

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

EMERGENCY ORDINANCE NO. 13-016

RELATING TO ORGANIZATION OF THE EXECUTIVE BRANCH, PLACING THE  
DEPARTMENT OF INFORMATION SERVICES UNDER THE SUPERVISION OF THE  
OFFICE OF THE COUNTY AUDITOR; AMENDING CHAPTER 2.350 SCC,  
DECLARING AN EMERGENCY AND PROVIDING FOR AN IMMEDIATE EFFECTIVE  
DATE

WHEREAS, the Snohomish County Charter authorizes the County Council to  
establish by ordinance executive departments and to establish their powers and  
responsibilities; and

WHEREAS, the Department of Information Services is the repository for all  
electronic county records; and

WHEREAS, the County Council has determined that the best interests of the  
County and public would be served by removing the Department of Information Services  
from the supervision of the County Executive and placing it under the supervision of the  
County Auditor; and

WHEREAS, this ordinance establishes the Department of Information Services  
within the Auditor's office and under the supervision of the County Auditor; and

WHEREAS, the County Council finds immediate action is necessary in order to  
maintain the integrity of public records; and

WHEREAS, the County Council has determined that it is necessary for the  
support of county government and its existing institutions as well as necessary for the  
immediate preservation of the public peace, health or safety to immediately locate the  
Department of Information Services under the County Auditor;

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Snohomish County Code Chapter 2.350, last amended by Amended  
Ordinance No. 11-004 on February 16, 2011, is amended to read:

**Chapter 2.350**  
**DEPARTMENT OF INFORMATION SERVICES**

EMERGENCY ORDINANCE NO. 13-016  
RELATING TO ORGANIZATION OF THE EXECUTIVE BRANCH, PLACING THE DEPARTMENT OF  
INFORMATION SERVICES UNDER THE SUPERVISION OF THE OFFICE OF THE COUNTY AUDITOR; ETC. . .

1  
2       **2.350.010 Purpose.**  
3

4       The purpose of this chapter is to establish and set forth the authority and functions of  
5 the department of information services and to provide for an advisory committee to  
6 advise the department, auditor, county executive, and county council in the  
7 prioritization, development, and delivery of information services.  
8

9       **2.350.020 Definitions.**  
10

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

- 13       (1) "Council" means the Snohomish county council;  
14       (2) "Executive" means the Snohomish county executive;  
15       (3) "Department" means the department of information services;  
16       (4) "Director" means the director of the department of information services;  
17       (5) "Information processing" means the electronic capture, collection, storage,  
18 manipulation, transmission, retrieval, and presentation of information in the form of data,  
19 text, voice, or image and includes telecommunications and office automation functions;  
20       (6) "Information services" means information processing, telecommunications, and  
21 office automation;  
22       (7) "Equipment" means the machines, devices, and transmission facilities used in  
23 information processing, telecommunications, and office automation;  
24       (8) "Proprietary software" means that software offered for sale or license;  
25       (9) "Telecommunications" means the transmission of information by wire, radio,  
26 optical cable, electromagnetic, or other means;  
27       (10) "Backbone network" means the shared high-density portions of the county's  
28 voice/data telecommunications transmission facilities. It includes specially conditioned  
29 high-speed communication carrier lines, modems, multiplexors, switches associated  
30 with such communications lines, and any equipment and software components  
31 necessary for management and control of the backbone network;  
32       (11) "Purchased services" means services provided by a vendor to accomplish  
33 routine, continuing and necessary functions. This term includes, but is not limited to,  
34 services acquired for equipment maintenance and repair, operation of a physical plant,  
35 security, computer hardware and software installation and maintenance, data entry,  
36 keypunch services, programming services, training, consulting services and computer  
37 time-sharing;  
38       (12) "Support services" are defined but not limited to the following:  
39       (a) Copy and printing services that provide centralized photo copying and printing  
40 services for Snohomish county customers; and  
41       (b) "Mail service for Snohomish county customers; and  
42       (c) "Micrographic records management services that assist Snohomish county  
43 customers to provide for the proper control, production, disposition and retrieval of  
44 public records and reports in accordance with state archiving statutes. These

1 services include surveying of records and planning for the conversion to microfilm,  
2 developing and enforcing standards for equipment and filming to assure acceptable  
3 film quality, the elimination or reduction of reports, replacing computer-printed  
4 reports with computer-generated microfilm reports, and development of long-term  
5 management policies and procedures for records management;

6 (13) "Public agencies" means all state, municipal and quasi-municipal corporations  
7 and political subdivisions, and all agencies of such corporations and subdivisions  
8 authorized to contract separately and/or defined in RCW 39.34.020 of the interlocal  
9 cooperation act;

10 (14) "County department" means any Snohomish county office, executive  
11 department, court, board, commission or other organizational unit of the county;

12 (15) "Cash-on-delivery customer" means any person, business or other group not  
13 defined in this chapter.

