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*for signature*

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COUNTY COUNCIL  
Snohomish County, Washington

ORDINANCE NO. 82-026

RELATING TO SYSTEM SERVICES AND THE DEPARTMENT  
OF INFORMATION SYSTEMS AND TECHNICAL SERVICES

BE IT ORDAINED:

Section 1. That ordinance No. 80-126 enacted January 5, 1981, and establishing Chapter 2.86.010 through 2.86.060 is repealed.

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

CHAPTER 2.300

DEPARTMENT OF INFORMATION SYSTEMS  
AND TECHNICAL SERVICES

Sections:

- 2.300.010 Purpose.
- 2.300.020 Definitions.
- 2.300.030 Department of Information Systems and Technical Services.
- 2.300.040 Functions.
- 2.300.050 Information Systems Development Plan.
- 2.300.060 Information Services Fund.
- 2.300.070 Charges.
- 2.300.080 Information Systems Advisory Board.

2.01.010 Purpose. The purpose of this chapter is to establish the department and duties of the Department of Information Systems and Technical Services, which department was previously known as the Systems Services Department. The department shall provide the means and assistance for the processing, summarizing, and presentation of information

through the use of electronic data processing equipment and providing resources to assist operational, supervisory/management, strategic planning and policy/administrative functions by means of the various programs, procedures, services and devices defined in Section 2.300.020.

2.300.020 Definitions.

- (1) "Council" means the Snohomish County Council.
- (2) "Executive" means the Snohomish County Executive.
- (3) "Advisory Board" means Information Systems Advisory Board.
- (4) "Department" or "Information Systems Department" means the Department of Information Systems and Technical Services as established in this chapter.
- (5) "Systems" means organized procedure(s) involving the processing of information to produce a predetermined result by utilizing the services provided below.
- (6) "Services" are defined but not limited to the following:
  - a. "Electronic data processing" or "EDP" means those services used to process information on electronic machines, guided by predetermined instructions to produce information in useable form, and shall include but not be limited to electronic accounting machines, electronic data processing machines, computer terminals, the communication network, and the Central Processing Unit (CPU) or mainframe.
  - b. "Computer" means any device capable of providing services through use of a program of instructions in internal storage, accepting data in a machine-readable form, choosing a path of instruction based on a comparison or examination, and producing the results on a

suitable output device. It shall include analog or digital, general purpose or special purpose machinery.

c. "Micrographic Records Management." These services assist the offices and departments to provide for the proper control, production, disposition and retrieval of public records and reports in accordance with state archiving statutes. These services include surveying of records and planning for the conversion to microfilm, developing and enforcing standards for equipment and filming to assure acceptable film quality, the elimination or reduction of reports, replacing computer-printed reports with computer-generated microfilm reports, and development of long-term management policies and procedures for records management.

d. "Communication Network" means that service which designs, develops, and maintains the collection of devices, transmission media, and control units which transmit data, tasks, messages and other inquiries between office locations and the EDP center. The transmission media shall include but not be limited to coaxial cables, telephone lines, microwave, and satellite units.

e. "Systems Analysis" means the services required to assist the offices in defining problems or the need for a new or improved procedure to accomplish work. The analysis includes examining existing actions and decisions, specification of procedures, and specification of the information required for the work activities, as well as the work activities themselves.

f. "Systems Design" means the services required in assisting the offices in developing specifications which outline the work procedures, reports, file media, information processing requirements, equipment requirements and report distribution. The

Systems Design is based on the findings of the Systems Analysis.

g. "Work Measurement and Standards Development" means the service used to assist the offices in designing job activities so that they require a minimum amount of resources and, when appropriate, to establish labor standards that are useful to management in forecasting staff requirements, to formulate budget estimates, to measure and control efficiency and performance, and to compare actual with expected accomplishments.

h. "Programming" means the services provided by the Information Systems Department to implement the computerized portion of the Systems Design. Programming includes but is not limited to planning the programs, coding the programs in a suitable language, testing, documenting, and maintaining or enhancing the programs.

i. "Data-base Development" is a concept of data as a large pool, or "base," used to deliver data processing services in an efficient, cost-effective manner. Individual data elements are identified by special identifier codes relating to certain common characteristics (e.g., names, addresses, fund numbers, etc.). The data-base allows programs to be written in such a way that each program automatically selects from the data base only those data elements it requires, executes its operations on them, and leaves the data base intact.

j. "Management Information System, or "MIS," means a mechanism designed to provide services which aid in increasing organizational productivity. MIS provides the necessary information base for management decision making that ultimately effects accomplishment of the goals and objectives. An MIS should contain a data-base consisting of the facts and figures necessary for decision making, storage of information that

can be easily recalled and kept current, analytical capabilities for interpretation of information, and timely reporting of information.

2.300.030 Department of Information Systems and Technical Services. The management and operation of all data processing and computer functions as provided herein and as heretofore performed by the System Services Department shall be performed by the Department of Information Systems and Technical Services. The administrative head of the department shall be called its Director.

