

EXECUTIVE ORDER NO. 08-08

THE DIVISION OF TECHNOLOGY AND THE TECHNOLOGY BOARD

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;

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. Mission. The Division of Technology, The Technology Board and The Technology Advisory Committee are hereby established with the mission of ensuring that The City of Philadelphia has the most effective information technology infrastructure, based on a framework for providing technology services in a manner most responsive to the requirements of the City, businesses, residents and visitors. This will include:

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 security continuity;
4. planning for continuing operations in the event of disruption of information technology or communications services; and
5. supporting accountable, efficient and effective government across every City department, board, commission and agency.

B. Division of Technology. The Division of Technology ("DOT") is established within the Managing Director's Office. The head of the Division shall be the Chief Information Officer ("CIO"), who will report to and serve under the Managing Director.

C. Technology Board. The Technology Board ("Board") shall consist of the following members and be chaired by the Managing Director:

1. Managing Director;
2. Mayor's Chief of Staff;
3. Deputy Mayor for Planning & Economic Development;
4. Deputy Mayor for Health & Opportunity;
5. Deputy Mayor for Public Safety;
6. Deputy Mayor for Transportation & Public Utilities;
7. Deputy Managing Director for Administration;
8. Finance Director; and
9. Budget Director.

D. Technology Advisory Committee. The Technology Advisory Committee ("Advisory Committee") shall consist of the CIO and at least ten (10) other City officials or employees who shall be appointed by the Managing Director, including at least one representative from each of the various administrative clusters of City departments, boards, commissions and agencies established pursuant to Executive Order 3-08. The Advisory Committee shall be chaired by the CIO and shall advise the Technology Board through the CIO.

SECTION 2. ROLES AND RESPONSIBILITIES

A. Major Initiatives. The Technology Board and the Division of Technology will oversee all major information and communications technology initiatives for the City of Philadelphia. Major information technology initiatives are those initiatives that will have a fundamental impact on the city-wide information technology infrastructure or that are otherwise so identified by the Technology Board.

B. The Division of Technology. The Division shall:

1. have oversight responsibility for all City telecommunications and information technology functions, projects, and personnel and approve all City telecommunications and information technology contracts;

2. carry out such telecommunications and information technology functions, projects and contracts on behalf of the City as directed by the Technology Board;

2. 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;

3. ensure the Division's Strategic and Financial Plan is aligned with the Mission defined in Section 1.A. and information

technology standards established by the Technology Board, as well as mindful of green government information technology initiatives;

4. organize departmental units to provide technology services through streamlined customer-centric solutions; and

5. provide all customer service and operations essential to:

a. optimize the results described in the Mayor's Five Year Strategic Plan;

b. implement industry best practice standards and methodologies; and

c. provide the oversight and monitoring tools necessary to achieve the City's technology Mission and meet City information technology standards.

C. The Technology Board. The Board shall:

a. establish, in consultation with the CIO, City-wide technology standards and policies, including:

1. City-wide hardware, 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; and

3. mechanisms to support the development of requests for Technology Board approval of information technology initiative funding.

b. review and oversee all major information technology initiatives as defined in Section 2.A.;

c. make 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;

D. The Technology Advisory Committee. The Advisory Committee shall:

1. provide technology advice and counsel to the Technology Board and the CIO;
2. provide to City departments, boards, commissions and agencies information regarding policies established and decisions made by the Division of 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. provide the Technology Board with an annual Report on the State and Progress of Technology, including green government information technology initiatives; and
8. make recommendations prioritizing proposed technology investments.

SECTION 3. CONTINUATION OF MOIS FUNCTION.

Executive Order No. 11-93 is hereby rescinded and the Mayor's Office of Information Services is hereby disestablished. All functions, projects, contracts and personnel of the Mayor's Office of Information Services ("MOIS") are hereby transferred to the Division of Technology.

SECTION 4. EFFECTIVE DATE

This order shall be effective July 1, 2008.

5/28/08
DATE



MICHAEL A. NUTTER, MAYOR