

Adopted: 10-19-16
Effective: 11-10-16

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

ORDINANCE NO. 16-079

RELATING TO THE DEPARTMENT OF INFORMATION TECHNOLOGY;
AMENDING CHAPTER 2.350 SCC

BE IT ORDAINED:

Section 1. Snohomish County Code Section 2.350.020, last amended by Amended Ordinance No. 16-040 on June 22, 2016 is amended to read:

2.350.020 Definitions.

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

- (1) "Council" means the Snohomish county council;
- (2) "Executive" means the Snohomish county executive;
- (3) "Department" means the department of information technology;
- (4) "Director and county chief information officer" means the director of the department of information technology;
- (5) "Information processing" means the electronic capture, collection, storage, manipulation, transmission, retrieval, and presentation of information in the form of data, text, voice, or image and includes telecommunications and office automation functions;
- (6) "Information services" means information processing, software operation, telecommunications, and office automation;
- (7) "Equipment" means the machines, devices, and transmission facilities used in information processing, software operation, telecommunications, networking, and office automation;
- (8) "Proprietary software" means that software offered for sale or license;

- 1 (9) "Telecommunications" means the transmission of information by wire, radio, optical
2 cable, electromagnetic, or other means;
- 3 (10) "Backbone network" means the shared high-density portions of the county's
4 voice/data telecommunications transmission facilities. It includes specially
5 conditioned high-speed communication carrier lines, modems, multiplexors, switches
6 associated with such communications lines, and any equipment and software
7 components necessary for management and control of the backbone network;
- 8 (11) "Purchased services" means services provided by a vendor to accomplish
9 routine, continuing and necessary functions. This term includes, but is not limited to,
10 services acquired for equipment maintenance and repair, operation of a physical
11 plant, security, computer hardware and software installation and maintenance, data
12 entry, programming services, training, consulting services and computer time-
13 sharing;
- 14 (12) "Support services" are defined but not limited to the following:
- 15 (a) Copy and printing services that provide centralized photo
16 copying and printing services for Snohomish county customers;
17 and
 - 18 (b) Mail service for Snohomish county customers; and
 - 19 (c) Micrographic and digital scanning records management
20 services that assist Snohomish county customers to provide for
21 the proper control, production, disposition and retrieval of
22 public records and reports in accordance with state archiving
23 statutes. These services include surveying of records, planning
24 for the conversion to digital formats, developing and enforcing
25 standards for equipment, scanning to assure acceptable
26 quality, eliminating or reducing reports, replacing computer-
27 printed reports with computer-generated digital reports, and
28 developing long-term management policies and procedures for
29 records management;
- 30 (13) "Public agencies" means all state, municipal and quasi-municipal corporations
31 and political subdivisions, and all agencies of such corporations and subdivisions
32 authorized to contract separately and/or defined in RCW 39.34.020 of the interlocal
33 cooperation act;

- 1 (14) "County department" means any Snohomish county office, executive department,
2 court, board, commission or other organizational unit of the county;
- 3 (15) "Cash-on-delivery customer" means any person, business or other group not
4 defined in this chapter;
- 5 (16) "Information services plan" means a plan adopted pursuant to SCC 2.350.070;
- 6 (17) "Information technology (~~advisory committee~~)strategy advisory board" or
7 "~~((ITAG))SAB~~" means the committee created by SCC 2.350.110;
- 8 (18) "Non-routine project" means an information service that is not a "routine project";
- 9 (19) "Routine project" means:
- 10 (a) incident or problem management intended to repair or restore an
11 existing and previously deployed technology system;
- 12 (b) operation or maintenance of an existing and previously deployed
13 technology system within its specifications; or
- 14 (c) any other service listed in an information services catalog
15 adopted pursuant to SCC 2.350.075 that:
- 16 (i) costs less than \$50,000 and requires less than 100 hours of staff
17 time to deploy,
- 18 (ii) costs less than \$10,000 and requires less than 20 hours of staff
19 time to maintain in any single year, and
- 20 (iii) implements a new practice or policy that has been presented to
21 and reviewed by the ~~((ITAG))~~ BAC.
- 22 (20) "Strategic technology plan" means a plan adopted pursuant to SCC 2.350.065;
- 23 (21) "Business advisory committee" or "BAC" means the committee created by SCC
24 2.350.140;
- 25 (22) "Project oversight committee" or "POC" means the committee created by SCC
26 2.350.170

27
28
29
30
31
32
33

Section 2. Snohomish County Code Section 2.350.060, last amended by Amended Ordinance No. 11-004 on February 16, 2011, is amended to read:

