



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

October 2, 2018

Ordinance 18802

Proposed No. 2018-0301.2

Sponsors Upthegrove

1 AN ORDINANCE relating to budgeting for technology
2 projects; and amending Ordinance 18432, Section 8, and
3 K.C.C. 2A.380.200, Ordinance 14155, Section 3, as
4 amended, and K.C.C. 2A.380.310, Ordinance 14155,
5 Section 4, as amended, and K.C.C. 2A.380.320 and
6 Ordinance 17929, Section 14, and K.C.C. 4A.100.030.

7 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

8 SECTION 1. Ordinance 18432, Section 8, and K.C.C. 2A.380.200 are each
9 hereby amended to read as follows:

10 A.1. The chief information officer shall ~~((prepare a biennial proposed technology~~
11 ~~business plan that shall))~~ assess all technology project budget requests to be transmitted
12 to the council ~~((at the time of transmittal))~~ as part of either the executive's proposed
13 biennial budget ~~((and shall align with an individual agency's business plans and budget~~
14 ~~requests))~~ or any supplemental appropriation ordinance. ~~((The technology business plan~~
15 ~~shall include:~~

16 1. ~~A list of technology projects proposed for funding in the new budget;~~
17 2. ~~For each project seeking funding in the budget, the following information~~
18 ~~shall be reported:~~

19 a. ~~the total budget request for the proposed project;~~

- 20 ~~b. the total of past appropriations;~~
- 21 ~~c. the total estimated cost of the project;~~
- 22 ~~d. an annual cash flow plan and any encumbrance or expenditures planned for~~
- 23 ~~carryover beyond the two-year period of the proposed budget;~~
- 24 ~~e. the expected useful life of the technology; and~~
- 25 ~~f. preliminary outcome measures to assess whether the project is successful~~
- 26 ~~upon completion;~~

27 ~~3. For all existing projects seeking funding in the proposed budget, a status~~
28 ~~report on whether the project's major milestones identified at the time of the first and~~
29 ~~subsequent budget appropriations have been achieved; and))~~

30 2. The assessment of technology project budget requests by the chief
31 information officer shall fulfill the following objectives:

32 a. technology projects shall align with the county's strategic information
33 technology plan and enterprise architecture and standards;

34 b. technology projects shall contribute to minimizing the county's application
35 portfolio risk; and

36 c. project plans, cost estimates and benefit achievement plans shall meet the
37 requirements in K.C.C. 4A.100.030.C, D, and F, respectively.

38 ~~((4.-A))~~ 3. The chief information officer shall provide to the office of
39 performance, strategy and budget a list of all projects with active appropriation authority,
40 including projects not seeking funding in the proposed budget and the unexpended
41 appropriation for each project. That list shall be included as part of the executive
42 proposed biennial budget.

43 B. Beginning in 2019, and every fourth year thereafter, the chief information
44 officer shall prepare a strategic information technology plan for council adoption by
45 motion. The strategic information technology plan, and the motion for adoption of the
46 plan, shall be transmitted to council by December 31 of the year it is prepared, with
47 annual updates provided by April 30 starting in the year two of the four-year plan. The
48 plan should include, for the subsequent four calendar years:

- 49 1. A vision statement for the coordination of technology management and
50 investment across the county;
- 51 2. A description of the current environment, strengths, weaknesses,
52 opportunities and challenges for individual planning issue areas;
- 53 3. A list of recommended objectives, with description;
- 54 4. The approach to achieve the desired outcomes for each strategic objective;
- 55 5. The accomplishments towards meeting objectives from previous approved
56 strategic plans, when objectives have not been met and a discussion of the obstacles
57 towards meeting those objectives;
- 58 6. Appendices supporting the recommended objectives; and
- 59 7. Appendix defining appropriate strategic performance metric or metrics for
60 each recommended objective in the plan.