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

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

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

19 (19) "Routine project" means:

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

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

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

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

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

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

32 (20) "Auditor" means the Snohomish county auditor.  
33

### 34 **2.350.025 Department of information services created.**

35  
36 The department of information services is hereby created. Supervision of the  
37 department is the responsibility of the county auditor.  
38

### 39 **2.350.030 Authority and functions.**

40  
41 The department shall provide for the planning, management, control, operation and  
42 use of information services, backbone network, telecommunications, information  
43 processing, equipment, purchased services and proprietary software. The department  
44 shall provide administration of centralized support services for the county and may  
45 include, in addition, such procedures as will generally promote more efficient

1 management and utilization of such services. The department's functions and  
2 responsibilities shall include the following functional areas:

3 (1) Management and operation of the county's centralized information systems and  
4 equipment and as appropriate the distributed network;

5 (2) Management and administration of the telecommunication system for county  
6 departments;

7 (3) Management and operation of support services for county departments;

8 (4) Review of equipment, proprietary software and purchased services acquisitions  
9 from outside sources by county departments;

10 (5) Provide for information services, information processing, proprietary software and  
11 purchased services as appropriate to county departments, public agencies and cash-  
12 on-delivery customers;

13 (6) Performing other functions and executing such other powers as may be  
14 prescribed by ordinance or as otherwise delegated (~~by the executive~~);

15 (7) The department's authority shall not extend to systems mandated, supplied,  
16 controlled and supported by the federal government or a public agency, except where  
17 there is a potential interface to department managed equipment, in which case the  
18 department shall be consulted in a timely manner.

#### 19 20 **2.350.040 Appointment of the director.**

21  
22 The director shall be appointed by the ((executive)) auditor with the advice and  
23 consent of a majority of the council. The director shall serve at the pleasure of the  
24 ((executive)) auditor and shall be subject to the county exempt personnel system. The  
25 ((executive )) auditor shall at least annually solicit comments from each member of the  
26 ITAC regarding the director's performance, which comments shall be summarized and  
27 addressed in the ((executive )) auditor's annual evaluation of the director under SCC  
28 3.69.040.

#### 29 30 **2.350.060 Rule making authority.**

31  
32 The director with the concurrence of the ((executive)) auditor is authorized to  
33 adopt such rules and regulations as may be necessary to carry out the provisions of this  
34 chapter consistent with applicable laws. The director shall provide the ITAC with a  
35 reasonable opportunity to review and comment on all rules and regulations prior to their  
36 adoption.

#### 37 38 **2.350.070 Information services plan.**

39  
40 (1) The director shall prepare and submit a 36-month information services plan to  
41 the ((executive)) auditor which plan shall be submitted to the council with the annual  
42 budget estimates provided for in SCC 4.26.030. This plan should include any elements  
43 recommended by the ITAC, provided that it must contain the following:

44 (a) A "state of information technology" element that describes the county's  
45 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 4.66.010 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))~~ auditor with the annual budget estimates provided for in SCC 4.26.030. It shall cover the period from January 1 of the next fiscal year and the ensuing 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))~~ auditor shall notify the director of any changes that 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))~~ auditor 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))~~ auditor, 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.

### **2.350.090 Review procedures.**

For efficient operation of the county's business, the director shall review and approve or disapprove such requests and contracts in a timely manner. The director

1 may develop, following review and comment by the ITAC and subject to the  
2 concurrence of the ((executive)) auditor, required equipment, systems, programs and  
3 services standards and, in connection therewith, develop multi-departmental equipment,  
4 systems, programs and service request in single contracts. The director's decisions  
5 should be documented when appropriate to explain the factors determining the  
6 decision. Documentation when possible or necessary should include considerations  
7 such as comparative cost data and the ability of the department to respond to the  
8 specifics of user's request.

#### 10 **2.350.100 Appealing decisions of the director.**

12 If a county department disagrees with the decision of the director and they still  
13 wish to pursue their action, they may appeal the director's decision to the ((executive))  
14 auditor. They should submit their original request, with the director's written response  
15 and their counter response to the ((executive)) auditor. The ((executive)) auditor may  
16 uphold or override the decision of the director.

#### 18 **2.350.120 ITAC authority and functions.**

20 (1) The information technology advisory committee shall advise the department,  
21 auditor, county executive, and county council regarding the development and delivery of  
22 information services to county departments, including review and comment on cost  
23 allocation, information service policy, plans, and objectives, and system deployment,  
24 operation, and maintenance, and other matters as determined by the ITAC.

