

Adopted: 06/22/16
Effective: 07/03/16

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

ORDINANCE NO. 16-040

RELATING TO THE DEPARTMENT OF INFORMATION SERVICES; REVISING THE
AUTHORITY AND FUNCTIONS OF THE DEPARTMENT AND AMENDING
CHAPTERS 2.350, 3.04, 4.114, AND 4.65 SCC

NOW, THEREFORE, BE IT ORDAINED:

Section 1. The title of Snohomish County Code Chapter 2.350, adopted by Ordinance No. 88-026 on April 27, 1988 is amended to read:

Chapter 2.350
DEPARTMENT OF INFORMATION ~~((SERVICES))~~TECHNOLOGY

Section 2. Snohomish County Code Chapter 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))~~technology and to provide for ~~((an advisory committee))~~technology governance to advise the department, county executive, and county council in the prioritization, development, and delivery of information services.

Section 3. Snohomish County Code Chapter 2.350.015, adopted by Ordinance No. 88-026 on April 27, 1988 is amended to read:

2.350.015 Legislative intent.

The department shall ~~((provide coordinated))~~perform planning and management of county information and technology 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))~~communication networks, departmental ~~((minicomputers))~~applications, and ~~((microcomputers))~~computer systems. It is the intent of this chapter that:

- 1 (1) Information be shared and administered in a coordinated manner, except when
2 prevented by county department responsibilities for security, privacy, or
3 confidentiality; and
4
- 5 (2) Resources be used in the most efficient manner; and
6
- 7 (3) A structure be created (a) to plan and manage telecommunications and
8 computing network, (b) to increase agencies' awareness of information
9 sharing opportunities, and (c) to ~~((assist))~~support and serve agencies
10 ~~((in))~~by implementing such possibilities; and
11
- 12 (4) The acquisition of equipment, proprietary software, and related services be
13 ~~((coordinated))~~evaluated and reviewed to ~~((insure))~~ensure conformity with county
14 standards; and
15
- 16 (5) The county improve recruitment, training, and retention of professional staff; and
17
- 18 (6) Plans, proposals, and acquisitions for information services be reviewed from a
19 technical, financial and management perspective as part of the budget process;
20 and
21
- 22 (7) County elected officials be given meaningful opportunities to contribute to the
23 prioritization, development, and delivery of information services to county
24 departments.
25

26 Section 4. Snohomish County Code Chapter 2.350.020, adopted by
27 Ordinance No. 88-026 on April 27, 1988 is amended to read:
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29 **2.350.020 Definitions.**
30

31 The following definitions shall apply to terms used in this chapter, unless the
32 context indicates otherwise:
33

- 34 (1) "Council" means the Snohomish county council;
35
- 36 (2) "Executive" means the Snohomish county executive;
37
- 38 (3) "Department" means the department of information ~~((services))~~technology;
39
- 40 (4) "Director and county chief information officer" means the director of the
41 department of information ~~((services))~~technology;
42
- 43 (5) "Information processing" means the electronic capture, collection, storage,
44 manipulation, transmission, retrieval, and presentation of information in the
45 form of data, text, voice, or image and includes telecommunications and office
automation functions;

1
2 (6) "Information services" means information processing, software operation,
3 telecommunications, and office automation;

4
5 (7) "Equipment" means the machines, devices, and transmission facilities used in
6 information processing, software operation, telecommunications, networking, and
7 office automation;

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

10 (9) "Telecommunications" means the transmission of information by wire,
11 radio, optical cable, electromagnetic, or other means;

12
13 (10) "Backbone network" means the shared high-density portions of the county's
14 voice/data telecommunications transmission facilities. It includes specially
15 conditioned high-speed communication carrier lines, modems, multiplexors,
16 switches associated with such communications lines, and any equipment and
17 software components necessary for management and control of the backbone
18 network;

19
20 (11) "Purchased services" means services provided by a vendor to accomplish
21 routine, continuing and necessary functions. This term includes, but is not
22 limited to, services acquired for equipment maintenance and repair, operation
23 of a physical plant, security, computer hardware and software installation and
24 maintenance, data entry, ~~((keypunch services,))~~ programming services, training,
25 consulting services and computer time-sharing;

26
27 (12) "Support services" are defined but not limited to the following:

28
29 (a) Copy and printing services that provide centralized photo
30 copying and printing services for Snohomish county customers;
31 and