61 SECTION 2. Ordinance 14155, Section 3, as amended, and K.C.C. 2A.380.310
62 are each hereby amended to read as follows:

63 A. The business management council is hereby created. The business
64 management council shall act in an advisory capacity to the county's chief information
65 officer in carrying out duties related to developing short-term, mid-term and strategic

66 objectives for information technology countywide, in recommending information
67 technology proposals for funding and in developing standards, policies and guidelines for
68 implementation. The members shall be the chief information officer and each agency's
69 deputy director or business manager, designated by the agency's director, who is familiar
70 with that agency's business and operations and has authority to commit resources and
71 speak with the authority of the agency when participating in business management
72 council meetings.

73 B. The business management council shall:

74 1. Review information technology proposals made by individual members,
75 groups of members or ad hoc committees;

76 2. Assess short-term, mid-term strategic value and risk of information
77 technology proposals;

78 3. Assess alignment of information technology proposals with agency business
79 plans, agency technology plans and adopted strategic objectives;

80 4. Recommend information technology proposals for funding and for inclusion
81 in ~~((the technology business plan and))~~ the information technology strategic plan;

82 5. Review and endorse proposed information technology standards, policies and
83 guidelines and recommend to the chief information officer for countywide adoption; and

84 6. ((Review and provide recommendations for finalizing the technology
85 business plan; and

86 7.)) Review operations management issues as needed.

87 C. The ~~((King County))~~ chief information officer shall serve as the chair of the
88 business management council and shall designate a vice-chair as needed.

89 D. The chief information officer may convene an ad hoc committee as the chief
90 information officer determines to be necessary for the business management council to
91 focus on specific topics or to address the needs of a group of agencies. An ad hoc
92 committee shall review topics and report findings to the chief information officer and the
93 business management council.

94 E. Votes on all recommendations and endorsements shall be taken by roll call
95 and recorded. Meeting minutes shall include issues and concerns raised by members for
96 consideration by the chief information officer.

97 F. Members of the business management council shall serve without
98 compensation.

99 SECTION 3. Ordinance 14155, Section 4, as amended, and K.C.C. 2A.380.320
100 are each hereby amended to read as follows:

101 A. The technology management board is hereby created. The board shall act in
102 an advisory capacity to the county's chief information officer on technical issues
103 including policies and standards for information security, applications, infrastructure and
104 data management. The members shall be the chief information officer, each agency's
105 information technology director or manager, designated by the agency's director, who is
106 familiar with the agency's technology needs and operations and information technology
107 service delivery managers for executive branch departments.

108 B. The technology management board shall:

109 1. Review the strategic objectives recommended by the strategic advisory
110 council and assess issues related to the ability of the technology infrastructure to support
111 them;

112 2. Review the business objectives and information technology proposals
113 recommended by the business management council and assess issues related to
114 compliance with the county's technology standards and policies and the impact to the
115 technology infrastructure required to support them;

116 3. Develop or review information technology program proposals that support
117 the strategic and business objectives of the county;

118 4. Develop or review technology program proposals that promote the efficient
119 operation and management of technology infrastructure, applications and data;

120 5. Recommend technology program proposals for funding and for inclusion in
121 ~~((the technology business plan and))~~ the information technology strategic plan; and

122 6. ~~((Review and provide recommendations for finalizing the King County
123 technology business plan; and~~

124 7.)) Review and endorse information technology standards, policies and
125 guidelines for countywide use. Information technology standards, policies and guidelines
126 with business implications shall be referred to the business management council for
127 endorsement for countywide use.

128 C. The chief information officer shall serve as the chair of the technology
129 management board and shall designate a vice-chair as needed.

130 D. The chief information officer may convene an ad hoc committee that the chief
131 information officer determines to be necessary for the technology management board to
132 focus on specific topics or issues. The committee shall review topics and report its
133 findings to the chief information officer and the technology management board.

134 E. Votes on all recommendations shall be taken by roll call and recorded.

135 Meeting minutes shall include issues and concerns raised by members for consideration
136 by the chief information officer.

