

KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

July 24, 2006

Ordinance 15559

Proposed No. 2006-0110.2

Sponsors Gossett

1 AN ORDINANCE relating to the organization of
2 information technology service delivery within the
3 executive branch; amending Ordinance 11955, Section 2,
4 as amended, and K.C.C. 2.16.020, Ordinance 14199,
5 Section 11, as amended, and K.C.C. 2.16.035 and
6 Ordinance 14005, Section 3, as amended, and K.C.C.
7 2.16.0755, Ordinance 14005, Section 4, and K.C.C.
8 2.16.0757, Ordinance 14005, Section 6, as amended, and
9 K.C.C. 2.16.0758, Ordinance 14155, Section 2, and K.C.C.
10 2.16.07682, Ordinance 14155, Section 3, and K.C.C.
11 2.16.07583, Ordinance 14155, Section 4, and K.C.C.
12 2.16.07584 and Ordinance 14155, Section 5, as amended,
13 and K.C.C. 2.16.07585 and adding a new section to K.C.C.
14 chapter 2.16.

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BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

18 SECTION 1. Findings. The council hereby makes the following findings of fact:

19 A. The King County Strategic Technology Plan identifies a diffuse structure of
20 technology functions spread throughout the county, with each county department having
21 at least one technology unit, some with multiple units. There is a minimum of
22 standardization among these various functions, with countywide operational oversight
23 provided through the technology governance process. There is a need to align the
24 standards, processes and procedures throughout the county's technology functions, to
25 ensure operating effectiveness and efficiency.

26 B. The council by a 2004 budget proviso required that a business case be
27 developed that included at least two options for reorganizing information technology
28 functions countywide: a status quo option and an option with some level of outsourcing
29 and centralization. The business case was required to include a quantifiable cost-benefit
30 analysis and a countywide information technology organizational structure for each
31 option. The business case was required to include a preferred option and identify the
32 criteria used to select the preferred option.

33 C. Responding to the 2004 Budget Ordinance, Ordinance 14797, the county
34 engaged Pacific Technologies, Inc. ("PTI") to develop a new information technology
35 ("IT") organization model, a quantifiable business case supporting that model and a plan
36 for implementing it countywide. The project began in May 2004 with the delivery of a
37 final report in December 2004.

38 D. As a result of the study, PTI concluded that the county's current IT
39 organizational model is not aligned with the new IT vision and goals. The existing highly

40 distributed IT environment, which has evolved without significant focus on countywide
41 needs, serves as a roadblock to achievement of the county's newly-established IT goals.

42 E. The countywide IT Vision recommended is: "Utilizing information and
43 technology to shape a better tomorrow by enabling effective public services and
44 streamlining countywide operations."

45 F. The IT Goals recommended are: "Deliver responsive service to internal
46 customers, the public, and other jurisdictions; Provide reliable, cost-effective technical
47 and application architectures; Create countywide efficiencies for business functions and
48 infrastructure that are common across the organization; Support a culture of effective
49 governance, clear accountability and communication; Ensure IT security and privacy;
50 Facilitate information sharing internally and externally; Recruit, deploy and retain an
51 appropriately-skilled workforce; and serve as a leader in IT regional initiatives."

52 G. A recommendation report from the executive based on the PTI final report
53 and forwarding the vision and goals recommends a phased approach to
54 implementation beginning with the executive branch.

55 H. This ordinance implements the first phase of this recommendation and
56 provides for a consolidated IT organization within the executive branch that aligns
57 with the countywide IT vision and goals, enables an improved response to meet the
58 county's short- and long-term business needs and provides for improvement of IT
59 management, operations and service delivery performance.

60 SECTION 2. Ordinance 11955, Section 2, as amended, and K.C.C. 2.16.020 are
61 each hereby amended to read as follows:

62 **Executive branch of county government – ((P))policy regarding**
63 **organizational structure.**

64 A. The organization of the executive branch, as described in this section of the
65 code, is intended to comply with Article 3 of the King ((e))County ((e))Charter.

66 Accordingly, the executive branch shall consist of:

- 67 1. The county executive;
- 68 2. The county administrative officer;
- 69 3. Specific organizational units, classified "administrative offices" assigned to
70 the county administrative officer, having a specified function by which it will assist that
71 officer in performing assigned responsibilities;
- 72 4. Specific organizational units, classified "executive departments" determined
73 by major assigned function or process; and
- 74 5. Specific organizational units within departments and administrative offices,
75 where created by ordinance, classified "divisions" to which will be delegated the
76 responsibility of efficiently and effectively carrying out assigned departmental or office
77 functions and duties.