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

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

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

32 (5) Any county department may submit complaints relating to the development of  
33 delivery of information services to the ITAC through the chairperson of the ITAC. The  
34 ITAC may consider such complaints and recommend remedial action. The department  
35 shall respond and provide information relating to complaints as requested by the ITAC.

#### 37 **2.350.130 ITAC membership.**

39 (1) The information technology advisory committee shall be composed of the  
40 county executive, one councilmember appointed by the chairperson of the council,  
41 sheriff, prosecuting attorney, assessor, auditor, treasurer, clerk, one superior court  
42 judge appointed by the presiding judge of the superior court, and one district court judge  
43 appointed by the presiding judge of the district court. The directors of the departments  
44 of finance and public works shall serve as ex officio members of the ITAC but shall not

1 be entitled to vote, serve as chairperson or vice-chairperson, or be counted in  
2 determining a quorum.

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

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

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

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

20 (6) Six members of the ITAC shall constitute a quorum, except as provided in  
21 subsection (1).

## 22 23 **2.350.200 Rates and charges.** 24

25 (1) To promote equity and transparency in the allocation of costs associated with  
26 the delivery of information services among county departments, the department shall at  
27 least once every five years and at such other times as determined by the ITAC provide  
28 a presentation to the ITAC of the current cost allocation model and any changes then  
29 proposed by the county (~~(executive))~~ auditor or council. The presentation shall describe  
30 the criteria used to allocate costs among county departments in the preceding fiscal  
31 year or biennium and any fiscal impacts of the proposed changes, and of any changes  
32 proposed by the ITAC, in the next fiscal year or biennium.

33 (2) The budget for any fiscal year or biennium adopted pursuant to chapter 4.26  
34 SCC shall allocate costs for information services among county departments in  
35 accordance with the most recent cost allocation model approved by the county council.  
36 An approved cost allocation model shall take effect as directed by the council and  
37 remain in effect until rescinded or replaced. Council approval of a cost allocation model  
38 is an administrative act and may be taken by motion.

39 (3) Charges for information services provided to public agencies will be  
40 negotiated by the department and approved by the executive and council through  
41 contracts with those public agencies. The director is authorized to establish and change  
42 as appropriate a table of charges for services provided for on demand services to cash-  
43 on-delivery customers, which charges shall be based upon actual cost of providing the  
44 service or as authorized by law.  
45

1  
2 Section 2. Findings and effective date. The county council finds as a fact that  
3 this ordinance is necessary for the support of Snohomish county and its existing  
4 institutions as well as necessary for the immediate preservation of the public peace,  
5 health or safety to immediately transfer the supervision and control of the department of  
6 information services to the county auditor to best preserve, protect and safeguard the  
7 integrity of the county's records. Based on the foregoing, the county council declares  
8 that an emergency exists and that this ordinance shall take effect immediately.  
9

10 Section 3. Transfer of budgeted funds. The appropriations for the department of  
11 information services in the 2013 budget are hereby transferred to the county auditor  
12 department as of the effective date of this ordinance as follows:  
13 :

14 Fund 315,  
15 Programs 402 through 882;  
16 Fund 505,  
17 Program 860  
18 Program 861  
19 Program 870  
20 Program 880  
21 Program 881  
22 Program 882  
23 Program 888  
24 Program 890  
25 Program 891  
26

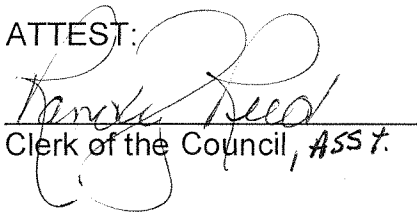
27 Section 4. Sunset. This ordinance is repealed effective February 20, 2015, or as  
28 otherwise amended by the county council.  
29

30  
31 PASSED this 20 day of February, 2013.  
32

33 SNOHOMISH COUNTY COUNCIL  
34 Snohomish County, Washington

35  
36  
37   
Chairperson

38  
39 ATTEST:

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41 Clerk of the Council, *Asst.*  
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( ) APPROVED

(☒) EMERGENCY

( ) VETOED

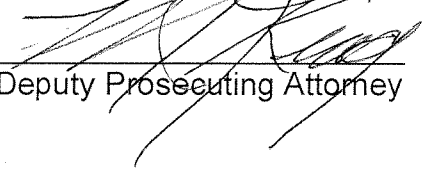
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\_\_\_\_\_  
County Executive

ATTEST:

\_\_\_\_\_

Approved as to form only:

  
\_\_\_\_\_  
Deputy Prosecuting Attorney