1 **2.350.060 Rule making authority.**

2
3 The director with the concurrence of the executive is authorized to adopt such rules and
4 regulations as may be necessary to carry out the provisions of this chapter consistent
5 with applicable laws. The director shall provide the ((ITAC))BAC with a reasonable
6 opportunity to review and comment on all rules and regulations prior to their adoption.
7

8 Section 3. A new section is added to Chapter 2.350 of the Snohomish County
9 Code to read:

10
11 **2.350.065 Strategic technology plan.**

12
13 Beginning in 2017 and every three years thereafter, the director shall prepare and
14 submit a strategic technology plan to the executive, which the executive shall submit to
15 the council. The strategic technology plan will address the overall technology and
16 information management strategy for the county covering a 36-month period and align
17 such strategy to the business and service goals, strategies, objectives, and plans of the
18 county and its departments. Prior to submitting the plan to the executive, the director
19 shall submit the plan to the SAB for review. The plan must contain the following:

20 (a) a definition of strategic areas, explaining the current state of information
21 technology at the County and the opportunities to be facilitated by the
22 strategic technology plan;

23 (b) for each strategic area, a set of strategic objectives with descriptions and
24 desired outcomes; and

25 (c) for each strategic objective, the intended approach to achieve the
26 desired outcomes.

27
28 Section 4. Snohomish County Code Section 2.350.070, last amended by
29 Amended Ordinance No. 11-004 on February 16, 2011, is amended to read:

30
31 **2.350.070 Information services plan.**

32
33 (1) The director shall prepare and submit ~~((a 36-month))~~an annual information services
34 plan to the executive which ~~((plan))~~ shall be submitted to the council with the annual
35 budget estimates provided for in SCC 4.26.030. This plan ~~((should include any elements~~
36 ~~recommended by the ITAC, provided that it))~~ must contain the following:

1 (a) A "state of information technology" element that describes the county's
2 current information technology environment, including the strengths,
3 weaknesses, opportunities, and challenges of county information
4 technology and services; identifies objectives for the next fiscal year or
5 biennium; and evaluates whether strategic objectives identified in the ~~((prior~~
6 ~~36-month information services))strategic technology plan ~~((were))are being~~
7 achieved;~~

8 (b) A "status of IT projects" element that includes the scope, schedule,
9 budget, priority, and status for each non-routine project that was listed in the
10 prior ~~((36-month))annual~~ information services plan and not completed, or
11 ~~((is listed in the current 36-month information services plan))is scheduled to~~
12 commence during the next 12-month period;

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

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

17 (i) five-year financial projections for the information services fund (fund
18 505) created by SCC 4.114.010 and the data processing capital
19 improvement fund (fund 315) created by SCC 4.66.010 in the standard
20 county five-year projection format, updated as of May 1st; and

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

27 (2) The information services plan shall be submitted to the executive with the annual
28 budget estimates provided for in SCC 4.26.030. It shall cover the period from January
29 1st of the next fiscal year and the ensuing ~~((36))12~~-month period. ~~((It is anticipated that~~

1 the))The priorities in the plan may be changed during the budget preparation process.
2 Upon adoption of the budget the executive shall notify the director of any changes that
3 must be made to the plan to be consistent with the adopted budget, and the
4 appropriations that will be available to support the plan. (~~During the fiscal year or~~
5 ~~biennium and after consultation with the ITAC the director is authorized to accept or to~~
6 ~~initiate requests to modify the information services plan by adding, changing, or deleting~~
7 ~~projects and/or priorities to the extent required by the adopted budget.))The director
8 shall publish a record of such changes with appropriate supporting documentation and
9 shall furnish to the executive, council and all affected county departments a copy
10 thereof.~~

11 (3) Prior to submitting the information services plan to the county executive (~~or ITAG~~)
12 pursuant to this section, the director shall solicit input on the plan from (~~all county~~
13 ~~departments~~)the BAC. By (~~March 31st~~)April 30th of each year the director shall
14 submit a proposed information services plan to the (~~ITAG~~)BAC for review and
15 comment. The (~~ITAG~~)BAC shall consider the proposed plan and recommend such
16 revisions or additional work as it deems appropriate. Upon submission of the plan to the
17 county executive, the director shall provide a (~~written~~)report to the (~~ITAG~~)BAC of any
18 (~~ITAG~~)recommendations that are not implemented and the reasons for not
19 implementing them.