78 B. County agencies referenced in this chapter, and county boards, commissions,
79 committees and other multimember bodies except the board of appeals and the personnel
80 board, shall individually and collectively constitute the organizational structure of the
81 executive branch of King County government.

82 C. Titles of agencies of the executive branch of county government as used in
83 this section shall be the official organizational unit titles. Where necessary or
84 appropriate, the clerk of the council is authorized to change the titles of executive branch

85 agencies where appearing in other ordinances or sections of the code to conform with the
86 unit titles used (~~(herein)~~) in this chapter.

87 D. The director of each executive department, chief officer of each administrative
88 office, and manager of each division may exercise the powers vested in that department,
89 administrative office, or division. None of these positions may exercise authority over
90 another organizational unit for more than sixty days without council approval by
91 ordinance(~~(; provided, that)~~), though this shall not be construed to limit the authority of a
92 department director or chief officer of an administrative office over divisions within his
93 or her department or office.

94 E.1. To ensure accountability, efficiency, internal control(~~(;)~~) and consistency,
95 each executive department, administrative office and division may provide administrative
96 and technical support to functions and duties for which other executive departments,
97 administrative offices or divisions have primary responsibility. (~~(Such)~~) The support
98 shall be provided in conjunction with the departments, offices or divisions that have
99 primary responsibility for the functions and duties. (~~(Such)~~) The support may include,
100 but is not limited to, the following:

101 (~~(1-)~~) a. (~~(H)~~)human resources and payroll;

102 (~~(2-)~~) b. (~~(B)~~)budget preparation and submittal, and financial and fiscal
103 management;

104 (~~(3-)~~) c. (~~(I)~~)information, communication, media and community relations,
105 printing, graphics, mail, records management and public disclosure;

106 (~~(4-)~~) d. (~~(F)~~)facilities and leased space maintenance and management;

107 ~~((5-))~~ e. ~~((P))~~ program analysis, and contract and performance evaluation and
108 review;

109 ~~((6-))~~ f. ~~((I))~~ information systems and technology development, managed by the
110 chief information officer through department-level information technology service
111 delivery managers and service delivery plans approved by the chief information officer
112 and department directors;

113 ~~((7-))~~ g. ~~((G))~~ grants management; and

114 ~~((8-))~~ h. ~~((L))~~ liaison with county and external auditors.

115 2. To assist executive agencies to properly perform their assigned functions and
116 duties, executive agencies may establish and maintain contacts with state and federal
117 agencies that regulate or provide financial assistance to the programs for which the
118 agencies are responsible, monitor state and federal legislative initiatives, and provide
119 input to and on the county's legislative agenda through processes prescribed by the
120 council.

121 3. To ensure the county complies with applicable state and federal laws,
122 regulations and requirements, executive agencies may undertake duties and functions as
123 may be assigned by the executive and not assigned to another agency by the council.

124 F. Except as otherwise assigned by the council, all executive agencies shall
125 provide support services to citizen advisory committees that are established by the
126 council.

127 SECTION 3. Ordinance 14199, Section 11, as amended and K.C.C. 2.16.035 are
128 each hereby amended to read as follows:

129 **Department of executive services.** The county administrative officer shall be the
130 director of the department of executive services. The department shall include the
131 ~~((information and telecommunications services division, the))~~ records, elections and
132 licensing division, the finance and business operations division, the human resources
133 management division, the facilities management division, ~~((the administrative office of
134 information resources management))~~ the administrative office of risk management, the
135 administrative office of emergency management and the administrative office of civil
136 rights. In addition, the county administrative officer shall be responsible for providing
137 staff support for the board of ethics.

138 A. ~~((The duties of the information and telecommunications services division shall
139 include the following:~~

140 ~~1. Designing, developing, operating, maintaining and enhancing computer
141 information systems for the county and other contracting agencies, except for geographic
142 information systems, which shall be administered by the department of natural resources
143 and parks;~~

144 ~~2. Managing the cable communications provisions set forth in K.C.C. chapter
145 6.27A;~~

146 ~~3. Negotiating and administering cable television and telecommunication
147 franchises under K.C.C. chapter 6.27;~~

148 ~~4. Providing telephone system design, installation, maintenance and repair;~~

149 ~~5. Managing and operating the centralized printing and graphic arts services;~~

150 ~~6. Providing internal communications and public information services including
151 setting standards for and preparing informational publications, except to the extent to~~

152 which the council decides, as part of the annual appropriation ordinance, to fund selected
153 departmental level internal communications and public information services in certain
154 departments or divisions; and

155 ~~7. Administering the emergency radio communication system under K.C.C.~~
156 ~~chapter 2.58, but not including the radio communication and data system operated and~~
157 ~~maintained by the department of transportation.~~

158 B.)) The duties of the records, elections and licensing services division shall
159 include the following:

160 1. Conducting all special and general elections held in the county and
161 registering voters;

162 2. Issuing marriage, vehicle/vessel, taxicab and for-hire driver and vehicle and
163 pet licenses, collecting license fee revenues and providing licensing services for the
164 public;

165 3. Enforcing county and state laws relating to animal control;

166 4. Managing the recording, processing, filing, storing, retrieval and certification
167 of copies of all public documents filed with the division as required;

168 5. Processing all real estate tax affidavits;

169 6. Acting as the official custodian of all county records, as required by general
170 law, except as otherwise provided by ordinance; and

171 7. Managing the printing and distribution of the King County Code and
172 supplements to the public.

