



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

September 10, 2013

Ordinance 17654

Proposed No. 2013-0338.1

Sponsors von Reichbauer

1 AN ORDINANCE relating to information technology
2 projects; and amending Ordinance 12075, Section 3, as
3 amended, and K.C.C. 2.16.025, Ordinance 14005, Section
4 3, as amended, and K.C.C. 2.16.0755 and Ordinance
5 12076, Section 3, as amended, and K.C.C. 4.04.030 and
6 repealing Ordinance 14005, Section 4, as amended, and
7 K.C.C. 2.16.0757.

8 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

9 SECTION 1. Ordinance 12075, Section 3, as amended, and K.C.C. 2.16.025 are
10 each hereby amended to read as follows:

11 The county executive shall manage and be fiscally accountable for the office of
12 performance, strategy and budget and the office of labor relations.

13 A. The office of performance, strategy and budget functions and responsibilities
14 shall include, but not be limited to:

15 1. Planning, preparing and managing, with emphasis on fiscal management and
16 control aspects, the annual operating and capital improvement budgets;

17 2. Preparing forecasts of and monitor revenues;

18 3. Monitoring expenditures and work programs in accordance with Section 475
19 of the King County Charter;

20 4. Developing and preparing expenditure plans and ordinances to manage the
21 implementation of the operating and capital improvement budgets throughout the fiscal
22 year;

23 5. Formulating and implementing financial policies regarding revenues and
24 expenditures for the county and other applicable agencies;

25 6. Performing program analysis, and contract and performance evaluation
26 review;

27 7. Developing and transmitting to the council, concurrent with the annual
28 proposed budget, supporting materials consistent with K.C.C. 4.04.030;

29 8. Performance management and accountability:

30 a. providing leadership and coordination of the performance management and
31 accountability system countywide;

32 b. overseeing the development of strategic plans and business plans for each
33 executive branch department and office;

34 c. providing technical assistance on the development of strategic plans and
35 business plans for agencies;

36 d. developing and using community-level indicators and agency performance
37 measures to monitor and evaluate the effectiveness and efficiency of county agencies;

38 e. overseeing the production of an annual performance report for the executive
39 branch;

40 f. coordinating performance review process of executive branch departments
41 and offices;

42 g. collecting and analyzing land development, population, housing, natural
43 resource enhancement, transportation and economic activity data to aid decision making
44 and to support implementation of county plans and programs, including benchmarks;

45 h. leading public engagement and working in support of county performance
46 management, budget((;)) and strategic planning; and

47 i. developing and transmitting to the council an annual report on April 30
48 about the benefits achieved from technology projects. The report shall include
49 information about the benefits obtained from completed projects and a comparison with
50 benefits that were projected during different stages of the project. The report shall also
51 include a description of the expected benefits from those projects not yet completed. The
52 report shall be filed in the form of a paper original and an electronic copy with the clerk
53 of the council, who shall retain the original and provide an electronic copy to all
54 councilmembers;

55 9. Strategic planning and interagency coordination:

56 a. coordinating and staffing executive initiatives across departments and
57 agencies;

58 b. facilitating interdepartmental, interagency and interbranch teams on
59 multidisciplinary issues;

60 c. leading governance transition efforts for the urban area consistent with the
61 Growth Management Act;

62 d. providing technical assistance in the update of regional growth management
63 planning efforts including the Countywide Planning Policies and distribution of
64 jurisdictional population and employment growth targets;

65 e. providing assistance in the development of agency and system planning
66 efforts such as operational master plans;

67 f. negotiating interlocal agreements as designated by the executive; and

68 g. serving as the liaison to the boundary review board for King County; and

69 10. Business relations and economic development:

70 a. developing proposed policies to address regional, unincorporated urban, and
71 rural economic development;

72 b. establishing, fostering and maintaining healthy relations with business and
73 industry;

74 c. implementing strategies and developing opportunities that include partnering
75 with, cities, the Port of Seattle and other economic entities on regional and subregional
76 economic development projects;

77 d. developing and implementing strategies to promote economic revitalization
78 and equitable development in urban unincorporated areas including the possible assembly
79 of property for the purpose of redevelopment;

80 e. refining and implementing strategies in the county's rural economic
81 strategies to preserve and enhance the rural economic base so that the rural area can be a
82 place to both live and work; and

83 f. assisting communities and businesses in creating economic opportunities,
84 promoting a diversified economy and promoting job creation with the emphasis on
85 family-wage jobs.

