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SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

AMENDED ORDINANCE NO. 11-004

RELATING TO INFORMATION TECHNOLOGY; REVISING THE AUTHORITY
AND FUNCTIONS OF THE DEPARTMENT OF INFORMATION SERVICES;
ESTABLISHING AN INFORMATION TECHNOLOGY ADVISORY COMMITTEE;
AMENDING SCC 2.350.010, 2.350.015, 2.350.020, 2.350.040, 2.350.060,
2.350.070, 2.350.080, 2.350.090, AND 2.350.200; ADDING NEW SECTIONS;
AND PROVIDING AN EFFECTIVE DATE

BE IT ORDAINED:

Section 1. Snohomish County Code Section 2.350.010, adopted by Ordinance
No. 88-026 on April 27, 1988, is amended to read:

2.350.010 Purpose.

The purpose of this chapter is to establish and set forth the authority and
functions of the ~~((Department of Information Services, which department was
previously known as the Department of Information Systems and Technical
Services))~~ department of information services and to provide for an advisory
committee to advise the department, county executive, and county council in the
prioritization, development, and delivery of information services.

Section 2. Snohomish County Code Section 2.350.015, adopted by Ordinance
No. 88-026 on April 27, 1988, is amended to read:

2.350.015 Legislative ~~((Intent))~~intent.

The department shall provide coordinated planning and management of
county information services which support other county departments. It is
recognized that information systems, telecommunications, equipment, software,
and services must satisfy the needs of end users and that many appropriate and
cost-effective alternatives exist for meeting those needs, such as shared
mainframe computing, shared telecommunications services, local area networks,
departmental minicomputers, and microcomputers. It is the intent of this
~~((ordinance))~~ chapter that:

(1) Information be shared and administered in a coordinated manner,
except when prevented by county department responsibilities for security,
privacy, or confidentiality; and

(2) Resources be used in the most efficient manner; and

(3) A structure be created (a) to plan and manage telecommunications
and computing network, (b) to increase agencies' awareness of information

1 sharing opportunities, and (c) to assist agencies in implementing such
2 possibilities; and

3 (4) The acquisition of equipment, proprietary software, and related
4 services be coordinated and reviewed (~~((in order))~~) to insure conformity with
5 county standards; and

6 (5) The county improve recruitment, training, and retention of professional
7 staff; and

8 (6) Plans, proposals, and acquisitions for information services be
9 reviewed from a technical, financial and management perspective as part of
10 budget process; and

11 (7) County elected officials be given meaningful opportunities to
12 contribute to the prioritization, development, and delivery of information services
13 to county departments.

14
15 Section 3. Snohomish County Code Section 2.350.020, adopted by Ordinance
16 No. 88-026 on April 27, 1988, is amended to read:

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18 **2.350.020 Definitions.**

19 The following definitions shall apply to terms used in this chapter, unless
20 the context indicates otherwise:

21 (1) "Council" means the Snohomish County Council.

22 (2) "Executive" means the Snohomish County executive.

23 (3) "Department" means the department of information services.

24 (4) "Director" means the director of the department of information
25 services.

26 (5) "Information processing" means the electronic capture, collection,
27 storage, manipulation, transmission, retrieval, and presentation of information in
28 the form of data, text, voice, or image and includes telecommunications and
29 office automation functions.

30 (6) "Information services" means information processing,
31 telecommunications, and office automation.

32 (7) "Equipment" means the machines, devices, and transmission facilities
33 used in information processing, such as computers, word processors, terminals,
34 telephones, and cables.

35 (8) "Proprietary software" means that software offered for sale or license;

36 (9) "Telecommunications" means the transmission of information by wire,
37 radio, optical cable, electromagnetic, or other means.

38 (10) "Backbone network" means the shared high-density portions of the
39 county's voice/data telecommunications transmission facilities. It includes
40 specially conditioned high-speed communication carrier lines, modems,
41 multiplexors, switches associated with such communications lines, and any
42 equipment and software components necessary for management and control of
43 the backbone network.