137 F. Members of the technology management board shall serve without
138 compensation.

139 SECTION 4. Ordinance 17929, Section 14, and K.C.C. 4A.100.030 are each
140 hereby amended to read as follows:

141 A. All capital projects shall be included in the six-year capital improvement
142 program for the fiscal period and the next two fiscal periods and shall be organized by
143 fund in the budget. The capital improvement program shall reflect changes, as needed, to
144 capital projects resulting from determinations that the capital budget is not supported by
145 fund balance and revenues to be collected. If the budget includes a new mandatory
146 phased appropriation project or an additional or amended capital budget appropriation for
147 an existing mandatory phased appropriation project, the executive shall submit
148 supporting data as identified in K.C.C. (~~4.04.245.F. through H~~) 4A.130.030. A bond
149 ordinance to provide funding for a capital project is not an appropriation for capital
150 projects.

151 B. The capital improvement program shall include the following supporting data
152 in a standard format for each capital project, in the form of an electronic database, when
153 possible, with a capital project number, project title, division, department, council
154 district, fund number and fund name, appropriation and expenditures to date and six-year
155 appropriations. The electronic database should provide the capability to sort the capital
156 improvement program by capital project number, division, department, council district,
157 fund number and fund name. Supporting data shall include:

- 158 1. Estimated expenditure authority for at least the next six years, by program;
- 159 2. Expenditure authority proposed for existing or new capital projects during the
160 ensuing fiscal period, with information indicating sources of proposed revenue;
- 161 3. Whether the proposed project is the result of an operational need identified in
162 an executive and council approved business plan and project plan;
- 163 4. Anticipated project schedule information;
- 164 5. Estimated net annual operating costs associated with each capital project
165 upon completion, if applicable;
- 166 6. An enumeration of any revised capital project cost estimates;
- 167 7. Life to date expenditure authority and moneys expended on the project life to
168 date;
- 169 8. Anticipated specific project phases within each capital project, including the
170 individual allocations by project phase;
- 171 9. A list of planned subprojects including an assigned capital project number,
172 project title, division, department, council district, fund number and fund name;
- 173 10. A list of capital project appropriation requests, including an explanation of
174 how the capital project complies with applicable plans under K.C.C. 4A.100.060.
- 175 11. One emergent need contingency project and any grant contingency projects
176 under K.C.C. 4A.100.080 and 4A.100.090 may be included in the capital improvement
177 program at the fund level;
- 178 12. A list of lapsed capital projects for which the appropriation has lapsed
179 because the capital project has been abandoned or no expenditure or encumbrance has
180 been made on the project for three years shall be disappropriated; and

181 13. Separate operating and operating transfers to capital appropriations if a
182 single fund finances both operating expenses and capital projects; and

183 14. For technology projects, the chief information officer's assessment required
184 under K.C.C. 2A.380.200.A.2.

185 C. Project plans, also known as capital appropriation proposal forms, shall
186 ~~((include))~~ also be included in the electronic database and shall include, but not be
187 limited to:

188 1. Project number, project title, program, division, department, council district,
189 fund number and fund name;

190 2. The project's scope and a brief description of how the project satisfies the
191 agency's business plan requirements and, if applicable, how the project satisfies the
192 agency's site master plan;

193 3. Current phase of project, phase status and whether the project has been
194 designated as a mandatory phased appropriation project;

195 4. Project baseline, if established, and explanation of any significant variance
196 from it;

197 5. An explanation of alternatives considered;

198 6. Appropriation and expenditure amounts to date;

199 7. Ensuing-fiscal period appropriation requested amount;

200 8. Estimated cost through project closeout, which may be expressed as a range if
201 baseline is not established and planned project costs by phase;

202 9. Explanation of how contingency amounts were determined or reference to
203 applicable county policy;

204 10. Explanation of how inflation is incorporated or reference to applicable
205 county policy;

206 11. Identification of funding sources, funding status, and funding risks; and

207 12. Description of key project risks, including summary of top risks in the risk
208 register, if applicable.