173 ~~(C.))~~ B. The duties of the finance and business operations division shall include
174 the following:

175 1. Monitoring revenue and expenditures for the county. The collection and
176 reporting of revenue and expenditure data shall provide sufficient information to the
177 executive and to the council. The division shall be ultimately responsible for maintaining
178 the county's official revenue and expenditure data;

179 2. Performing the functions of the county treasurer;

180 3. Billing and collecting real and personal property taxes, local improvement
181 district assessments and gambling taxes;

182 4. Processing transit revenue;

183 5. Receiving and investing all county and political jurisdiction moneys;

184 6. Managing the issuance and payment of the county's debt instruments;

185 7. Managing the accounting systems and procedures;

186 8. Managing the fixed assets system and procedures;

187 9. Formulating and implementing financial policies for other than revenues and
188 expenditures for the county and other applicable agencies;

189 10. Administering the accounts payable and accounts receivable functions;

190 11. Collecting fines and monetary penalties imposed by district courts;

191 12. Developing and administering procedures for the procurement of and
192 awarding of contracts for tangible personal property, services, professional or technical
193 services and public work in accordance with K.C.C. chapter 4.16 and applicable federal
194 and state laws and regulations;

195 13. Establishing and administering procurement and contracting methods, and
196 bid and proposal processes, to obtain such procurements;

197 14. In consultation with the prosecuting attorney's office and office of risk
198 management, developing and overseeing the use of standard procurement and contract
199 documents for such procurements;

200 15. Administering contracts for goods and services that are provided to more
201 than one department;

202 16. Providing comment and assistance to departments on the development of
203 specifications and scopes of work, in negotiations for such procurements, and in the
204 administration of contracts;

205 17. Assisting departments to perform cost or price analyses for the procurement
206 of tangible personal property, services and professional or technical services, and price
207 analysis for public work procurements;

208 18. Developing, maintaining and revising as may be necessary from time to
209 time the county's general terms and conditions for contracts for the procurement of
210 tangible personal property, services, professional or technical services and public work;

211 19. Managing the payroll system and procedures, including processing benefits
212 transactions in the payroll system and administering the employer responsibilities for the
213 retirement and the deferred compensation plans; and

214 20. Managing and developing financial policies for borrowing of funds,
215 financial systems and other financial operations for the county and other applicable
216 agencies.

217 ~~(D.)~~ C. The duties of the human resources management division shall include
218 the following:

- 219 1. Developing and administering training and organizational development
220 programs, including centralized employee and supervisory training and other employee
221 development programs;
- 222 2. Developing proposed and administering adopted policies and procedures for
223 employment (recruitment, examination and selection), classification and compensation,
224 and salary administration;
- 225 3. Developing proposed and administering adopted human resources policy;
- 226 4. Providing technical and human resources information services support;
- 227 5. Developing and managing insured and noninsured benefits programs,
228 including proposing policy recommendations, negotiating benefits plan designs with
229 unions, preparing legally mandated communications materials and providing employee
230 assistance and other work and family programs;
- 231 6. Developing and administering diversity management and employee relations
232 programs, including affirmative action plan development and administration,
233 management and supervisory diversity training and conflict resolution training;
- 234 7. Developing and administering workplace safety programs, including
235 inspection of work sites and dissemination of safety information to employees to promote
236 workplace safety;
- 237 8. Administering the county's self-funded industrial insurance/worker's
238 compensation program, as authorized by Title 51 RCW;
- 239 9. Representing county agencies in the collective bargaining process as required
240 by chapter 41.56 RCW;

241 10. Representing county agencies in labor arbitrations, appeals and hearings
242 including those in chapter 41.56 RCW and required by K.C.C. Title 3;

243 11. Administering labor contracts and providing consultation to county agencies
244 regarding the terms and implementation of negotiated labor agreements;

245 12. Advising the executive and council on overall county labor and employee
246 policies;

247 13. Providing labor relations training for county agencies, the executive, the
248 council and others;

249 14. Overseeing the county's unemployment compensation program;

250 15. Developing and maintaining databases of information relevant to the
251 collective bargaining process; and

252 16. Collecting and reporting to the office of management and budget on a
253 quarterly basis information on the numbers of filled and vacant full-time equivalent and
254 term-limited temporary positions and the number of emergency employees for each
255 appropriation unit.