2.300.040 Functions.

(1) The Information Systems Department shall provide services as requested and advise county officers and departments on the implementation and use of said services, all in accord with this chapter.

(2) The Information Systems Department shall study and develop requirements for the purchase, lease or acquisition of data processing resources necessary to accomplish the plans as set forth in the Information Systems Development Plan, Sec. 2.300.050.

(3) The Information Systems Department shall develop the background information necessary to enable the Advisory Board to evaluate requests for "systems enhancements" requiring longer than two weeks full time equivalency to accomplish and all "new systems development projects."

(4) The defined services shall be provided in accordance with the following list of priorities and guidelines.

PRIORITY I. OPERATIONAL MAINTENANCE

Providing those services necessary to enable existing systems performing day-to-day functions to continue to operate.

PRIORITY II. . . MINOR SYSTEMS ENHANCEMENTS

Providing services for minor systems enhancements requiring not more than a two-week full time equivalency. These services will be performed upon approval by the Information Systems Department, providing these requests for service are consistent with the Information Systems Development Plan.

PRIORITY III. . . SYSTEMS ENHANCEMENTS & NEW PROJECT DEVELOPMENT

Providing those services necessary for "systems enhancements" requiring more than a two-week full time equivalency or "new systems development" for those requests authorized in the approved Information Systems Development Plan.

The following criteria have been established to prioritize these requests for systems enhancements and new systems development:

Legal Requirement - those requests necessary to comply with Federal, State, and County law.

Cost Saving - those requests that would result in monetary savings to the County.

Cost Avoidance - those requests that would result in avoiding the expenditures of money or other resources of the County.

Income Producing - those requests that would develop income for the County.

Administrative/Legislative Support - those requests for services deemed necessary by the Executive and/or Council.

2.300.050 . . . Information Systems Development Plan.

The Information Systems Development Plan is a statement of short term, intermediate, and long range plans for the Information Services Department. It will include plans for levels of service and related staffing levels, equipment

acquisition, systems software (programs), maintenance service levels, and applications development priorities and plans. The "Information Systems Development Plan" shall be reviewed during the budgetary development cycle. The plan shall be recommended by the Advisory Board to the County Executive for approval and subsequent adoption by the Council.

During the year, circumstances which were not present during the annual planned review and approval process for the Information Services Development Plan may arise that necessitate the enhancement of existing systems or development of a new system. Such requests for "systems enhancements" requiring more than two weeks full time equivalency to accomplish or "new systems development" not included in the approved Information Systems Development Plan shall be submitted to the Advisory Board to determine if the request should be included in the Information Systems Development Plan. Upon determination by the Advisory Board that the request should be included, the Board shall then revise the Information Systems Development Plan and submit it to the Executive for approval. These requests will be considered only if they are of an emergency nature.

2.300.060 Information Systems Fund. An information systems fund for the payment of all costs of conducting those services for which the office was organized is hereby established. This fund will continue and replace the System Services fund previously provided for under Section 2.86.040. The Council may make appropriations and transfers into the Information Systems Fund from the current expense fund and receive other funds for such purposes from other departments and recipients of such services.

2.300.070 Charges. The Council shall fix the terms and charges for services rendered by the Information Systems Department pursuant to this Ordinance, which amounts shall be credited as income to the appropriate account within the Information Services Fund and charged on a monthly basis against the account of the recipient for whom such services were performed.

2.300.080 Information Systems Advisory Board.

(1) Advisory Board Membership. The Advisory Board shall consist of the following:

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- (a) The Executive or designee;
  - (b) The Chairperson of the Council or designee;
  - (c) The Director of the Office of Management and Budget or designee;
  - (d) One member shall be elected to represent the following officials. Each of these officials shall have one vote to elect this member. The term of this member shall be one (1) calendar year - January 1 through December 31.

Assessor

Auditor

Clerk

Prosecutor

Sheriff

Treasurer

- (e) Director of the Department of Information Systems and Technical Services or designee (ex-officio).

(2) Meetings of Advisory Board.

- (a) The Advisory Board shall meet at least quarterly, or more frequently as necessary, to review progress and the activities of the department and new or additional projects.

- (b) a quorum shall consist of a majority of the members of the Board in attendance at a Board meeting.

(3) Duties of Advisory Board. The Advisory Board shall:

- (a) elect a chairperson;



(b) participate in formulating and revising the Information Systems Development Plan;

(c) determine project priorities and long-range planning for the development of systems for the various county offices and agencies as described in the Information Systems Development Plan;

(d) review equipment acquisition requests and plans to determine their consistency with the Information Systems Development Plan;

(e) study the impact of information systems and technical services upon other entities of local government;

(f) keep abreast of modern data processing applications;

(g) forward their recommendations on the above duties to the County Executive for approval.

PASSED this 22 day of March, 1982.

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

Cliff Bailey  
Chairperson

ATTEST:

Ellie Snyder  
Clerk of Council

APPROVED AS TO FORM:

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

(  ) APPROVED

(  ) VETOED

(  ) EMERGENCY

DATE: 3-29-82

ATTEST:

Linda McCrean

Willis D. Tucker  
County Executive

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