20
21 Section 5. Snohomish County Code Section 2.350.075, last amended by
22 Amended Ordinance No. 11-004 on February 16, 2011, is amended to read:

23
24 **2.350.075 Information services catalog.**
25

26 The department shall publish, update as needed, and distribute to each county
27 department a catalog that lists the information technology services that are regularly
28 available from the department or third-party providers and the conditions, if any, that a
29 county department must satisfy to obtain each listed service. The department shall
30 provide the (~~ITAG~~)BAC with a reasonable opportunity to review and comment on the
31 information services catalog and any updates prior to their publication.

32
33

1 Section 6. Snohomish County Code Section 2.350.080, last amended by
2 Amended Ordinance No. 11-004 on February 16, 2011, is amended to read:

3
4 **2.350.080 Director to review contracts related to information services.**
5

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

22
23 Section 7. Snohomish County Code Section 2.350.090, last amended by
24 Amended Ordinance No. 11-004 on February 16, 2011, is amended to read:

25
26 **2.350.090 Review procedures.**
27

28 For efficient operation of the county's business, the director shall review and approve or
29 disapprove such requests and contracts in a timely manner. The director may develop,
30 following review and comment by the ~~((ITAC))~~BAC and subject to the concurrence of
31 the executive, required equipment, systems, programs and services standards and, in
32 connection therewith, develop multi-departmental equipment, systems, programs and
33 service requests in single contracts. The director's decisions should be documented
34 when appropriate to explain the factors determining the decision. Documentation when

1 possible or necessary should include considerations such as comparative cost data and
2 the ability of the department to respond to the specifics of user's request.

3 Section 8. Snohomish County Code Section 2.350.110, last amended by
4 Amended Ordinance No. 11-004 on February 16, 2011, is amended to read:

5
6 **2.350.110 Information Technology ((Advisory Committee (ITAC)))Strategy**
7 **Advisory Board (SAB).**
8

9 There is hereby created the information technology ((advisory committee))strategy
10 advisory board (SAB) to serve in an advisory capacity regarding the development and
11 delivery of information ((services to county departments))technology strategy and goals.

12
13 Section 9. Snohomish County Code Section 2.350.120, last amended by
14 Amended Ordinance No. 11-004 on February 16, 2011, is amended to read:

15
16 **2.350.120 ((ITAC))SAB authority and functions.**
17

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

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

28 (a) Provide information about the technology mission, goals, and strategies of
29 the county;

30 (b) Provide advice regarding emerging technology industry trends and strategies
31 relevant to Snohomish County's mission and goals;

32 (c) Provide advice in the development of technology strategies and strategic
33 objectives for information technology and services countywide;

34 (d) Discuss proposed strategies related to information technology and services;

35 (e) Review the strategic technology plan and all updates to it; and

1 (f) Review, assess, and advise the executive and the director regarding large
2 countywide information technology projects/proposals, which may include
3 evaluating the business cases for such investments and determining alignment
4 to the technology strategy.

5 (3) Staff support for the ~~((ITAC))~~SAB shall be ~~((coordinated by the ITAC chairperson~~
6 ~~using resources made available to the ITAC by its members))~~provided by the
7 department.

8 ~~((4) The ITAC may develop and propose professional service contracts necessary to~~
9 ~~assist the ITAC.~~

10 ~~(5) Any county department may submit complaints relating to the development of~~
11 ~~delivery of information services to the ITAC through the chairperson of the ITAC. The~~
12 ~~ITAC may consider such complaints and recommend remedial action. The department~~
13 ~~shall respond and provide information relating to complaints as requested by the ITAC.))~~

14
15 Section 10. Snohomish County Code Section 2.350.130, last amended by
16 Amended Ordinance No. 11-004 on February 16, 2011, is amended to read:

17
18 **2.350.130 ~~((ITAC))~~SAB membership.**
19

20 (1) The information technology ~~((advisory committee))~~ strategy advisory board shall be
21 composed of the county executive, ~~((one))~~two ~~((councilmember))~~councilmembers
22 appointed by the chairperson of the council, sheriff, prosecuting attorney, assessor,
23 auditor, treasurer, clerk, ~~((one superior court judge appointed by))~~the presiding judge of
24 the superior court, ~~((and one district court judge appointed by))~~the presiding judge of
25 the district court, up to three external advisors from the private sector to be selected by
26 the executive and the director, and up to three external advisors from the public sector
27 to be selected by the executive and the director. The directors of the departments of
28 information technology, finance and public works shall serve as ~~((ex officio))~~non-voting
29 members of the ~~((ITAC))~~SAB ~~((but))~~and shall not be ~~((entitled to vote, serve as~~
30 ~~chairperson or vice-chairperson, or be))~~ counted in determining a quorum.