256 ~~(E)~~ D. The duties of the facilities management division shall include the
257 following:

258 1. Overseeing space planning for county agencies;

259 2. Administering and maintaining in good general condition the county's
260 buildings except for those managed and maintained by the departments of natural
261 resources and parks and transportation;

262 3. Operating security programs for county facilities except as otherwise
263 determined by the council;

- 264 4. Administering all county facility parking programs except for public
265 transportation facility parking;
- 266 5. Administering the supported employment program;
- 267 6. Managing all real property owned or leased by the county, except as provided
268 in K.C.C. chapter 4.56, ensuring, where applicable, that properties generate revenues
269 closely approximating fair market value;
- 270 7. Maintaining a current inventory of all county-owned or leased real property;
- 271 8. Functioning as the sole agent for the disposal of real properties deemed
272 surplus to the needs of the county;
- 273 9. In accordance with K.C.C. chapter 4.04, providing support services to county
274 agencies in the acquisition of real properties, except as otherwise specified by ordinance;
- 275 10. Issuing oversized vehicle permits, franchises and permits and easements for
276 the use of county property except franchises for cable television and telecommunications;
- 277 11. Overseeing the development of capital projects for all county agencies
278 except for specialized roads, solid waste, public transportation, airport, water pollution
279 abatement and surface water management projects;
- 280 12. Being responsible for all general projects, such as office buildings or
281 warehouses, for any county department including, but not limited to, the following:
- 282 a. administering professional services and construction contracts;
- 283 b. acting as the county's representative during site master plan, design and
284 construction activities;
- 285 c. managing county funds and project budgets related to capital improvement
286 projects;

- 287 d. assisting county agencies in the acquisition of appropriate facility sites;
- 288 e. formulating guidelines for the development of operational and capital
- 289 improvement plans;
- 290 f. assisting user agencies in the development of capital improvement and
- 291 project program plans, as defined and provided for in K.C.C. chapter 4.04;
- 292 g. formulating guidelines for the use of life cycle cost analysis and applying
- 293 these guidelines in all appropriate phases of the capital process;
- 294 h. ensuring the conformity of capital improvement plans with the adopted
- 295 space plan and approved operational master plans;
- 296 i. developing project cost estimates that are included in capital improvement
- 297 plans, site master plans, capital projects and annual project budget requests;
- 298 j. providing advisory services, feasibility studies or both services and studies to
- 299 projects as required and for which there is budgetary authority;
- 300 k. coordinating with user agencies to assure user program requirements are
- 301 addressed through the capital development process as set forth in this chapter and in
- 302 K.C.C. Title 4;
- 303 l. providing engineering support on capital projects to user agencies as
- 304 requested and for which there is budgetary authority; and
- 305 m. providing assistance in developing the executive budget for capital
- 306 improvement projects; and
- 307 13. Providing for the operation of a downtown winter shelter for homeless
- 308 persons between October 15 and April 30 each year.

309 ~~((F.))~~ E. The duties of the administrative office of risk management shall include
310 the management of the county's insurance and risk management programs consistent with
311 K.C.C. chapter 4.12.

312 ~~((G.))~~ F. The duties of the administrative office of emergency management shall
313 include the following:

314 1. Planning for and providing effective direction, control and coordinated
315 response to emergencies;

316 2. Being responsible for the emergency management functions defined in
317 K.C.C. chapter 2.56; and

318 3. Managing the E911 emergency telephone program.

319 ~~((H.))~~ G. The duties of the administrative office of civil rights shall include the
320 following:

321 1. Enforcing nondiscrimination ordinances as codified in K.C.C. chapters 12.17,
322 12.18, 12.20 and 12.22;

323 2. Assisting departments in complying with the federal Americans with
324 Disabilities Act of 1990, the federal Rehabilitation Act of 1973, Section 504, and other
325 legislation and rules regarding access to county programs, facilities and services for
326 people with disabilities;

327 3. Serving as the county Americans with Disabilities Act coordinator relating to
328 public access;

329 4. Providing staff support to the county civil rights commission;

330 5. Serving as the county federal Civil Rights Act Title VI coordinator; and

331 6. Coordinating county responses to federal Civil Rights Act Title VI issues and
332 investigating complaints filed under Title VI.

