telecommunications networks, and related facilities, shall be managed and controlled by DOT. DOT shall determine the City department, board, commission or agency that has use of the infrastructure, its physical location, and responsibility for its operation and maintenance, regardless of the department, board, commission or agency that acquired or paid for the infrastructure.
2. DOT shall have responsibility for all City expenditures for information technology and telecommunications equipment and services. If the expenditure is to be made from the budget of any City department, board, commission or agency, and not from DOT's budget, the CTO shall first approve the expenditure.

3. DOT shall:
- a. review and approve City telecommunications and information technology contracts, competitive bids, and requests for proposal;
  - b. be responsible for City information technology projects, including project management in cooperation with the applicable City agency;
  - c. establish information security policies addressing all aspects of information technology security;
  - d. carry out such telecommunications and information technology functions and initiatives as are directed by the Technology Board;
  - e. establish and annually update a Five-Year Strategic and Financial Plan defining the goals, objectives, budget, policies, procedures, processes, guidelines, standards, and service levels for Citywide telecommunications and information technology operations;
  - f. ensure, in cooperation with the Office of the Director of Finance, that the foregoing Five Year Strategic and Financial Plan is aligned with the Mission defined in Section 2.A, with information technology standards established by the Technology Board, and with the City's Five Year Plan;
  - g. provide information technology support services to City departments, boards, commissions and agencies;
  - h. manage and control the City's internet site, *phila.gov*, and intranet, including managing the content, format, and presentation of the internet and intranet sites and pages of City departments, boards, commissions and agencies of the Executive and Administrative Branch, in coordination with the Mayor's Office and the affected department, board, commission, or agency;
  - i. provide all information technology services to citizens and information technology support for government operations essential to:
    - (1) optimize the results described in the City of Philadelphia Five Year Plan;
    - (2) implement industry best practice standards and methodologies; and

- (3) provide the oversight and monitoring tools necessary to achieve the City's technology Mission and meet City information technology standards.

**E. Information Technology Personnel.**

1. The commissioner, director and head of each City department, board, commission, agency and office in the Administrative and Executive Branch shall, by August 1, 2009, compile and submit to the CTO a list of all information technology personnel then working in the City department, board, commission or agency they head.
2. Such information technology personnel shall, effective immediately upon approval by the CTO and the Technology Board, report to and be supervised by the CTO.
3. Upon certification from the Budget Director that appropriations identified for use to pay such personnel have been transferred from the original appointing authority to DOT, or such other mechanism exists by which such personnel may be paid through appropriations to the Managing Director's Office – Division of Technology, the original appointing authority shall approve the formal transfer of such personnel to DOT, and such personnel shall be so transferred.

**F. The Technology Board.** The Board shall establish, in consultation with the CTO, City-wide technology standards and policies, including:

1. City-wide equipment, software and application development standards to guide the City's establishment of an effective and integrated approach to information technology operations;
2. standardized processes and protocols for City departments, boards, commissions and agencies to define major information technology initiatives;
3. mechanisms to support the development of requests for Technology Board approval of information technology initiative funding;
4. review and oversee all major information technology initiatives as defined in Section 2.B; and
5. review all substantial business and strategic information technology decisions, including decisions regarding the acquisition, establishment or renewal of significant or long term citywide and departmental technology assets or contracts, pursuant to such standards as shall be established by the Technology Board.

G. **The Technology Advisory Committee.** The Advisory Committee shall:

1. provide technology advice and counsel to the Technology Board and the CTO;
2. provide to City departments, boards, commissions and agencies information regarding policies established and decisions made by the Department Technology and the Technology Board;
3. review current evaluations of City information technology;
4. observe existing City operations relating to technology;
5. identify best practices;
6. formulate and prioritize recommendations;
7. make recommendations to the CTO prioritizing proposed technology investments.

**SECTION 3. EXECUTIVE ORDER NO. 08-08 RESCINDED**

Executive Order No. 08-08 is hereby rescinded.

**SECTION 4. EFFECTIVE DATE**

This Order shall be effective immediately.

7/6/09  
DATE

  
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MICHAEL A. NUTTER, MAYOR