32 (b) Mail service for Snohomish county customers; and

33 (c) Micrographic and digital scanning records management services
34 that assist Snohomish county customers to provide for the
35 proper control, production, disposition and retrieval of public
36 records and reports in accordance with state archiving statutes.
37 These services include surveying of records~~((and))~~, planning
38 for the conversion to ~~((microfilm))~~ digital formats, developing and
39 enforcing standards for equipment ~~((and filming))~~, scanning to
40 assure acceptable ~~((film))~~ quality, ~~((the elimination or reduction~~
41 ~~of))~~ eliminating or reducing reports, replacing computer-printed
42 reports with computer-generated ~~((microfilm))~~ digital reports, and
43 ~~((development of))~~ developing long-term management policies
44 and procedures for records management;

1
2 (13) "Public agencies" means all state, municipal and quasi-municipal
3 corporations and political subdivisions, and all agencies of such corporations
4 and subdivisions authorized to contract separately and/or defined in RCW
5 39.34.020 of the interlocal cooperation act;

6
7 (14) "County department" means any Snohomish county office, executive
8 department, court, board, commission or other organizational unit of the
9 county;

10 (15) "Cash-on-delivery customer" means any person, business or other group
11 not defined in this chapter;

12
13 (16) "Information services plan" means a plan adopted pursuant to SCC
14 2.350.070;

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

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

20
21 (19) "Routine project" means:

- 22
23 (a) incident or problem management intended to repair or restore an existing
24 and previously deployed technology system;
- 25 (b) operation or maintenance of an existing and previously deployed
26 technology system within its specifications; or
- 27 (c) any other service listed in an information services catalog adopted
28 pursuant to SCC 2.350.075 that:
- 29 (i) costs less than \$50,000 and requires less than ~~((40))~~100 hours of
30 staff time to deploy,
 - 31 (ii) costs less than ~~((5,000))~~\$10,000 and requires less than 20 hours
32 of staff time to maintain in any single year, and
 - 33 (iii) implements a new ~~((business))~~practice or policy that has been
34 presented to and reviewed by the ITAC.
- 35

36 Section 5. Snohomish County Code Chapter 2.350.025, adopted by Ordinance
37 No. 88-026 on April 27, 1988 is amended to read:

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39 **2.350.025 Department of information ~~((services))~~technology created.**

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41 The department of information ~~((services))~~technology is hereby created.

42
43 Section 6. Snohomish County Code Chapter 2.350.030, adopted by Ordinance
44 No. 88-026 on April 27, 1988 is amended to read:

ORDINANCE NO. 16-040
RELATING TO THE DEPARTMENT OF INFORMATION SERVICES
REVISING THE AUTHORITY AND FUNCTIONS OF THE DEPARTMENT
AND AMENDING CHAPTERS 2.350, 3.04, 4.114, AND 4.65 SCC

1
2 **2.350.030 Authority and functions.**
3

4 The department shall provide for the planning, management, control, security,
5 operation and use of information services, backbone network,
6 telecommunications, information processing, equipment, data, computer
7 workstations, connected devices, purchased services, and proprietary
8 software. The department shall provide administration and management of
9 centralized support services for the county and may include, in addition, such
10 procedures as will generally promote more efficient management and
11 utilization of such services. The department's functions and responsibilities
12 shall include the following functional areas:
13

- 14 (1) Management and operation of the county's ~~((centralized))~~ information systems
15 and equipment ~~((and as appropriate the distributed network));~~
16 (2) Management and administration of the IP network, distributed network(s), and
17 telecommunication system ~~((for county departments));~~
18 (3) Management and operation of computer workstations, connected devices,
19 and related support services for the county ~~((departments));~~
20 (4) Management and administration of the security of information services,
21 equipment, data, and networks;
22 ~~((4))~~ (5) ~~((Review))~~ In partnership with county departments and the county
23 purchasing division, procurement of equipment, proprietary software and
24 purchased services acquisitions from outside sources by the
25 county ~~((departments));~~
26 ~~((5))~~ (6) Provide for information services, information processing, proprietary
27 software and purchased services as appropriate to county departments,
28 public agencies and cash-on-delivery customers;
29 ~~((6))~~ (7) Performing other functions and executing such other powers as may be
30 prescribed by ordinance or delegated by the executive;
31 ~~((7))~~ (8) The department's authority shall not extend to systems mandated,
32 supplied, controlled, and supported by the federal or state government or a
33 public agency, except where there is a potential interface to department
34 managed equipment, in which case the department shall be consulted in a
35 timely manner.
36

37 Section 7. Snohomish County Code Chapter 2.350.040, adopted by Ordinance
38 No. 88-026 on April 27, 1988 is amended to read:
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40 **2.350.040 Appointment of the director.**
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42 The director and county chief information officer shall be appointed by the
43 executive with the advice and consent of a majority of the council. The director
44 shall serve at the pleasure of the executive and shall be subject to the county

1 exempt personnel system. The executive shall at least annually solicit comments
2 from ~~((each member of the ITAG))~~other department directors and agency elected
3 officials regarding the director's performance, which comments shall be
4 summarized and addressed in the executive's annual evaluation of the director
5 under SCC 3.69.040.