333 ~~((I. The duties of the office of information resource management shall include the~~
334 ~~duties in K.C.C. 2.16.0755.))~~

335 SECTION 3. Ordinance 14005, Section 3, as amended, and K.C.C. 2.16.0755 are
336 each hereby amended to read as follows:

337 **Office of information resource management – chief information officer.**

338 A. The office of information resource management shall be directed by a chief
339 information officer ("CIO"). The CIO shall be appointed by the executive and confirmed
340 by the council. The CIO shall report to the county executive and advise all branches of
341 county government on technology issues. The CIO shall provide vision and coordination
342 in technology management and investment across the county. The CIO shall attend
343 regular executive cabinet meetings as a ~~((non-voting))~~ nonvoting member and advisor on
344 technology implications of policy decisions. The CIO shall meet regularly with business
345 managers for the assessor, council, prosecutor, superior court, district court and sheriff to
346 advise on technology implications of policy decisions. The CIO shall advise all county
347 elected officials, departments and divisions on technology planning and project
348 implementation.

349 B. The duties of the CIO also shall include the following:

- 350 1. Overseeing the information technology strategic planning office and
351 production of a county information technology strategic plan and ~~((annually updating))~~
352 updates to the plan;

353 2. Overseeing the central information technology ((~~project management~~)) office
354 of project oversight and monitoring of approved technology projects;

355 3. Recommending business and technical information technology projects for
356 funding as part of the county's strategic planning process;

357 4. Recommending technical standards for the purchase, implementation and
358 operation of computer hardware, software and networks as part of the county's strategic
359 planning process;

360 5. Recommending countywide policies and standards for privacy, security and
361 protection of data integrity in technology infrastructure, electronic commerce and
362 technology vendor relationships as part of the county's strategic planning process;

363 6. Recommending strategic information technology service delivery models
364 (~~((for the information and telecommunications services division and the county's satellite
365 information technology centers))~~) to be implemented by county departments;

366 7. Identifying and establishing short-range, mid-range and long-range objectives
367 for information technology investments in the county;

368 8. Establishing a standard ((~~process~~)) methodology for information technology
369 project management, including requirements for project initiation and review, parameters
370 for agency contracts with information technology vendors, and reporting requirements to
371 facilitate monitoring of project implementation;

372 9. Establishing criteria for determining which information technology projects
373 will be monitored centrally;

374 10. Monitoring project implementation when projects meet the established
375 criteria;

- 376 11. Releasing the funding for each phase of those projects subject to central
377 oversight based on successful reporting and completion of milestones;
- 378 12. Recommending budgetary changes in the funding of information technology
379 projects to the executive and council, as appropriate;
- 380 13. ~~((Recommending project termination, as appropriate))~~ Directing the
381 suspension or general shutdown of projects having difficulties in resolving issues related
382 to scope, schedule or budget;
- 383 14. Conducting post-implementation information technology project review;
- 384 15. Managing the internal service fund and capital project fund of the office of
385 information resource management;~~((and))~~
- 386 16. Providing annual performance review to the executive and council;
- 387 17. Managing the information and telecommunications services office; and
- 388 18. Planning, oversight and management of information technology functions
389 within the executive branch, including the following:
- 390 a. Approving the department information technology service delivery plan in
391 conjunction with the executive branch department directors;
- 392 b. Ensuring that executive branch department information technology service
393 delivery needs are met according to the agreed-upon information technology service
394 delivery plan for the department;
- 395 c. Hiring or designating, or both, the department information technology
396 service delivery manager in consultation with the department director to manage the day-
397 to-day information technology operations within each executive branch department; and

398 d. Ensuring that executive department information technology needs are aligned
399 with the countywide three year strategic technology plan and the annual technology
400 business plan.

401 C. To support the CIO in carrying out the duties of the office, all county
402 departments shall develop and maintain information technology plans that align to the
403 countywide strategic technology plan and meet their departments' business goals and
404 objectives and shall procure information technology with due diligence demonstrated to
405 meet policies and standards established through the technology governance.

406 SECTION 4. Ordinance 14005, Section 4, as amended, and K.C.C. 2.16.0757 are
407 each hereby amended to read as follows:

408 **Office of information resource management – information technology**
409 **strategic planning office.** The office of information resource management shall include
410 an information technology strategic planning office ("strategic planning office"). The
411 strategic planning office shall report directly to the chief information officer. The
412 strategic planning office shall:

413 A. Produce an information technology strategic plan with annual updates, as
414 appropriate, for ~~((annual))~~ council approval. The strategic technology plan shall be
415 transmitted to council no later than January 31 of the reporting period. The plan should
416 include:

417 1. A section that includes:

418 a. text describing, for individual planning issue areas, the current environment,
419 strengths, weaknesses, opportunities and challenges, as appropriate;

420 b. a list of recommended objectives, with description as appropriate; and

421 c. a list of implementation steps intended to achieve these recommended
422 objectives, with description as appropriate;

