

Memorandum



DATE July 20, 2011

TO Communication & Information Services Department Employees

SUBJECT **Review of the CIS Department**

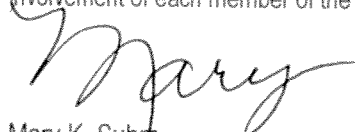
Effective immediately, an in-house consulting team will begin a management review of the department of Communication and Information Services. The team will examine all processes, procedures, and documentation of same. They will review all positions, job descriptions /criteria, and each job incumbent looking at his/her qualifications, experience, job history and pay. Work projects will be delineated, analyzed and measured for progress to plan and costs. Best practices of other large cities will be compiled. Additionally, the team will review organizational structure/methodology of providing IT support services for City of Dallas activities, including but not limited to privatization. The timeline for this review will be 10 weeks.

This team will be lead by Assistant City Manager Jill Jordan and will include the following team members:

- Bill Finch, Assistant Director CIS
- Robbie Porter, Assistant Director CIS
- Molly McCall, Human Resources Director
- Patricia Marsolais of Civil Service
- Millie Laird, Sr. HR Analyst in Civil Service
- Skot Welch of Global Bridgebuilders
- Jennifer Huggard, Assistant City Attorney
- Earl Johnson, Senior IT Manager in CIS
- Trafton Bogert, Programmer/Analyst in CIS
- City Auditor's Office staff in an advisory capacity

During this time, CIS Director Worris Levine will be responsible for working with city departments on developing contingency/continuity plans to backup IT information and systems in event of an emergency. The need for such plans was highlighted in a recent audit of the CIS Department. Bill Finch will be responsible for day to day operations of CIS during this period.

When issues such as those reported in recent news articles result in a diminution of public trust and confidence in our operations, it is imperative that careful assessments be made. I hope that we can count on the support and involvement of each member of the CIS staff in this effort.



Mary K. Suhm
City Manager

CC: Honorable Mayor & Members of the Dallas City Council
Rosa Rios, Acting City Secretary
Thomas P. Perkins, Jr., City Attorney
Craig D. Kinton, City Auditor

C. Victor Lander, Administrative Judge
Ryan S. Evans, First Assistant City Manager
A.C. Gonzalez, Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Forest E. Turner, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Frank Libro, Public Information Office
Helena Stevens-Thompson, Assistant to the City Manager