1 (2) The ~~((ITAC shall at least annually elect a))~~county executive shall serve as the
2 chairperson ~~((and vice chairperson from among its members, except as provided in~~
3 ~~subsection (1) of this section))~~of the SAB.

4 (3) ~~((At the first ITAC meeting of each year, any ITAC member may designate up to two~~
5 ~~county employees supervised by the member to serve as alternate members of the~~
6 ~~ITAC in his or her absence. The persons designated may attend ITAC meetings and~~
7 ~~exercise the same voting rights and privileges as the ITAC member, except that an~~
8 ~~alternate may not serve as chairperson or vice chairperson or designate~~
9 ~~alternates.))~~External advisors will each serve a three-year term. All members of the SAB
10 including external advisors shall serve without compensation.

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

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

22 (6) ~~((Six))~~Eight voting members of the ((ITAC))SAB shall constitute a quorum~~((, except~~
23 ~~as provided in subsection (1) of this section)).~~

24
25

26 Section 11. Snohomish County Code Section 2.350.140, last amended by
27 Amended Ordinance No. 11-004 on February 16, 2011, is amended to read:

28
29
30

2.350.140 ~~((ITAC charter or bylaws))~~Business advisory committee (BAC).

1 ((The ITAC shall adopt and may from time to time revise an ITAC charter or bylaws. The
2 charter or bylaws shall at a minimum address meeting schedules and preparation and
3 distribution of agendas. The charter or bylaws may provide for ITAC subcommittees and
4 technical work groups. The ITAC shall meet not less than once per quarter.)) There is
5 hereby created the business advisory committee to serve in an advisory capacity to the
6 director regarding the development and delivery of information technology and services
7 to county departments.

8
9 Section 12. New sections are added to Chapter 2.350 of the Snohomish County
10 Code to read:

11
12 **2.350.150 BAC authority and functions.**

13 (1) The business advisory committee shall advise the department director, county
14 executive, and county council regarding the development and delivery of information
15 technology and services to county departments, including review and comment on cost
16 allocation, services, policy and rules, plans and objectives, and system deployment,
17 operation, and maintenance.

18 (2) The BAC may:

19 (a) Participate in conversations related to business practices, operations,
20 and services, specifically as those items may benefit from a shared
21 approach to technology, information, services, data, platforms, and
22 systems;

23 (b) Present and discuss the operational and business goals, strategies, and
24 objectives of departments or shared cross-functional or enterprise services,
25 for the purpose of discussing needs and requirements related to technology
26 services;

27 (c) Advise the director regarding shared approaches to information services
28 for the mutual benefit of county departments, agencies, and residents;

1 (d) Consider, discuss, and review the annual information service plan
2 created by the department, and recommend revisions or additional work as
3 it deems appropriate;

4 (e) Review and comment on revisions to the service catalog and the rate
5 and cost allocation model associated with the services;

6 (f) Evaluate, discuss, and provide input to any rules and regulations
7 proposed by the department prior to their adoption; and

8 (g) Review and comment enterprise programs and contracts presented by
9 the director.

10 (3) The BAC shall meet no less than once per quarter, and no more than once per
11 month. The BAC may establish sub-committees or work groups on either a standing or
12 ad hoc basis, provided that the director or deputy director be the chair of such
13 committees or work groups, and the results be reported back to the BAC.

14 (4) Staff support for the BAC shall be provided by the department.

15
16 **2.350.160 BAC membership.**
17

18 (1) The business advisory committee shall be composed of one representative from the
19 following departments: assessor, auditor, clerk, council, district court, prosecuting
20 attorney, sheriff, superior court, treasurer, airport, emergency management, facilities
21 management, finance, human resources, human services, information technology,
22 medical examiner, parks and recreation, planning and development services, public
23 defense, and public works.

24 (2) Each department will designate one primary and one alternate representative, each
25 of whom will be either the director, deputy director, chief of staff, finance manager, or
26 operations manager of the department or their equivalent.

27 (3) The director of information technology will be the non-member facilitator of the BAC.
28 The director will not have a vote.

1 (4) Decisions and recommendations of the BAC shall be made by simple majority vote
2 with each office having one vote.

3 (5) Ten (10) members of the BAC shall constitute a quorum.

4
5 **2.350.170 Project oversight committee (POC).**

6 There is hereby created the project oversight committee to serve in a performance
7 review capacity regarding the selection, prioritization, and delivery of non-routine
8 projects.

9 **2.350.180 POC authority and functions.**

10 (1) The project oversight committee shall provide review and quality control for the
11 timely and effective implementation of non-routine technology projects. The POC will
12 monitor projects and report status to the director. The POC will be supported in this
13 effort by department staff.