423 ~~((2. A prioritized list of proposed business and technical information technology
424 projects:~~

425 ~~3. Standards for the purchase, implementation and operations of computing
426 hardware, software and networks:~~

427 ~~4. Policies and standards for privacy, security and protection of data integrity in
428 technology infrastructure, electronic commerce and technology vendor relationships;~~

429 ~~5.)) 2. A section that includes accomplishments towards meeting objectives
430 from previous approved strategic plans; and~~

431 ~~3. Appendices supporting the recommendations with empirical data((; and~~

432 ~~6. Strikeout and underlined revisions that retain the framework of the previous
433 plan's structure when the plan is updated)); ((and))~~

434 B. Support the work of countywide planning committees that coordinate business
435 and technical needs for information technology investments;

436 C. Produce an annual technology report. The annual technology report shall be
437 transmitted to council no later than June 30 of each year; and

438 D. Produce an annual proposed technology business plan. The annual proposed
439 technology business plan shall be transmitted to council along with the executive's
440 proposed budget.

441 SECTION 5. Ordinance 14005, Section 6, as amended, and K.C.C. 2.16.0758 are
442 each hereby amended to read as follows:

443 **Office of information resource management – ((central)) information**
444 **technology ((project management)) office of project oversight.** The office of
445 information resource management shall include a central information technology
446 ((project management))office of project oversight ("((project management)) office of
447 project oversight"). The ((project management)) office of project oversight shall report
448 directly to the chief information officer. The ((project management)) office of project
449 oversight shall:

450 A. Develop criteria for determining which information technology projects
451 should be subject to central monitoring by the ((project management)) office of project
452 oversight;

453 B. Develop a process for information technology project initiation, including
454 submittal of a business case analysis;

455 C. Develop requirements for the components of the business case, such as, but
456 not limited to, the linkage to program mission or business plan or cost-benefit analysis;

457 D. Set parameters for acceptable conditions and terms of information technology
458 vendor contracts with county agencies;

459 E. Establish project implementation reporting requirements to facilitate central
460 monitoring of projects;

461 F. Review the information technology project initiation request, including
462 business case analysis, to ensure that materials contain all required components, have
463 substance and are backed by documentation;

464 G. Monitor projects during implementation relying on documentation that has
465 been approved by the project's steering committee or other governing body;

466 H. Approve the disbursement of funding for projects that meet the criteria for
467 project management as established in K.C.C. 2.16.0758_A;

468 I. Recommend budgetary changes to the executive and council as appropriate
469 during each phase of project implementation;

470 J. ~~((Recommend project termination to the executive and council as appropriate))~~

471 Directing the suspension or general shutdown of projects having difficulties in resolving
472 issues related to scope, schedule or budget; and

473 K. Conduct project postimplementation reviews, documenting strengths and
474 weaknesses of the implementation process and the delivery, or lack thereof, of either cost
475 savings or increased functionality, or both.

476 NEW SECTION. SECTION 6. There is hereby added to K.C.C. chapter 2.16 a
477 new section to read as follows:

478 **Office of information resource management – information and**
479 **telecommunications services office.** The information and telecommunications services
480 office shall include the following duties:

481 A. Designing, developing, operating, maintaining and enhancing computer
482 information systems for the county and other contracting agencies, except for geographic
483 information systems, which shall be administered by the department of natural resources
484 and parks;

485 B. Managing the cable communications provisions in K.C.C. chapter 6.27A;

486 C. Negotiating and administering cable television and telecommunication
487 franchises under K.C.C. chapter 6.27;

488 D. Providing telephone system design, installation, maintenance and repair;

489 E. Managing and operating the centralized printing and graphic arts services;

490 F. Providing internal communications and public information services including
491 setting standards for and preparing informational publications, except to the extent to
492 which the council decides, as part of the annual appropriation ordinance, to fund selected
493 departmental level internal communications and public information services in certain
494 departments or divisions; and

495 G. Administering the emergency radio communication system under K.C.C.
496 chapter 2.58, but not including the radio communication and data system operated and
497 maintained by the department of transportation.

498 SECTION 7. Ordinance 14155, Section 2, as amended, and K.C.C. 2.16.07582
499 are each hereby amended to read as follows:

500 **Strategic advisory council.**

501 A. The strategic advisory council is hereby created. The council shall act in an
502 advisory capacity to the ~~((county's chief information officer))~~ King County executive
503 developing long-term strategic objectives and planning and implementing for information
504 technology deployment countywide. The members shall be ~~((:))~~ the King County
505 executive, two representatives of the King County council's choosing, the King County
506 sheriff, the King County prosecuting attorney, the King County assessor, the King
507 County chief information officer, the presiding judge of the King County superior court,
508 the presiding judge of the King County district courts, ~~((an-))~~ up to 8 external advisors
509 from the private sector to be selected by the chair and the chief information officer, each
510 to serve a two-year term, and ~~((an-))~~ up to two external advisors from the public sector to
511 be selected by the chair and the chief information officer, each to serve a two-year term.