1 (11) "Purchased services" means services provided by a vendor to
2 accomplish routine, continuing and necessary functions. This term includes, but
3 is not limited to, services acquired for equipment maintenance and repair,
4 operation of a physical plant, security, computer hardware and software
5 installation and maintenance, data entry, keypunch services, programming
6 services, training, consulting services and computer time-sharing.

7 (12) "Support ~~((Services))~~services" are defined but not limited to the
8 following:

9 (a) Copy and ~~((Printing Services means))~~ printing services that provide
10 centralized photo copying and printing services for Snohomish County
11 customers; and

12 (b) Mail ~~((Service means mail))~~ service for Snohomish county customers;
13 and

14 (c) Micrographic ~~((Records Management. These))~~ records management
15 services that assist Snohomish county customers to provide for the proper
16 control, production, disposition, and retrieval of public records and reports in
17 accordance with state archiving statutes. These services include surveying of
18 records and planning for the conversion to microfilm, developing and enforcing
19 standards for equipment and filming to assure acceptable film quality, the
20 elimination or reduction of reports, replacing computer-printed reports with
21 computer-generated microfilm reports, and development of long-term
22 management policies and procedures for records management.

23 (13) "Public ~~((Agencies))~~agencies" means all state, municipal and quasi-
24 municipal corporations and political subdivisions, and all agencies of such
25 corporations and subdivisions authorized to contract separately and/or defined in
26 RCW 39.34.020 of the Interlocal Cooperation Act.

27 (14) "County ~~((Department))~~department" means any Snohomish County
28 office, executive department, court, board, commission or other organizational
29 unit of the county.

30 (15) "Cash-on-~~((Delivery Customer))~~delivery customer" means any
31 person, business or other group not defined in this chapter.

32 (16) "Information services plan" means a plan adopted pursuant to SCC
33 2.350.070.

34 (17) "Information technology advisory committee" or "ITAC" means the
35 committee created by SCC 2.350.110.

36 (18) "Non-routine project" means an information service that is not a
37 "routine project."

38 (19) "Routine project" means:

39 (a) incident or problem management intended to repair or restore an
40 existing and previously deployed technology system;

41 (b) operation or maintenance of an existing and previously deployed
42 technology system within its specifications; or

1 (c) any other service listed in an information services catalog adopted
2 pursuant to SCC 2.350.075 that:

3 (i) costs less than \$50,000 and requires less than 40 hours of staff time to
4 deploy.

5 (ii) costs less than \$5,000 and requires less than 20 hours of staff time to
6 maintain in any single year, and

7 (iii) implements a new business practice or policy that has been
8 presented to and reviewed by the ITAC.
9

10 Section 4. Snohomish County Code Section 2.350.040, adopted by Ordinance
11 No. 88-026 on April 27, 1998, is amended to read:
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13 **2.350.040 Appointment of the ~~((Director))~~director.**

14 The director shall be appointed by the executive with the advice and
15 consent of a majority of the council. The director shall serve at the pleasure of
16 the executive and shall be subject to the county exempt personnel system. The
17 executive shall at least annually solicit comments from each member of the ITAC
18 regarding the director's performance, which comments shall be summarized and
19 addressed in the executive's annual evaluation of the director under SCC
20 3.69.040.
21

22 Section 5. Snohomish County Code Section 2.350.060, adopted by Ordinance
23 No. 88-026 on April 27, 1988, is amended to read:
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25 **2.350.060 Rule ~~((Making Authority))~~making authority.**

26 The director with the concurrence of the executive is authorized to adopt
27 such rules and regulations as may be necessary to carry out the provisions of
28 this chapter consistent with applicable laws. The director shall provide the ITAC
29 with a reasonable opportunity to review and comment on all rules and regulations
30 prior to their adoption.
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32 Section 6. Snohomish County Code Section 2.350.070, amended by Ordinance
33 No. 07-015 on March 21, 2007, is amended to read:
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35 **2.350.070 Information ~~((Services Plan))~~services plan.**

