




## POLICY AND PROCEDURE

<b>Subject:</b> Information Technology Steering Committee	<b>Index:</b> Facilities and Services <b>Number:</b> 1001-1-4
<b>Effective Date:</b> August 25, 2022	<b>Prepared By:</b> Information Technology
<b>Supersedes:</b> 1001-1-4 dated July 1, 1990	<b>Approved By:</b> 

### 1. **PURPOSE:**

The purpose of the Information Technology Steering Committee (ITSC) is to provide City-wide representation and communication in directing the IT Division to meet the City's goals.

The purpose of the City of San Clemente's IT Division program is to provide staff with the Information Technology resources they need to perform their service to the community in the most efficient and cost effective manner..

### 2. **ORGANIZATIONS AFFECTED:**

All City Departments and Divisions

### 3. **REFERENCES:**

The City of San Clemente Information Technology Strategic Plan

### 4. **POLICY:**

- 4.1. The City of San Clemente promotes and encourages the use of technology to achieve efficiency and to improve the overall capabilities of the City to serve its citizens.
- 4.2. The Information Technology (IT) Division is a full service program available to all departments to assist in technology needs within the City's available resources.
- 4.3. The Information Technology Steering Committee will provide a governance structure to ensure the City's technology investments are aligned with Departmental goals throughout the organization. Project Proposals shall be reviewed, approved, and prioritized in a manner inclusive of all operational areas of the City.

4.4. The Information Technology Steering Committee consists of members from all City Departments. Departments may nominate one representative employee per department. The ITSC will also have participatory subject matter experts in systems specific to business areas such as SCADA, CMMS, and GIS.

4.5. The Information Technology Manager will chair the committee.

4.6. Additional IT Division staff will act as advisory staff members.

4.7. The Information Technology Steering Committee will address:

4.7.1. The City's overall Information Technology strategy, as well as that of the individual departments.

4.7.2. Evaluation of IT-related project proposals to ensure compliance with the City's strategic vision and compatibility with IT architecture standards.

4.7.3. Identification of potential areas of technology investment, improvement and interoperability.

4.7.4. Identification of potential IT solutions for ever-changing business needs and functions.

4.7.5. Advising committee members about upcoming initiatives which may impact IT.

4.8. The Information Technology Manager will develop the meeting agenda which will be distributed via E-Mail to all committee members. Any member may request an item be added to the agenda. The IT Manager will also provide members with minutes of each meeting.

4.9. Meetings will be called as needed by the IT Manager with the authorization of the Director of Finance and Administrative services.

4.10. Decisions and recommendations will be reached by consensus. Consensus is defined as a decision that everyone can live with after a complete airing of differing viewpoints. Consensus is achieved through discussion, not voting. If consensus cannot be reached, the ITSC will elevate the decision to the City Manager for final disposition.

4.11. Decisions will be advisory to the City Manager.

## **5. DEFINITIONS:**

5.1. IT - The Information Technology (IT) Division is responsible for all of the organization's network infrastructure, technology hardware (networking, servers, PCs, laptops, telephone, and audio/video), software deployment and maintenance, user training and support, and technology planning activities.

5.2. Information Technology Manager - The manager and administrator of the City's IT Division.

**6. PROCEDURE:**

- 6.1. The Information Technology Steering Committee will meet 2-4 times per year as needed.
- 6.2. Departments make requests for projects, initiatives, or resources to the Information Technology Steering Committee. These recommendations will be evaluated based upon:
  - 6.2.1. Consistency with the long term IT Strategic Plan
  - 6.2.2. The improvement in service or productivity this item will bring
  - 6.2.3. Other City IT needs in relation to this item
  - 6.2.4. Availability of staff resources
  - 6.2.5. Ability of the department to support the item
  - 6.2.6. External forces which may require implementation
  - 6.2.7. The ability to fund the required expenditures
- 6.3. The Information Technology Steering Committee will guide the development and annual update of the Information Technology Strategic Plan. Approved projects and initiatives will be incorporated into the IT Strategic Plan and annual Budget.
- 6.4. This policy will be reviewed by the Information Technology Manager on an annual basis and may be updated as needed with City Manager approval.