86 SECTION 2. Ordinance 14005, Section 3, as amended, and K.C.C. 2.16.0755 are
87 each hereby amended to read as follows:

88 A. The department of information technology, which is also known as KCIT, is
89 responsible to manage and be fiscally accountable for the information technology
90 operating resources and budget within the executive branch with the exception of the
91 business resource center. The department of information technology shall provide
92 support to the business resource center as agreed by the department of information
93 technology and the department of executive services. The department shall be comprised
94 of the information technology operations and business solutions division and the
95 information technology customer service division.

96 B.1. The department of information technology shall be directed by a chief
97 information officer. The chief information officer shall be appointed by the executive
98 and confirmed by the council. The chief information officer shall report to the county
99 executive and advise all branches of county government on technology issues. The chief
100 information officer shall provide vision and coordination in technology management and
101 investment across the county. The chief information officer shall meet regularly with
102 business managers for the assessor, council, prosecutor, superior court, district court,
103 elections and sheriff to advise on technology implications of policy decisions. The chief
104 information officer shall advise all county elected officials, departments and divisions on
105 technology planning and project implementation.

106 2. The duties of the chief information officer also shall include the following:

107 a. overseeing the information technology strategic planning office and
108 production of a county information technology strategic plan and updates to the plan;

109 b. overseeing the central information technology office of project oversight
110 and monitoring of approved technology projects;

111 c. recommending business and technical information technology projects for
112 funding as part of the county's strategic planning process;

113 d. recommending technical standards for the purchase, implementation and
114 operation of computer hardware, software and networks as part of the county's strategic
115 planning process;

116 e. recommending countywide policies and standards for privacy, security and
117 protection of data integrity in technology infrastructure, electronic commerce and
118 technology vendor relationships as part of the county's strategic planning process;

119 f. recommending strategic information technology service delivery models to
120 be implemented by county departments;

121 g. identifying and establishing short-range, mid-range and long-range
122 objectives for information technology investments in the county;

123 h. establishing a standard methodology for information technology project
124 management, including requirements for project initiation and review, parameters for
125 agency contracts with information technology vendors, and reporting requirements to
126 facilitate monitoring of project implementation;

127 i. establishing criteria for determining which information technology projects
128 will be monitored centrally;

129 j. monitoring project implementation when projects meet the established
130 criteria;

131 k. releasing the funding for each phase of those projects subject to central
132 oversight based on successful reporting and completion of milestones;

133 l. recommending budgetary changes in the funding of information technology
134 projects to the executive and council, as appropriate;

135 m. directing the suspension or general shutdown of projects having difficulties
136 in resolving issues related to scope, schedule or budget;

137 n. conducting post-implementation information technology project review;

138 o. managing the internal service fund and capital project fund of the ~~((office of~~
139 ~~information resource management))~~ department of information technology;

140 p. providing annual performance review to the executive and council;

141 q. managing the information and telecommunications services office; ~~((and))~~

142 r. planning, oversight and management of information technology functions
143 within the executive branch, including the following:

144 ~~((1.))~~ (1) approving the department information technology service delivery
145 plan in conjunction with the executive branch department directors;

146 ~~((2.))~~ (2) ensuring that executive branch department information technology
147 service delivery needs are met according to the agreed-upon information technology
148 service delivery plan for the department;

149 ~~((3.))~~ (3) hiring or designating, or both, the department information
150 technology service delivery manager in consultation with the department director to
151 manage the day-to-day information technology operations within each executive branch
152 department; and

153 ~~((4.))~~ (4) ensuring that executive department information technology needs are
154 aligned with the countywide three year strategic technology plan and the annual
155 technology business plan;

156 s. producing an information technology strategic plan with annual updates for
157 council approval. The strategic technology plan shall be transmitted to council no later
158 than June 30 of the reporting period, with annual updates provided by April 30. The plan
159 should include:

