ORDINANCE 12 2011

AN ORDINANCE ESTABLISHING A TECHNOLOGY ADVISORY COMMITTEE FOR THE CITY OF COLUMBUS

WHEREAS, the City of Columbus (hereinafter "City") determined that it is in its own best interests to establish a world class technology infrastructure to support the needs of The City, other governmental entities, business, schools, the citizenry, improve government and leverage information technology resources and solutions to strengthen, promote and engage the community, and promote economic development of the City of Columbus, and

WHEREAS, the City desires to establish a Technology Advisory Committee to administer and oversee the goals consistent with the purposes stated herein, and

WHEREAS, the Technology Advisory Committee would provide advice and counsel regarding the implementation of the aforementioned goals to the City and other governmental entities.

NOW, THEREFORE BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF COLUMBUS, BARTHOLOMEW COUNTY, INDIANA, DOES HEREBY ESTABLISH A TECHNOLOGY ADVISORY COMMITTEE FOR THE CITY OF COLUMBUS AS FOLLOWS:

DUTIES AND RESPONSIBILITIES OF THE TECHNOLOGY ADVISORY COMMITTEE

- (1) Policies And Procedures The Committee shall have the general power and duty to recommend policies and procedures to bring world class technology infrastructure to the City, other governmental entities, business, schools, the citizenry, and improve government operations as the Technology Advisory Committee (Committee) shall determine.
- (2) <u>Professional Services</u> The Committee shall have the general power and duty to negotiate with individuals, corporations and other similar legal entities providing professional services as necessary to meet the stated purposes of this Ordinance. It is understood, however, that the Mayor, Common Council and the Board of Public Works and

Safety, whichever is appropriate, shall approve and execute, and shall be the contracting body on behalf of the city, in connection with all professional services agreements and other agreements with entities providing professional services, and no such agreement shall be effective until such approval and execution.

- (3) Service Agreements The Committee shall have the general power to negotiate contracts, leases and similar agreements with other entities for the providing and supplying of services as permitted herein. It is understood, however, that the Board of Public Works and Safety, shall approve and execute, and shall be the contracting body on behalf of the City, in connection with all service agreements and other agreements with entities providing services, and no such agreement shall be effective until such approval and execution. It is further understood, that income generated by the Committee shall remain in a fund dedicated to further the purpose of the Committee.
- (4) Operating Budget The Committee shall prepare and recommend an annual operating budget, which will require approval by the Common Council. Once the Common Council has approved the annual operating budget, the City may appropriate the amounts necessary to fund the budget. The Committee will prepare and submit an annual report on the operation of the Technology Advisory Committee to the City Common Council.
- (5) <u>Counsel</u> The then current City Attorney shall serve as counsel to the Committee. The Committee shall have the authority to retain separate or additional counsel as it deems either necessary or appropriate.

MEMBERSHIP

- (1) <u>Membership</u> The Committee shall consist of seven (7) members, each of whom shall be appointed to a term not to exceed (4) years in duration.
- (2) <u>Initial Terms</u> The initial terms for the members will be as specified hereafter. The second and subsequent terms will be for a term of four (4) years.

- (3) Expiration of Terms In the event a term expires, a Committee member will continue to serve until his or her successor is appointed.
- (4) <u>Compensation</u> The members of the Committee shall serve without compensation. Such members may, however, be reimbursed for approved out-of-pocket expenses incurred in the performance of their duties.
- (5) Quorum/Majority Vote Four (4) members of the Committee will constitute a quorum for the purpose of conducting the business of the Committee. Decisions of the Committee must be approved by a majority of the members present.
- (6) Organization The Committee shall conduct an organizational meeting no later than Jan 31st of each calendar year for the purpose of electing the Committee Chairperson, Vice-chairperson and establish such operating committees as may be necessary.

The Committee shall further have authority to establish such sub-committees as, may be needed from time to time, necessary to conduct business of the Committee. Sub-committees shall be established by resolution of the Committee and duly voted upon.

(7) <u>Meetings</u> The Committee will meet at least quarterly or upon call of its chairperson or upon call by any four (4) members of the Committee.

MEMBERSHIP APPOINTMENTS

- (1) <u>Membership</u> The Technology Advisory Committee shall consist of seven (7) members.
- (2) <u>Mayoral Appointments</u> The Mayor shall appoint four (4) members to such committee.
- (3) <u>Common Council Appointments</u> The Common Council shall appoint three (3) members to such committee.
- (4) <u>Staggered Terms</u> Upon establishment of the Technology Advisory Committee, the seven (7) members appointed by each

governmental unit shall be appointed for the following terms of office:

- a. One for a term of one (1) year;
- b. One for a term of two (2) years;
- c. One for a term of three (3) years;
- d. One for a term of four (4) years [applicable to the Mayoral appointment only].

Provided, however, that in all events each such initial term shall expire on the appropriate anniversary date established in subsection (6) of this section for the appointment of members to such committee.

When an initial term of office expires, each new appointment shall be for a term of four (4) years.

- (5) Effective Date For Initial Appointments All initial appointments to the Committee shall be made within thirty (30) days after the effective date of this section.
- (6) Effective Date for Subsequent Appointments All subsequent appointments to the Committee shall be made at the first regular meeting of the governmental entity making each such appointment on or following January 1st of each year.
- (7) Succeeding Members In the event that a vacancy on the Committee shall exist by reason of death, resignation or removal of a Member by the Appointing Entity for cause, the vacancy shall be filled by the responsible entity for appointing the member for the balance of the vacating member's term.

FINANCIAL TRANSACTIONS, ACCOUNTING, AND APPROVAL AND REPORTING OF INCOME AND EXPENDITURES

(1) Financial Transactions The City Clerk/Treasurer shall create a separate dedicated account for all funds provided to the Committee by the City, and shall supervise all income and expenditures of the Committee from such account. This dedicated account shall be subject to annual audit by the State Board of Accounts.

(2) Approval of Income and Expenditures All claims for expenditures by the Committee from funds provided by the City shall be made to the City Board of Works, and the Board of Works shall have the responsibility of monitoring and approving the expenditures of funds provided to the Committee by the City from the Committee's dedicated account.

PARTIAL INVALIDITY

In the event that any provision or portion of this Ordinance is determined to be invalid or unenforceable for any reason, the remaining provisions of this Ordinance will be unaffected thereby and will remain in full force and effect.

Passed and adopted by the Common Council of the City of Columbus, Indiana on the 7TH day of JUNE 2011.

ATTEST:

Presented by me to the Mayor of the City of Columbus, Indiana this _7 day of Qune, 2011, at the hour of

This Ordinance approved and signed by me on the

day of June 2011.

Armstrong,