512 B. The strategic advisory council shall:

513 1. Develop and recommend strategic objectives for information technology
514 deployment countywide;

515 2. Review ~~((business application))~~ information technology proposals for their
516 alignment with adopted strategic objectives;

517 3. ~~((Review technology program proposals for their alignment with adopted
518 strategic objectives; and~~

519 4.)) Review and endorse the information technology strategic plan and all
520 updates to it; and

521 4. Review policy-related transmittals to the County Council that are proposed
522 by the King County executive for large countywide information technology projects, such
523 as the business cases.

524 C. The King County executive shall serve as the chair of the strategic advisory
525 council.

526 D. Formal votes shall be taken and recorded on all recommendations and
527 endorsements.

528 E. Members of the strategic advisory council shall serve without compensation.

529 SECTION 8. Ordinance 14155, Section 3, as amended, and K.C.C. 2.16.07583
530 are each hereby amended to read as follows:

531 **Business management council.**

532 A. The business management council is hereby created. The council shall act in
533 an advisory capacity to the county's chief information officer in carrying out duties
534 related to developing short-term, mid-term and strategic ((business)) objectives for

535 information technology ~~((at the agency level and))~~ countywide, in recommending
536 ~~((business application))~~ information technology proposals for funding and in developing
537 standards, policies and guidelines for implementation. The members shall be~~((:))~~ the
538 King County chief information officer~~((, the King County deputy executive,))~~ and agency
539 deputy directors or business managers ~~((chosen))~~ designated by each agency's director,
540 ~~((and))~~ familiar with that agency's business and operations and having authority to
541 commit resources and speak with the authority of the department when participating in
542 business management council meetings.

543 B. The business management council shall:

544 1. Review ~~((business application))~~ information technology proposals made by
545 individual members, groups of members~~((;))~~ or ad hoc committees;

546 2. Assess short-term, mid-term ~~((and))~~ strategic value and risk of ~~((business~~
547 ~~application))~~ information technology proposals;

548 3. ~~((Assess short term, mid term and strategic impact and risk of business~~
549 ~~application proposals;~~

550 4.) Assess alignment of ~~((business application))~~ information technology
551 proposals with agency business plans, agency technology plans and adopted strategic
552 objectives;

553 ~~((5. Identify sponsorship for business application proposals;~~

554 6.) 4. Recommend ~~((business application))~~ information technology proposals
555 for funding and for inclusion in the technology business plan and the information
556 technology strategic plan;

557 ~~((7.))~~ 5. Review and provide recommendations for implementing information
558 technology standards, policies and guidelines;

559 6. Review and ~~((endorse))~~ provide recommendations for finalizing the annual
560 technology report and the technology business plan; and

561 ~~((8.))~~ 7. Review operations management issues as needed.

562 C. The King County chief information officer shall serve as the chair of the
563 business management council and shall designate a vice-chair as needed.

564 D. The ~~((business management council))~~ chief information officer may convene
565 such additional ad hoc committees as are determined to be necessary ~~((by))~~ for the
566 business management council to focus on specific topics or to address the needs of a
567 logical group of agencies. These committees shall review topics and report findings to
568 the chief information officer and the business management council.

569 E. Formal votes shall be taken and recorded on all recommendation and
570 endorsements. Meeting minutes shall formally record issues and concerns raised by
571 members for consideration by the chief information officer.

572 F. Members of the business management council shall serve without
573 compensation.

574 SECTION 9. Ordinance 14155, Section 4, as amended, and K.C.C. 2.16.07584
575 are each hereby amended to read as follows:

576 **Technology management board.**

577 A. The technology management board is hereby created. The board shall act in
578 an advisory capacity to the county's chief information officer on technical issues
579 including policies and standards for ~~((privacy and))~~ information security, applications,

580 infrastructure and data management. The members shall be: the King County chief
581 information officer and agency information technology directors or managers (~~chosen~~)
582 designated by each agency's director and familiar with that agency's technology needs
583 and operations.