160 (1) a section that includes:

161 (a) text describing, for individual planning issue areas, the current
162 environment, strengths, weaknesses, opportunities and challenges;

163 (b) a list of recommended objectives, with description; and

164 (c) the approach to achieve the desired outcomes for each strategic objective;

165 (2) the accomplishments towards meeting objectives from previous approved
166 strategic plans, when objectives have not been met and a discussion of the obstacles
167 towards meeting those objectives; and

168 (3) appendices supporting the recommendations with empirical data;

169 t. supporting the work of countywide planning committees that coordinate
170 business and technical needs for information technology investments; and

171 u. producing an annual proposed technology business plan. The annual proposed
172 technology business plan shall be transmitted to the council at the time of transmittal of
173 the executive's proposed budget. The annual technology business plan shall include:

174 (1) a summary of each technology project seeking funding in the proposed
175 budget.

176 (2) for each project seeking funding in the budget, the following information
177 shall be reported:

178 (a) the total budget request for the proposed project;

179 (b) the total of past appropriations;
180 (c) an estimate of any future budget requests to complete the project;
181 (d) a cash flow plan identifying the dates when funds proposed in the budget
182 are anticipated to be encumbered or expended;

183 (e) the expected useful life of the technology; and
184 (f) preliminary outcome measures to assess whether the project is successful
185 upon completion;

186 (3) for all existing projects seeking funding in the proposed budget, a status
187 report on whether the project's major milestones identified at the time of the first and
188 subsequent budget appropriations have been achieved; and

189 (4) A list of all projects with active appropriation authority, including projects
190 not seeking funding in the proposed budget and the unexpended appropriation for each
191 project.

192 C. To support the chief information officer in carrying out the duties of the
193 office, all county departments shall develop and maintain information technology plans
194 that align to the countywide strategic technology plan and meet their departments'
195 business goals and objectives and shall procure information technology with due
196 diligence demonstrated to meet policies and standards established through the technology
197 governance.

198 SECTION 3. Ordinance 14005, Section 4, as amended, and K.C.C. 2.16.0757 are
199 each hereby repealed

200 SECTION 4. Ordinance 12076, Section 3, as amended, and K.C.C. 4.04.030 are
201 each hereby amended to read as follows:

202 The budget documents shall include, but not be limited to, data specified in this
203 chapter.

204 A. The budget shall set forth the complete financial plan for the ensuing fiscal
205 year showing planned expenditures and the sources of revenue from which they are to be
206 financed. For each fund, the expenditures included in the budget for the ensuing fiscal
207 year shall not exceed the estimated revenues as forecast under K.C.C. 2.140.070,
208 including reserves.

- 209 1. The budget document shall include the following:
- 210 a. estimated revenue by fund and by source from taxation;
 - 211 b. estimated revenues by fund and by source other than taxation;
 - 212 c. actual receipts for first six months, January 1 through June 30, of the current
213 fiscal year;
 - 214 d. actual receipts for the last completed fiscal year by fund and by source;
 - 215 e. estimated fund balance or deficit for current fiscal year by fund; and
 - 216 f. operational budget details for all agencies at the section level unless noted by
217 the executive and accompanied with an explanation of the change;
 - 218 g. such additional information dealing with revenues as the executive and
219 council shall deem pertinent and useful;
 - 220 h. tabulation of expenditures in a comparable form by fund, program project or
221 object of expenditure for the ensuing fiscal year;
 - 222 i. actual expenditures for the first six months, January 1 through June 30, of the
223 current year;
 - 224 j. actual expenditures for the last completed fiscal year;
-