14 (2) For non-routine projects, the POC shall:

15 (a) Propose and coordinate a process for information technology project
16 initiation, including submittal and analysis of a business case;

17 (b) Develop requirements for the components of the business case, such
18 as, but not limited to, the alignment of the project to the strategic technology
19 plan, department/agency strategic business plan, program mission, and/or
20 cost-benefit analysis;

21 (c) Review the information technology project initiation request, including
22 business case analysis, to ensure that materials contain all required
23 components and are supported by documentation;

24 (d) Develop criteria for determining which information technology projects
25 (routine and non-routine) should be subject to monthly status monitoring,
26 and establish reporting requirements and procedures to facilitate
27 monitoring;

28 (e) Define the methodology to be used to evaluate project performance and
29 progress, including phase gates, deliverables, and acceptance criteria; and

1 (f) Monitor projects during implementation relying on documentation that
2 has been approved by the project's steering committee.

3 (3) Prior to performing a non-routine technology project, the department planning such
4 project shall present the non-routine project to the POC for review and comment prior to
5 any expenditure or encumbrance of county resources for such services.

6 (4) For non-routine projects that are failing to meet the criteria for progress and success,
7 the POC may assist in the recovery of the project, or escalate attention to the related
8 issues inhibiting progress. Such actions may include ordering an independent
9 quality/audit review of the project. In case where projects are experiencing significant
10 challenges, the POC may recommend the suspension or general shutdown of the
11 project in coordination with the director and the director/official sponsoring the project.

12 (5) The POC shall meet as required to perform its functions, based on the determination
13 of the members.

14 **2.350.190 POC membership.**

15 (1) The POC shall be composed of three standing members, and one appointed
16 member. The standing members shall be the deputy director of information technology,
17 the controller from the department of finance and budget, and the chief deputy auditor.
18 The appointed member will be determined by the standing members, and will serve for
19 a single two-year term.

20 (2) The deputy director of information technology shall be the chairperson of the POC.

21 (3) Decisions and recommendations of the POC shall be made by simple majority vote
22 with each member having one vote.

23 (4) Two members of the POC shall constitute a quorum.

24
25 Section 13. Snohomish County Code Section 2.350.200, last amended by
26 Amended Ordinance No. 11-004 on February 16, 2011, is amended to read:

27 **2.350.200 Rates and charges.**
28
29

1 (1) To promote equity and transparency in the allocation of costs associated with the
2 delivery of information technology and services among county departments, the
3 department shall at least once every five years and at such other times as determined
4 by the ((ITAG))BAC provide a presentation to the ((ITAG))BAC of the current cost
5 allocation model and any changes then proposed by the county executive or council.
6 The presentation shall describe the criteria used to allocate costs among county
7 departments in the preceding fiscal year or biennium and any fiscal impacts of the
8 proposed changes, and of any changes proposed ((by the ITAG,)) in the next fiscal year
9 or biennium.

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

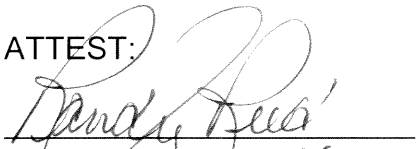
16 (3) Charges for information technology and services provided to public agencies will be
17 negotiated by the department and approved by the executive and council through
18 contracts with those public agencies. The director is authorized to establish and change
19 as appropriate a table of charges for services provided for on demand services to cash-
20 on-delivery customers, which charges shall be based upon actual cost of providing the
21 service or as authorized by law.

22
23
24 PASSED this 19th day of October, 2016.

27 SNOHOMISH COUNTY COUNCIL
28 Snohomish County, Washington

29
30 
31 Chairperson

32
33 ATTEST:

34 
35 _____
ORDINANCE NO. 16- 079
RELATING TO THE DEPARTMENT OF INFORMATION TECHNOLOGY;
AMENDING CHAPTER 2.350 SCC - 15

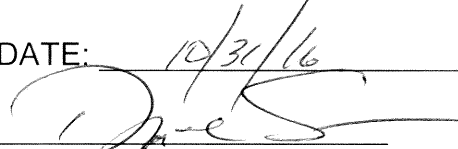
1 Clerk of the Council

2
3 APPROVED

4
5 EMERGENCY

6
7 VETOED

8
9

DATE: 10/31/16

County Executive

10
11
12
13

14 ATTEST:

15 Cara E. Palmer

16
17
18

19 Approved as to form only:

20 Rebecca Wendling 7/15/2016
21
22 Deputy Prosecuting Attorney

23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

D-2