36 (1) The director shall prepare and submit a ~~((30-month))~~ 36-month
37 information services plan to the executive ((to)) which plan shall be submitted to
38 the council with the annual budget estimates provided for in SCC 4.26.030 ((to
39 the council)). This plan ((will outline all major requests for new services, and will
40 have a recommended prioritization developed by the director. The director will
41 develop a procedure to receive input for the plan from all county departments
42 and to review the proposed plan with all county departments before it is

submitted to the executive.)) should include any elements recommended by the ITAC, provided that it must contain the following:

(a) A "state of information technology" element that describes the county's current information technology environment, including the strengths, weaknesses, opportunities, and challenges of county information services; identifies objectives for the next fiscal year or biennium; and evaluates whether objectives identified in the prior 36-month information services plan were achieved;

(b) A "status of IT projects" element that includes the scope, schedule, budget, priority, and status for each non-routine project that was listed in the prior 36-month information services plan and not completed, or is listed in the current 36-month information services plan;

(c) A "technology replacement program" element that provides a recommended scope, schedule, budget, funding source, and priority for the replacement and maintenance of the county's technology systems; and

(d) A "financing plan" element that includes:

(i) five-year financial projections for the information services fund (fund 505) created by SCC 4.114.010 and the data processing capital improvement fund (fund 315) created by SCC 4.66.0010 in the standard county five-year projection format, updated as of May 1; and

(ii) a table showing the amount and proposed allocations of resources of the data processing capital improvement fund (fund 315), including the most recent year-end fund balance, proposed expenditures, and expected year-end fund balance. The table must also include expenditures required for replacement of critical systems and actual or expected project completion dates.

(2) The information services plan shall be submitted to the executive ((by May 31 of each year)) with the annual budget estimates provided for in SCC 4.26.030. It shall cover the period from ((July)) January 1 of the ((current)) next fiscal year and the ensuing ((30-month)) 36-month period. It is anticipated that the priorities in the plan may be changed during the budget preparation process. Upon adoption of the budget the executive ((will)) shall notify the director of any changes that ((should)) must be made to the plan to be consistent with the adopted budget, and the appropriations that will be available to support the plan. During the fiscal year or biennium and after consultation with the ITAC the director is authorized to accept or to initiate requests to modify the information services plan by adding, changing, or deleting projects and/or priorities to the extent required by the adopted budget. The director shall publish a record of such changes with appropriate supporting documentation and shall furnish to the executive, council and all affected county departments a copy thereof.

(3) Prior to submitting the information services plan to the county executive or ITAC pursuant to this section, the director shall solicit input on the plan from all county departments. By March 31 of each year the director shall submit a proposed information services plan to the ITAC for review and

comment. The ITAC shall consider the proposed plan and recommend such revisions or additional work as it deems appropriate. Upon submission of the plan to the county executive, the director shall provide a written report to the ITAC of any ITAC recommendations that are not implemented and the reasons for not implementing them.

Section 7. A new section is added to Chapter 2.350 of the Snohomish County Code to read:

2.350.075 Information services catalog.

The department shall publish, update as needed, and distribute to each county department a catalog that lists the information services that are regularly available from the department or third-party providers and the conditions, if any, that a county department must satisfy to obtain each listed service. The department shall provide the ITAC with a reasonable opportunity to review and comment on the information services catalog and any updates prior to their publication.

Section 8. Snohomish County Code Section 2.350.080, adopted by Ordinance No. 88-026 on April 27, 1988, is amended to read:

2.350.080 Director to ~~((Review Contracts Related to Information Services))~~ review contracts related to information services.