- 225 k. the appropriation for the current year; and
- 226 l. such additional information dealing with expenditures as the executive and
- 227 council shall deem pertinent and useful.
- 228 2. All capital improvement projects and appropriations shall be authorized only
- 229 by inclusion in the annual council adopted CIP or any amendment thereto. A bond
- 230 ordinance is not an appropriation for capital projects. The capital improvement section of
- 231 the budget shall include:
- 232 a. estimated expenditures for at least the next six fiscal years by program;
- 233 b. expenditures planned for current, pending, or proposed capital projects
- 234 during the fiscal year, classified according to proposed source of funds whether from
- 235 bonds, or any combination of other local, state, federal and private sources;
- 236 c. an alphabetic index to enable quick location of any project contained in the
- 237 budget;
- 238 d. a discrete number for each project that shall serve to identify it within the
- 239 capital budget document and all accounting reports;
- 240 e. estimated net annual operating costs associated with each project upon
- 241 completion or in cases where operating costs are negligible or incalculable, a statement to
- 242 that effect;
- 243 f. an identification of all CIP projects by council district in which they are
- 244 located;
- 245 g. CIP projects funded in the budget year, which shall be presented in separate
- 246 sections of the budget.

247 (1) Major maintenance reserve fund CIP projects shall be presented in the
248 six-year general CIP program.

249 (2) Except for high-risk projects under K.C.C. 4.04.245, the appropriation for
250 major maintenance reserve fund CIP projects shall be made at the major maintenance
251 reserve fund level in accordance with K.C.C. 4.04.265.

252 (3) Roads CIP projects shall be presented in the six-year road CIP program

253 (4) Except for high risk projects under K.C.C. 4.04.245, the appropriation for
254 roads CIP projects shall be made at the roads CIP fund level in accordance with K.C.C.
255 4.04.270.

256 (5) Wastewater CIP projects shall be presented in the six-year wastewater
257 CIP program.

258 (6) Except for high-risk projects under K.C.C. 4.04.245, the appropriation for
259 wastewater CIP projects shall be made at the wastewater CIP fund level in accordance
260 with K.C.C. 4.04.280.

261 (7) Surface water management CIP projects shall be presented in the six-year
262 surface water management CIP program.

263 (8) Except for high-risk projects under K.C.C. 4.04.245, the appropriation for
264 surface water management CIP projects shall be made at the surface water management
265 CIP fund level in accordance with K.C.C. 4.04.275((;)).

266 (9) Solid waste CIP projects shall be presented in the six-year solid waste CIP
267 program((;)).

268 (10) Except for high-risk projects under K.C.C. 4.04.245, the appropriation
269 for solid waste CIP projects shall be made at the solid waste CIP fund level in accordance
270 with K.C.C. 4.04.273(~~(; and)~~).

271 (11) The technology business plan in accordance with K.C.C. 2.16.0757.

272 (12) Each technology project seeking appropriation authority shall include:

273 (a) a business case for each technology project seeking appropriation
274 authority in the budget or any amendment thereto. The business case shall include at
275 minimum a description of the problem the technology investment is trying to address, the
276 proposed solution, an analysis of alternative solutions, the project goals and objectives
277 and a description of the project, project milestones with specific dates, of which at least
278 two shall be projected to occur during the proposed budget year;

279 (b) a benefit achievement plan describing: how the proposed information
280 technology investment will produce an improvement or savings in county services; how
281 the improvement or savings will be measured; how much improvement or savings is
282 expected; and when the improvement or savings is likely to be achieved; and

283 (c) a cost-benefit analysis;

284 h. in addition to schedule requirements, a statement of purpose and estimated
285 total cost for each project for which expenditures are planned during the ensuing fiscal
286 year;

287 i. the original project cost estimate which shall remain fixed from year to year.
288 This original cost estimate shall be included in the capital budget document. A project
289 record, separate from the budget document, shall be provided that identifies the original
290 project's project phase and any subsequent changes to the original project cost estimate

291 by project phase and revenue source as approved in the budget document or any
292 amendment to the budget;

293 j. an enumeration of revised project cost estimates;

294 k. funds actually expended for projects as of June 30 of the current year;

295 l. funds previously authorized for the project;

296 m. anticipated specific project phases within each project. However, the
297 executive is authorized to transfer funds between specific activities within the same
298 project only if these transfers will not result in a necessary increase to the total project
299 budget. A scope change of a project constitutes a revision.

300 (1) A CIP project scope change shall be included in the CIP exceptions
301 notification if total project costs increase by ten percent or by fifty thousand dollars,
302 whichever is less; or if the schedule deviates by three months.

