



# CITY OF NEWPORT BEACH CITIZENS TECHNOLOGY TASK FORCE AGENDA

Fire Conference Room, Building D, 2<sup>nd</sup> Floor – 3300 Newport Blvd.  
Tuesday, May 4, 2010 - 4:00 p.m.

*Commission Members:*

Ted Cooper (Chair)  
Bruce Brandenburg  
Timothy Britt  
Philip Drachman  
Froelich Franz  
David Lown  
David Scheeff

*City Staff Support:*

Dan Matusiewicz, Staff Liaison, Acting Deputy  
Administrative Services Director  
  
Tracy McCraner, Director of Administrative  
Services/Treasurer

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- I. **ROLL CALL (4:00 p.m.)**
  - II. **WELCOME AND INTRODUCTIONS (4:05 p.m.)**
  - III. **TASK FORCE PURPOSE (4:10 p.m.)**
    1. Review the purpose of the Task Force.
    2. Review schedule (See Attachment A).
  - IV. **OVERVIEW OF INFORMATION TECHNOLOGY (IT) IN THE CITY (4:20 p.m.)**
    1. Staff presentations summarizing written reports (See Attachment B for staff reports from Administrative Services, Police, Fire, and Library).
    2. Questions and answer session with technical staff.

The Citizens Technology Task Force Committee is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the agenda be posted at least 72 hours in advance of each meeting and that the public be allowed to comment on agenda items before the Committee and items not on the agenda but are within the subject matter jurisdiction of the Committee. The Committee may limit public comments to a reasonable amount of time, generally either three (3) or five (5) minutes per person. Speakers are encouraged to identify themselves for the minutes.

*Please note:* Staff may audiotape or videotape the meetings to assist in the preparation of the minutes. Any writings or documents provided to a majority of the Committee regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at 3300 Newport Boulevard during normal business hours. In addition, such writings and documents will be posted on the City's website at [www.newportbeachca.gov](http://www.newportbeachca.gov).

V. MODELS FOR MANAGING, MAINTAINING AND STAFFING TECHNOLOGY (4:50 p.m.)

1. Discuss various models used in complex organizations for managing, maintaining and staffing technology operations.

VI. REVIEW FOCUS OF NEXT CTTF MEETING: MAY 18, 2010 (5:20 p.m.)

Topic: Applications of technology that are proven to increase efficiency and effectiveness of business processes.

VII. PUBLIC COMMENTS (5:50 p.m.)

VIII. ADJOURNMENT – Adjourn to Tuesday, May 18, 2010, at 4:00 p.m.

**CITY OF NEWPORT BEACH**  
**Citizen Technology Task Force**  
**MAY 4, 2010**

**Establishment:**

The Citizen Task Force was established May 23, 2010, by City Council Resolution 2010 \_\_

**Membership Appointment:**

The Task Force shall consist of seven community members appointed by the Mayor and ratified by City Council

**Purpose:**

The Task Force is charged to review the City's use of technology and make recommendations that could improve the effectiveness and efficiency of our investment of Technology

**Term:**

The Task Force shall expire at such time as it completes its listed responsibilities but no later than July 31, 2010

**Task Force Responsibilities:**

Provide input and recommendations, with cost estimates where ideas are generated, based on task force experiences, in four areas of focus:

**Focus Area 1 - May 4**

1) Different models for managing, maintaining and staffing technology in complex organizations.

**Focus Area 2- May 18**

2) Applications of technology that are proven to increase efficiency and effectiveness of business processes

**Focus Area 3 - June 1**

3) Applications of technology that can improve communication with residents, businesses, and visitors

**Focus Area 4 - Jun 15**

4) Process for creating a municipal technology strategic plan