

INFORMATION TECHNOLOGY COMMITTEE

City of Belen

The 2010 audit, recommended that the city establish an Information Technology Committee (IT Committee). The purpose of the committee is to provide over-site for the IT staff and give the City of Belen direction in the implementation of technology projects.

In October of 2011, the Belen City Council approved an Information Technology Fee (TIF) of \$1.80 per month to all businesses and city residents; this committee will be integral to the budgeting process in the allocation of that funding.

RESPONSIBILITY

The responsibilities of the committee are as follows:

- Decides the overall level of IT spending and allocates funds
- Aligns and approves the IT architecture
- Maintain and review the Information Securities Policies and Standards
- Risk Management Assessment
- Approves project plans and budgets, setting priorities and milestones
- Monitors project plans for delivery of expected business value
- Monitors resource and priority conflict
- Communicates strategic goals to project teams
- Provide direction to management relative to IT strategy
- The availability of IT resources to meet strategic objectives
 - Risk
 - Return and;
 - Competitive aspects of IT investments

AUTHORITY

This IT Committee will be a “steering committee” for the city council. In any case, the committee shall provide IT oversight and promote technology where possible.

- Assists the city council in the delivery of IT strategy
- Oversees management of IT service delivery and IT projects
- Focuses on implementation
- Focuses on current and future strategic IT issues for the City of Belen

MEMBERSHIP

Committee membership should be small and should include a cross section of administrative users from throughout the City of Belen. Members of the committee should be at least two-year city employees or department managers.

- IT Staff, Director, Manager etc. (only one member of IT staff)
- Finance (Administration, Personnel, Airport)
- Utilities (Water, Waste Water, Solid Waste, Streets)
- Public Safety (Police, Fire, Emergency Services)
- Judicial
- Community Services (Library, Recreation, RSVP)

The following users are recommended:

- Roseann Peralta (finance)
- Dale Tafoya (utilities)
- Dan Robb (public safety)
- Kathy Savilla (judicial)
- Deborah Graham (community services)

MEETING SCHEDULE

Committee meetings will meet at the very least quarterly in the following months:

- July
- October
- January
- April

Meetings will be at least one hour in length with a day and time to be determined.