



Administrative Regulations

Number AR8-16
Issue 1

Subject: Responsibilities/Telecommunications Advisory Committee.

I. PURPOSE

The Telecommunications Advisory Committee is established in response to the "Telecommunications 2000" Report submitted and adopted by the City Manager in July 1986. It is the responsibility of this committee to ensure that the mission statement to "Develop a Total Integrated City Telecommunications System" is implemented within the City. This committee will provide checks and balances between user departments and the telecommunications organizations to ensure continuation of an on-going planning process for the orderly evolution of telecommunications.

II. SCOPE

This regulation is applicable to all City Departments and officers responsible directly to the City Manager. It is also suggested that for uniformity and consistency of direction, elective offices and independent departments follow the guidelines established by this committee.

III. DEFINITIONS OF TERMS

A. Telecommunications

The total electronic system of information transmission from sender to receiver. This definition encompasses all aspects of communication including voice, data, image, graphics and video.

B. Integrated Systems

Systems that allow for shared databases for information gathering and dissemination.

IV. POLICY.

The Telecommunications Advisory Committee shall serve as advisor to the City Manager on issues, programs, and plans regarding the future of telecommunications.

The City Manager will appoint nine representatives from user departments to serve three-year staggered terms. This will allow each department to be incrementally represented, and no department would be off the committee for more than two years. Department heads will recommend to the City Manager individuals who they feel may qualify as their representative on the committee.

The Committee will be supported by technical advisors from the following organizations of the City:

A. Information Services Bureau, General Services Department responsible for computer and telephone services.

B. Electronic Communications Division, Public Service Bureau, Public Works Department responsible for radios and microwave communications:

C. Library Telecommunications Bureau, Department of Library Services - responsible for cable franchise and video productions.

V. GUIDELINES

A. All requests for new equipment and system applications, and major expansion of existing systems will be directed to the appropriate telecommunications organization (Information Services Bureau, Electronic Communications Division, or Telecommunications Bureau). Requests will be compiled and presented to the committee for review on a regular basis. The committee will make recommendations to the City Manager on the compliance of the requests to the overall Telecommunications Plan, however, all requests will be forwarded to the City Manager for his review and approval.

B. The committee will update the Telecommunications Plan on an annual basis prior to the budget cycle. This plan will include strategies or guidelines for departments to follow in preparing their budget request.

C. The committee will ensure that the policies relating to the following telecommunications plans are developed and annually updated:

1. Security of Information
2. Financing
3. Training of Personnel
4. Radio Frequency Requirements
5. Network Architecture

D. The committee will establish its own detailed operating procedures, agendas, location and time of meetings.

E. Members of this committee will be expected to attend seminars and training sessions on technological advancements.

F. Departments will be expected to provide funding to support their member's participation on this committee

G. Each department will include telecommunications goals, future plans, or needs in the annual update of its long-range plan.