

County Council
SNOHOMISH COUNTY, WASHINGTON



CO00029746

ORDINANCE NO.

ORDINANCE NO. 80-126
RELATING TO SYSTEM SERVICES

BE IT ORDAINED:

Section 1. Resolution establishing a Snohomish County System Services Department is repealed.

Section 2. A new chapter to the Snohomish County Code is adopted as follows:

CHAPTER 2.86
SYSTEM SERVICES

2.86.010 Definitions. (1) "System services department" means the System Services Department of Snohomish County established by this chapter.

(2) "Automatic data processing" or "ADP" means that method of processing information using mechanical or electronic machines, guides by predetermined instructions to produce information in usable form, and shall include but not be limited to electronic accounting machines, electronic data processing machines and computers.

(3) "Electronic accounting machines" or "EAM" means that method of ADP utilizing punch cards or unit record equipment.

(4) "Electronic data processing" or "EDP" means that system or systems which comprises a combination of equipment or units to provide input of source data, storage and processing of data and output in predetermined form, including a central processing unit (CPU) or main frame.

(5) "Computer" means any device that is capable of solving problems, and supplying results by accepting data and performing prescribed operations. It shall include analog or digital, general purpose or special purpose computers.

(6) "Copy" or "micro-copy" shall mean photographic, photostatic, photomechanical or other copy process.

It is the intent of this resolution that the definitions contained in subsections (2) through (6) of this section shall be construed in the broadest possible interpretation in order that new and modern equipment and methods as they become available shall be included therein.

2.86.020 System services department. The management, and operation of all data processing and computer functions shall be performed by the system services department. The administrator of the department shall be called its manager. The manager shall be appointed by the executive and confirmed by a majority of the council and may be removed by the executive. The manager shall appoint division managers and employees of the department in compliance with applicable rules of the county personnel system. The manager and employees of the department shall be bonded under the county's blanket public official's and employee's bond.

2.86.030 Functions. (1) The system services department shall implement and continuously update the comprehensive data processing use plan of the county and establish levels of service required by using agencies. Before proceeding with purchase, lease or acquisition of additional data processing equipment, the comprehensive data processing use plan shall be recommended by the advisory board to the county executive.

(2) The system services department may perform the service functions relating to accounting, record keeping, and micro-copy by the utilization of automatic data processing, computer, and micro-copy equipment.

(3) The services department shall perform any data processing or computer services requested by the various officers and departments of the county. In this connection, it is the intent of this act that the system services department be authorized to utilize equipment to the highest degree consistent with the purposes of this act and not inconsistent with constitutional powers and duties of such officers.

2.86.040 System services fund. The system services fund for the payment of all costs of conducting those services for which the department was organized and funds shall be annually budgeted therefor is hereby established. The council may make transfers into the system services fund from the current expense fund and receive other funds for such purposes from other departments and recipients of such services.

2.86.050 Charges. The council shall fix the terms and charges for services rendered by the system services department pursuant to this act, which amounts shall be credited as income to the appropriate account within the system services fund and charged on a monthly basis against the account of the recipient for whom such services were performed. Moneys derived from the activities of the system services department shall be disbursed from the system services fund by properly crediting and debiting the accounts of the user department and agencies on a monthly billable basis.

2.86.060 Advisory board.

(1) Membership. The system services advisory board shall consist of the following:

(a) The executive, or his designee;

(b) The chairman of the council, or his designee;

(c) The budget director;

(d) The manager of the system services department, who will serve as an ex-officio non-voting member.

(2) Purposes. The advisory board shall:

(a) Participate in formulating and revising, the comprehensive data processing use plan.

(b) Study the impact of data processing operation upon other entities of local government elements.

(c) Establish priorities and long range planning for conversions of various county offices and agencies to the comprehensive data processing use plan. Services performable through the system services department shall not be performed by any other office or employee without the approval of the advisory board.

(d) Keep abreast of modern data processing applications.

(e) Periodically, review results and cost effectiveness obtained for the purpose of possible revision of the comprehensive data use processing plan.

(f) Provide a monthly report to the council on the board's activities.

Dated January 5, 1981

Donald J. Britton
Chairman

ATTEST:
Ellie Snyder
Clerk of the Council

ATTEST:
Deana Leifer Jones

Willie D. Tucker
County Executive

APPROVED VETOED

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