209 D.1. Capital project cost estimates shall:

210 a. be prepared in accordance with applicable industry standards;

211 b. be identified as part of the budget by the executive as part of the budget;

212 c. include requirements of external funding sources and county policies,
213 including, but not limited to, standards regarding estimate accuracies, methodology for
214 determining contingency included for uncertainty((τ)) and the cost index used to define
215 the time value of money.

216 2. The level of detail incorporated within each cost estimate shall be
217 commensurate with the information available at each phase of a capital project, and shall
218 be consistent with the Association for the Advancement of Cost Engineering
219 International cost estimate classification system. For technology projects, cost estimates
220 shall be consistent with the King County information technology project management
221 methodology. The estimates for all succeeding phases shall be updated to represent the
222 latest project information.

223 E. An updated project plan shall be provided for each capital project request for
224 appropriation.

225 F. Each technology capital project seeking appropriation shall also include(=:

226 ~~1. A business case for each technology project seeking appropriation authority~~

227 ~~in the budget or any amendment to the budget. The business case shall include at a~~
228 ~~minimum a description of the problem the technology investment is trying to address, the~~
229 ~~proposed solution, an analysis of alternative solutions, the project goals and objectives, a~~
230 ~~description of the project, project milestones with specific dates, of which at least two~~
231 ~~milestones shall be projected to occur during the fiscal period in which they are proposed~~
232 ~~for appropriation authority;~~

233 ~~2. A))~~a benefit achievement plan describing: how the proposed technology
234 investment will produce an improvement or savings in county services; how the
235 improvement or savings will be measured; how much improvement or savings is
236 expected; and when the improvement or savings is likely to be achieved(~~(; and~~

237 ~~3. A cost benefit analysis)).~~

238 G. The major maintenance capital program submitted with the budget shall
239 include the following:

240 1. A detailed financial plan covering at least six years setting forth the sources
241 and amounts of revenues used to finance major maintenance reserve fund expenditures in
242 each year of the plan. The revenues from a particular source may change from year to
243 year, as economic and budgetary circumstances warrant. However, if proposed revenues
244 do not fully support the major maintenance financial model, then the discrepancy shall be
245 documented together with justification and a recovery plan outlining how the deficiencies
246 will be restored;

247 2. The major maintenance financial model, which is the analytical system for
248 the expenses for periodic replacement of major county building systems and components
249 and for developing the revenue estimates necessary to cover those expenses. The model

250 shall include any proposed changes from the previous fiscal period model to building
251 systems and components, life cycles, estimates, percentage allocations or other associated
252 assumptions that form the basis of the model; and

253 3. The proposed major maintenance program plan, which is the prioritized list of
254 projects transmitted to the council in the budget with the major maintenance fund
255 expenditure authority request for the ensuing fiscal period, accompanied by criteria used
256 to develop the list and any changes from the previous fiscal period list. The plan shall be
257 prioritized and include project names, project numbers and project appropriation requests.
258 The final program plan is adopted by the council as part of the budget appropriation
259 ordinance. Expenditures from the major maintenance reserve fund may be made only for
260 approved capital projects on the program plan or approved reallocations but total
261 expenditures shall not exceed the amount appropriated to the fund.

262 H. Major maintenance program costs shall be financed by the major maintenance
263 reserve fund. The calculation of the amount necessary to finance facility infrastructure
264 maintenance costs for each building shall be determined by the major

265 maintenance financial model. Proposed changes to the financial model are subject to the
266 reporting requirements in subsection G.2. of this section.
267

Ordinance 18802 was introduced on 8/20/2018 and passed by the Metropolitan King County Council on 10/1/2018, by the following vote:

Yes: 9 - Mr. von Reichbauer, Mr. Gossett, Ms. Lambert, Mr. Dunn,
Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles
and Ms. Balducci

No: 0

Excused: 0




KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

J. Joseph McDermott, Chair

ATTEST:

Melani Pedroza, Clerk of the Council

APPROVED this 10 day of OCTOBER, 2018.

 Dow Constantine, County Executive

Attachments: None

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CLERK
KING COUNTY COUNCIL