6
7 Section 8. Snohomish County Code Chapter 3.04.016 adopted by Ordinance No
8 88-026 on April 27, 1988 is amended to read:

9
10 **3.04.016 Contracts for information equipment and services.**

11
12 Purchases and contracts for information processing~~((and information services)),~~
13 technology, equipment, proprietary software and purchased services shall be
14 reviewed and approved by the department of information ~~((services))~~technology
15 in accordance with the provisions of chapter 2.350 SCC.

16
17 Section 9. Snohomish County Code Chapter 4.114.020 adopted by Amended
18 Ordinance No 89-142 on November 13, 1989 is amended to read:

19
20 **4.114.020 Sources of resources.**

21
22 The information services fund shall contain resources from the collection of
23 charges to other funds and other financial resources of the department of
24 information ~~((services))~~technology except those accounted for in the data
25 processing capital improvement fund (315) created pursuant to chapter 4.66
26 SCC.

27
28 Section 10. Snohomish County Code Chapter 4.114.030 adopted by Amended
29 Ordinance No 89-142 on November 13, 1989 is amended to read:

30
31 **4.114.030 Administration of fund**

32
33 The director of the department of information ~~((services))~~technology or his or her
34 designee shall administer the information services fund within the financial
35 management system provided for in chapter 2.100 SCC, and shall serve as the
36 fund manager. The fund manager shall have the duties set out in SCC 4.05.050.

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39 Section 11. Snohomish County Code Chapter 4.65.040 adopted by Amended
40 Ordinance No 89-142 on November 13, 1989 is amended to read:

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42 **4.65.040 Operation of the fund.**

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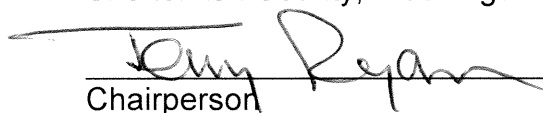
- (1) Year end current expense fund balance in excess of that anticipated will be available for transfer by the county council to the cumulative reserve fund for information technology projects.
- (2) The county executive shall make an annual recommendation to the county council regarding the amount available for transfer, based on a report prepared by the director of finance. The director's report will be prepared after the current expense fund has been closed and audited by the state examiner and will include an analysis of fund balance as it relates to fund balance goals.
- (3) The financial resources in the information technology fund may accumulate from year to year until such time as the council by ordinance appropriates all or part of the resources in the fund for the purposes specified in SCC 4.65.020.
- (4) The director of information (~~services~~)technology shall prepare annual budget estimates for the information technology fund as provided in SCC 4.26.030. The budget will identify the project phases to be funded and the approximate amount for each executive's annual budget.

Section 12. Effective Date. This ordinance takes effect 10 days after it is signed by the county executive or otherwise enacted

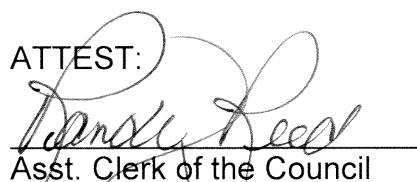
Section 13. Severability. If any provision of this ordinance or its application or circumstances is held invalid, the remainder of this ordinance and the application of its provisions to other persons or circumstances shall not be affected.

PASSED this 22nd day of June, 2016.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington


Chairperson

ATTEST:

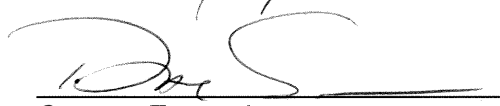

Asst. Clerk of the Council

APPROVED
 EMERGENCY

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DATE: 6/23/16



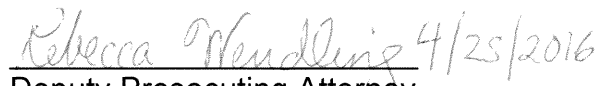
County Executive

ATTEST:



Corn E. Palmer

Approved as to form only:



Deputy Prosecuting Attorney

D.24