POLICY NUMBER
APM-1-80

June 30, 1980

UED BY: CITY MANAGER

SIGNATURE

REVISIONS

SHOW REVISED SECTION
DATE OF THE REVISIO
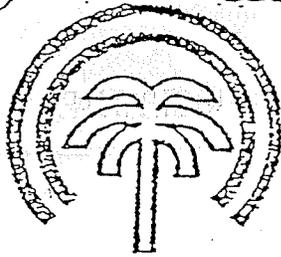
## ADMINISTRATIVE POLICY MANUAL

SUBJECT:    COMPUTERS AND COMMUNICATIONS USERS COMMITTEE

PURPOSE:  To establish a Computers and Communications Users Committee
as a Board of Directors.  The Users Committee is a group of
Computers and Communications users that acts in an advisory
capacity to the City Manager, and has been delegated some
specific duties.

THE POLICY WILL BE AS FOLLOWS:   The Users Committee will operate,
essentially, as a Board of Directors.  While not making
detailed operation decisions, the Committee acts to control
expenses, establish priorities, and recommend to the City
Manager, economic and policy rulings.

MEMBERSHIP: The City Manager shall appoint the members to the Users Committee.

(a)  Members shall not name alternates.
(b)  The Assistant City Manager for Finance shall be Chairman
of the Users Committee.
(c)  The Director of Computers and Communicat ons shall be the
Secretary to the Users Committee.

ADMINISTRATION AND RESPONSIBILITIES:

The Committee has the following duties:

(a)  Using its collective knowledge of the City's strategic and
tactical programs, it recommends the level of computers and
communications expenditures, and capability that it desires.

(b)  It reviews and recommends specific proposals for acquisition
of major items of computer and communication equipment.

(c)  It reviews and recommends long range and short range computer
and communication plans.

(d)  It recommends the cancellation or completion of projects.
This advice should be based on payback; lack of alternative
methods; anticipated impact on the organizations, city or
personnel; and, conformity to City long range plans.

(e) It determines project priorities.

(f) It reviews and approves cost allocation methods for computer services.

(g) It reviews project progress.

(h) It resolves territorial and organizational conflicts arising from the impact of new systems.

## MEETINGS:

(a) The agenda for meetings should be carefully structured to minimize the time consumed.

(b) Status reports and proposals for new projects should be distributed in advance.

(c) Meetings should be held monthly.