584 B. The technology management board shall:

585 1. Review the strategic objectives recommended by the strategic advisory
586 council and assess issues related to the ability of the technology infrastructure to support
587 them;

588 2. Review the business objectives and (~~business applications~~) information
589 technology proposals recommended by the business management council and assess
590 issues related to compliance with the county's technology standards and policies and the
591 (~~ability of~~) impact to the technology infrastructure required to support them;

592 3. Develop or review information technology program proposals (~~which~~) that
593 support the strategic and business objectives of the county;

594 4. Develop or review technology program proposals (~~which~~) that promote the
595 efficient operation and management of technology infrastructure, applications and data;

596 5. Recommend technology program proposals for funding and for inclusion in
597 the technology business plan and the information technology strategic plan;

598 6. (~~Develop and recommend~~) Review and provide recommendations for
599 finalizing the King County annual technology report and the technology business plan;

600 and

601 7. Develop or review and recommend standards, policies and ((procedures))
602 guidelines for infrastructure, applications deployment, data management and privacy and
603 security.

604 C. The King County chief information officer shall serve as the chair of the
605 technology management board and shall designate a vice-chair as needed.

606 D. ~~((The chief information officer shall establish the following teams with chairs
607 to be selected by the chief information officer to assist the board in carrying out its duties:~~

608 ~~1. Privacy and security team. The privacy and security team shall review and
609 recommend additions and revisions to the county's policies and standards on privacy,
610 security and protection of data integrity in technology infrastructure, electronic
611 commerce and technology vendor relationships. The privacy and security team shall
612 recommend changes and improvements to the technology management board;~~

613 ~~2. Application and data team. The application portfolio team shall review the
614 county's applications and data inventory, policies, standards and investments and
615 recommend changes and improvements to the technology management board;~~

616 ~~3. Infrastructure team. The infrastructure team shall review the county's
617 infrastructure inventory, policies, standards, and investments and recommend changes
618 and improvements to the technology management board; and~~

619 ~~4. Finance and budget team. The finance and budget team shall review budgets
620 and cost benefit analyses related to all technology program funding requests and
621 recommend these requests or changes to these requests to the technology management
622 board.~~

623 ~~E.)~~ The ~~((technology management board))~~ chief information officer may convene
624 such ~~((additional))~~ ad hoc committees as are determined to be necessary ~~((by))~~ for the
625 technology management board to focus on specific topics or issues. These committees
626 shall review topics and report back findings to the chief information officer and the
627 technology management board.

628 ~~((F. Formal votes shall be taken and recorded on all recommendations and
629 endorsements))~~ E. Meeting minutes shall formally record issues and concerns raised by
630 members for consideration by the chief information officer.

631 ~~((G.))~~ F. Members of the technology management board shall serve without
632 compensation.

633 SECTION 10. Ordinance 14155, Section 5, as amended, and K.C.C. 2.16.07585
634 are each hereby amended to read as follows:

635 **Project review board.**

636 A. The project review board is hereby created. The board shall act in an advisory
637 capacity to the county's chief information officer in implementing the project
638 management guidelines developed by the central information technology project
639 management office as described in K.C.C. 2.16.0758 A₂ through E. As appropriate, the
640 board also may assume the project oversight role assigned to the project management
641 office under K.C.C. 2.16.0758 F₂ through K. The members shall be: the chief
642 information officer, the assistant county executive operations I, the director of the office
643 of management and budget and the director of the department of executive services.

644 B. The King County chief information officer shall serve as the chair of the
645 project review board.

646 C. Ad hoc project review teams may be convened as determined to be necessary
647 by the project review board to focus on specific projects. Each ad hoc project review
648 team will include the project's sponsoring agency director. These teams shall report back
649 findings to the board.

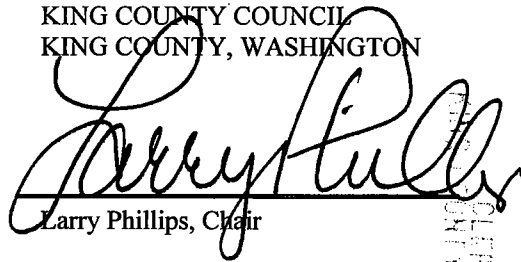
650 D. Formal votes shall be taken and recorded on all recommendations and
651 ((endorsements)) meeting minutes shall formally record issues and concerns raised for
652 consideration by the chief information officer.

653

Ordinance 15559 was introduced on 3/6/2006 and passed by the Metropolitan King
County Council on 7/24/2006, by the following vote:

Yes: 8 - Mr. Phillips, Mr. von Reichbauer, Ms. Lambert, Mr. Dunn, Mr.
Ferguson, Mr. Gossett, Ms. Hague and Mr. Constantine
No: 1 - Ms. Patterson
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Larry Phillips, Chair


2006 AUG -4 AM 8:46
RECEIVED
CLERK
COUNTY COUNCIL

ATTEST:



Anne Noris, Clerk of the Council

APPROVED this 2 day of August, 2006.


Ron Sims, County Executive

Attachments None