

Exhibit D

Note: Effective on July 1, 2024

Chapter 3.15 Bureau of Technology Services.

3.15.010 Organization.

The Bureau of Technology Services will be supervised by a Director, who will be the Chief Technology Officer (CTO) and who will report to the City Administrator. The Director will manage and establish citywide policies and standards, and provide technical support for all City-owned technology systems, communications systems, and all end-user technology support services, including Help Desk and Desktop Support services and the City's Geographical Information Systems, except those specifically exempted by the CTO.

3.15.020 Responsibilities.

A. The Bureau of Technology Services will:

1. Provide technology strategic planning and consulting services to the City, including project scoping, budget preparation and analysis, system planning and procurement, security analysis, resource allocation, and project management for technology projects.
2. Design, implement, and manage all technology hardware and software, including on-premises or hosted system and cyber security measures.
3. Design, implement, and manage the City's communications systems and applications, including the Integrated Regional Network (IRNE).
4. Provide all internet and intranet services to City bureaus, offices, boards, and commissions and manage the City's official website, including managing and authorizing all City domain name registrations and renewals.
5. In cooperation with the City Administrator and Chief Procurement Officer, review and approve the purchase of all technology software, hardware, on-premises or hosted systems, and professional technology consulting services.
6. Provide technical expertise and information for City technology projects.

7. Provide all telephone services to City bureaus, coordinate with telephone vendors, order new facilities and equipment for City-owned or leased systems, plan telephone systems, and resolve all telephone problems.
8. Provide rapid, convenient reproduction, distribution, and mail services and provide advice and consultation on these services.
9. Review and approve requests for the lease or purchase of office copiers/printers in compliance with procurement requirements in Code or Policy.
10. Manage the processing of U.S. mail and pickup and delivery of interoffice mail, packages, and equipment, and provide printing and distribution management services for the City.
11. Manage technology systems used to standardize and accomplish the City's business affairs.
12. Perform other responsibilities related to technology services as assigned by the City Administrator or the Mayor.

B. The CTO may:

1. Enter into nondisclosure agreements between the City and third parties to review confidential information, including trade secrets and information designated as proprietary or privileged, related to systems, applications, software, or hardware that may be considered for use by the City.
2. Enter into data grant agreements in consultation with the designated custodian of record.