~~((No))~~ Except as provided in the current information services catalog published pursuant to SCC 2.350.075, no county department shall requisition, order or otherwise contract for any equipment, proprietary software, or purchased services except through, or in accordance with guidelines, standards or procedures made by the director and after having secured written concurrence for any such procurement from the director or his/her designee. Departmental review shall be consistent with the purpose and legislative intent of this chapter. In conducting this review, the factors considered by the director shall include, but not be limited to, the following considerations: county-wide as well as county department long and short term costs; timeliness of service; multipurpose use of equipment and software programs; efficient utilization of existing county information processing equipment and software resources; uniformity and compatibility with existing and planned county equipment, software and proprietary software; and training requirements for supporting staff. The director's decisions under this section shall be in writing and delivered to the requesting county departments with copies to all ITAC members.

Section 9. Snohomish County Code Section 2.350.090, adopted by Ordinance No. 88-026 on April 27, 1988, is amended to read:

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3 **2.350.090 Review ((Procedures))procedures.**

4 For efficient operation of the county's business, the director shall review
5 and approve or disapprove such requests and contracts in a timely manner. The
6 director may develop, following review and comment by the ITAC and subject to
7 the concurrence of the executive, required equipment, systems, programs and
8 services standards and, in connection therewith, develop multi-departmental
9 equipment, systems, programs and service request in single contracts. The
10 director's decisions should be documented when appropriate to explain the
11 factors determining the decision. Documentation when possible or necessary
12 should include considerations such as comparative cost data and the ability of
13 the department to respond to the specifics of user's request.

14
15 Section 10. A new section is added to Chapter 2.350 of the Snohomish County
16 Code to read:

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18 **2.350.110 Information Technology Advisory Committee (ITAC).**

19 There is hereby created the information technology advisory committee to
20 serve in an advisory capacity regarding the development and delivery of
21 information services to county departments.

22
23 Section 11. A new section is added to Chapter 2.350 of the Snohomish County
24 Code to read:

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26 **2.350.120 ITAC authority and functions.**

27 (1) The information technology advisory committee shall advise the
28 department, county executive, and county council regarding the development
29 and delivery of information services to county departments, including review and
30 comment on cost allocation, information service policy, plans, and objectives,
31 and system deployment, operation, and maintenance, and other matters as
32 determined by the ITAC.

33 (2) The department shall present all proposed non-routine information
34 services to the ITAC for review and comment prior to any expenditure or
35 encumbrance of county resources for such services.

36 (3) Staff support for the ITAC shall be coordinated by the ITAC
37 chairperson using resources made available to the ITAC by its members.

38 (4) The ITAC may develop and propose professional service contracts
39 necessary to assist the ITAC.

40 (5) Any county department may submit complaints relating to the
41 development of delivery of information services to the ITAC through the
42 chairperson of the ITAC. The ITAC may consider such complaints and

1 recommend remedial action. The department shall respond and provide
2 information relating to complaints as requested by the ITAC.
3
4

5 Section 12. A new section is added to Chapter 2.350 of the Snohomish County
6 Code to read:
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8 **2.350.130 ITAC membership.**

9 (1) The information technology advisory committee shall be composed of
10 the county executive, one councilmember appointed by the chairperson of the
11 council, sheriff, prosecuting attorney, assessor, auditor, treasurer, clerk, one
12 superior court judge appointed by the presiding judge of the superior court, and
13 one district court judge appointed by the presiding judge of the district court. The
14 directors of the departments of finance and public works shall serve as ex officio
15 members of the ITAC but shall not be entitled to vote, serve as chairperson or
16 vice-chairperson, or be counted in determining a quorum.

17 (2) The ITAC shall at least annually elect a chairperson and vice-
18 chairperson from among its members, except as provided in subsection (1).

19 (3) At the first ITAC meeting of each year, any ITAC member may
20 designate up to two county employees supervised by the member to serve as
21 alternate members of the ITAC in his or her absence. The persons designated
22 may attend ITAC meetings and exercise the same voting rights and privileges as
23 the ITAC member, except that an alternate may not serve as chairperson or vice-
24 chairperson or designate alternates.