303 (2) For parks CIP projects, a CIP exceptions notification shall be filed with
304 the clerk of the council in advance of action for distribution to the chair of the budget and
305 fiscal management committee, or its successor committee, when fifty thousand dollars or
306 more or funds in excess of ten percent of total project costs, whichever is less, are to be
307 transferred from a contingency project to a CIP project.

308 (3) For major maintenance reserve fund CIP projects, a CIP exceptions
309 notification shall be filed with the clerk of the council in advance of action for
310 distribution to the chair of the budget and fiscal management committee, or its successor
311 committee, when moneys in excess of fifteen percent of the total major maintenance
312 reserve fund CIP project costs are to be transferred from the general facility major
313 maintenance emergent need contingency project.

314 (4) For roads CIP projects, a CIP exceptions notification shall be filed with
315 the clerk of the council in advance of action for distribution to the chair of the
316 transportation committee, or its successor committee, when contingency funds in excess
317 of fifteen percent of total project costs are to be transferred.

318 (5) For solid waste, surface water management and wastewater CIP projects,
319 a CIP exceptions notification shall be filed with the clerk of the council in advance of
320 action for distribution to the chair of the budget and fiscal management committee, or its
321 successor committee, and chair of the utilities committee, or its successor committee,
322 when contingency funds in excess of fifteen percent of total project costs are to be
323 transferred;

324 n. individual allocations by project phase for each capital project; and
325 o. when a single fund finances both operating expenses and capital projects,
326 there shall be separate appropriations from the fund for the operating and the capital
327 sections of the budget.

328 B.1. The budget message shall explain the budget in fiscal terms and in terms of
329 goals to be accomplished and shall relate the requested appropriation to the
330 Comprehensive Plan of the county.

331 2. The total proposed expenditures shall not be greater than the total proposed
332 revenue.

333 3. If the estimated revenues in the current expense, special revenue or debt
334 service funds for the next ensuing fiscal period, together with the fund balance for the
335 current fiscal period exceeds the applicable appropriations proposed by the executive for
336 the next ensuing fiscal period, the executive shall include in the budget document

337 recommendations for the use of the excess for the reduction of indebtedness, for the
338 reduction of taxation or for other purposes as in his or her discretion shall serve the best
339 interests of the county.

340 4. If, for any applicable fund, the estimated revenues for the next ensuing period
341 plus fund balance shall be less than the aggregate of appropriations proposed by the
342 executive for the next ensuing fiscal period, the executive shall include in the budget
343 document his or her proposals as to the manner in which the anticipated deficit shall be
344 met, whether by an increase in the indebtedness of the county, by imposition of new
345 taxes, by increase of tax rate or in any like manner.

346 C.1. Justification for revenues and expenditures shall be presented in detail when
347 necessary to explain changes of established practices, unique fiscal practices and new
348 sources of revenue or expenditure patterns or any data the executive considers useful to
349 support the budget. The following elements shall be included:

- 350 a. nonbudgeted departments and programs expenditures and revenues; that is,
351 intragovernmental service funds;
- 352 b. historical and projected agency workload information; and
- 353 c. a brief explanation of existing and proposed new programs, as well as the
354 purpose and scope of agency activities.

355 2. Capital improvement program data shall include, but not be limited to, the
356 streets and highway programming process, which shall specify priorities, guide route
357 establishments, select route design criteria and provide detailed design information for
358 each road or bridge project.

359 D.1. The department of executive services shall submit a request for CIP project
360 funding, which shall specify project funding levels on a project-by-project basis, but
361 which shall be appropriated at the major maintenance reserve fund CIP fund level, stated
362 as an aggregate of individual projects for the budget year in question in accordance with
363 K.C.C. 4.04.266. High-risk projects under K.C.C. 4.04.245 shall be funded as provided
364 in K.C.C. 4.04.245.

365 2. The council may require other data from the department of executive services
366 that the council considers necessary for review of the budget, which may include objects
367 of expenditure and other expenditures categories.