25 (4) The director of the department shall cooperate with and assist the
26 ITAC. The department shall furnish the ITAC with any information or records that
27 are requested by the ITAC unless disclosure to the ITAC would be contrary to a
28 federal, state or local law. The ITAC shall give confidential information the same
29 level of protection that is required of the department,

30 (5) Decisions and recommendations of the ITAC shall be made by simple
31 majority vote with each office having one vote, except as provided in subsection
32 (1). Members who dissent from an ITAC decision or recommendation that is
33 communicated to the county executive, council, or a county department other
34 than the department may include a minority report with the decision or
35 recommendation.

36 (6) Six members of the ITAC shall constitute a quorum, except as
37 provided in subsection (1).
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2 Section 13. A new section is added to Chapter 2.350 of the Snohomish County
3 Code to read:
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5 **2.350.140 ITAC charter or bylaws.**

6 The ITAC shall adopt and may from time to time revise an ITAC charter or
7 bylaws. The charter or bylaws shall at a minimum address meeting schedules
8 and preparation and distribution of agendas. The charter or bylaws may provide
9 for ITAC subcommittees and technical work groups. The ITAC shall meet not
10 less than once per quarter.
11

12 Section 14. Snohomish County Code Section 2.350.200, adopted by Ordinance
13 No. 88-026 on April 27, 1988, is amended to read:
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15 **2.350.200 ((Charges))Rates and charges.**

16 (1) To promote equity and transparency in the allocation of costs
17 associated with the delivery of information services among county departments,
18 the department shall at least once every five years and at such other times as
19 determined by the ITAC provide a presentation to the ITAC of the current cost
20 allocation model and any changes then proposed by the county executive or
21 council. The presentation shall describe the criteria used to allocate costs
22 among county departments in the preceding fiscal year or biennium and any
23 fiscal impacts of the proposed changes, and of any changes proposed by the
24 ITAC, in the next fiscal year or biennium.

25 (2) ~~((A billing rate plan shall be developed for a one-year period to~~
26 ~~coincide with the budgeting process. The county department rate plan and any~~
27 ~~adjustments to rates shall approved by the executive.))~~ The budget for any fiscal
28 year or biennium adopted pursuant to chapter 4.26 SCC shall allocate costs for
29 information services among county departments in accordance with the most
30 recent cost allocation model approved by the county council. An approved cost
31 allocation model shall take effect as directed by the council and remain in effect
32 until rescinded or replaced. Council approval of a cost allocation model is an
33 administrative act and may be taken by motion.

34 (3) Charges for information services provided to public agencies will be
35 negotiated by the department and approved by the executive and council through
36 contracts with those public agencies. The director is authorized to establish and
37 change as appropriate a table of charges for services provided for on demand
38 services to cash-on-delivery customers, which charges shall be based upon
39 actual cost of providing the service or as authorized by law.
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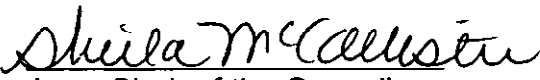
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2 Section 15. **Effective date.** This ordinance shall take effect as provided in SCC
3 2.48.126, provided that the Department of Information Services shall have until June 1,
4 2011, to publish the information services catalog required by SCC 2.350.075. The cost
5 allocation model used to develop the 2011 annual budget shall remain in effect until a
6 new cost allocation model is approved by the County Council pursuant to SCC
7 2.350.200.
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9 PASSED this 16th day of February, 2011.

10
11 SNOHOMISH COUNTY COUNCIL
12 Snohomish County, Washington

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14 
15 Chairperson
16

17 ATTEST:

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20 Asst. Clerk of the Council
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22 ☒ APPROVED

23
24 ☐ EMERGENCY

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26 ☐ VETOED
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28 DATE: 2/18/11

29
30 
31 County Executive

32 GARY HAAKENSEN
33 Deputy County Executive

34 ATTEST:

35 
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37 Approved as to form only:
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39
40 Deputy Prosecuting Attorney
41

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