368 E.1. The department of transportation shall submit a request for CIP project
369 funding, which shall specify project funding levels on a project-by-project basis, but
370 which shall be appropriated at the road CIP fund level, stated as an aggregate of
371 individual projects for the budget year in question in accordance with K.C.C. 4.04.270.
372 High-risk projects under K.C.C. 4.04.245 shall be funded as provided in K.C.C. 4.04.245.

373 2. The council may require other data from the department of transportation that
374 the council considers necessary for review of the budget, which may include objects of
375 expenditure and other expenditures categories.

376 F.1. The department of natural resources and parks shall submit a request for CIP
377 project funding, which shall specify project funding levels on a project-by-project basis,
378 but which shall be appropriated at the wastewater CIP fund level, stated as an aggregate
379 of individual projects, including subprojects, for the budget year in question in
380 accordance with K.C.C. 4.04.280. Except for multiyear construction contracts and
381 carryover amounts approved during the annual CIP reconciliation process, appropriations

382 shall be for one year. All construction contracts including multiyear construction
383 contracts shall be appropriated for the full construction amount in the first year. Any
384 multiyear construction contracts longer than three years must be specifically identified in
385 the wastewater CIP budget request. The request for CIP project funding for wastewater
386 asset management shall include categories of wastewater asset management projects.
387 Wastewater asset management projects shall be appropriated annually at the category
388 level. The executive-proposed CIP shall allocate anticipated expenditures for each
389 wastewater asset management project category as part of the six-year wastewater CIP.
390 For each category, a proposed project list will be appended. High-risk projects under
391 K.C.C. 4.04.245 shall be funded as provided in K.C.C. 4.04.245.

392 2. The council may require other data from the department of natural resources
393 and parks that the council considers necessary for review of the budget, which may
394 include objects of expenditures and other expenditures categories.

395 G.1. The department of natural resources and parks shall submit a request for CIP
396 project funding, which shall also specify project funding levels on a project-by-project
397 basis but which shall be appropriated at the surface water management CIP fund level,
398 states as an aggregate of individual projects, including subprojects, for the budget year in
399 question in accordance with K.C.C. 4.04.275. Except for multiyear construction
400 contracts and carryover amounts approved during the annual CIP reconciliation process,
401 appropriations shall be for one year. All construction contracts including multiyear
402 construction contracts shall be appropriated for the full construction amount in the first
403 year. Any multiyear construction contracts longer than three years must be specifically

404 identified in the surface water management CIP budget request. High-risk projects under
405 K.C.C. 4.04.245 shall be funded as provided in K.C.C. 4.04.245.

406 2. The council may require from the department of natural resources and parks
407 other data that the council considers necessary for review of the budget, which may
408 include objects of expenditure and other expenditures categories. High-risk projects
409 under K.C.C. 4.04.245 shall be funded as provided in K.C.C. 4.04.245.

410 H.1. The department of natural resources and parks shall submit a request for CIP
411 project funding, which shall also specify project funding levels on a project-by-project
412 basis but which shall be appropriated at the solid waste CIP fund level, states as an
413 aggregate of individual projects, including subprojects, for the budget year in question in
414 accordance with K.C.C. 4.04.273. Except for a multiyear construction contracts and
415 carryover amounts approved during the annual CIP reconciliation process, appropriations
416 shall be for one year. All construction contracts including multiyear construction
417 contracts shall be appropriated for the full construction amount in the first year. Any
418 multiyear construction contracts longer than three years must be specifically identified in
419 the solid waste CIP budget request. High-risk projects under K.C.C. 4.04.245 shall be
420 funded as provided in K.C.C. 4.04.245.

421 2. The council may require from the department of natural resources and parks

422 other data that the council considers necessary for review of the budget, which may
423 include objects of expenditure and other expenditures categories.
424

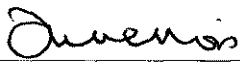
Ordinance 17654 was introduced on 7/22/2013 and passed by the Metropolitan King County Council on 9/9/2013, by the following vote:

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

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Larry Gossett, Chair

ATTEST:


Anne Noris, Clerk of the Council

APPROVED this 18 day of SEPTEMBER, 2013.


Dow Constantine, County Executive

RECEIVED
2013 SEP 20 AM 9:31
CLERK
KING COUNTY COUNCIL

Attachments: None