

KING COUNTY

1200 King County Courthouse 516 Third Avenue Seattle, WA 98104

Signature Report

December 13, 2016

Ordinance 18432

	Sponsors von Reichbauer	
1	AN ORDINANCE relating to the department of	
2	information technology; amending Ordinance 14005,	
3	Section 3, as amended, and K.C.C. 2.16.0755, Ordinance	
4	14155, Section 2, as amended, and K.C.C.2.16.07582,	
5	Ordinance 14155, Section 3, as amended, and K.C.C.	
6	2.16.07583, Ordinance 14155, Section 4, as amended, and	
7	K.C.C. 2.16.07584 and Ordinance 14155, Section 5, as	
8	amended, and K.C.C. 2.16.07585, adding a new chapter to	
9	K.C.C. Title 2A, recodifying K.C.C. 2.16.0755, K.C.C.	
10	2.16.07582, K.C.C. 2.16.07583, K.C.C. 2.16.07584 and	
11	K.C.C. 2.16.07585 and repealing Ordinance 14005,	
12	Section 2, and K.C.C. 2.16.0756, Ordinance 14005, Section	
13	6, as amended, and K.C.C. 2.16.0758, Ordinance 15559,	
14	Section 7, as amended, and K.C.C. 2.16.075805 and	
15	Ordinance 14155, Section 1, as amended, and K.C.C.	
16	2.16.07581.	
17	PREAMBLE:	
18	Ordinance 17142 consolidated the county's information technology	
19	functions and responsibilities for information technology services in the	

20	executive branch into one department, the department of information
21	technology. Since then, the department has more clearly defined roles
22	and responsibilities for each division. The current county code needs to
23	be updated to reflect this structure.
24	BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:
25	SECTION 1. There is hereby established a new chapter in K.C.C. Title 2A. The
26	new chapter shall contain K.C.C. 2.16.0755, as recodified by this ordinance, section 4 of
27	this ordinance, section 5 of this ordinance, section 6 of this ordinance, section 7 of this
28	ordinance, section 8 of this ordinance, K.C.C. 2.16.07582, as recodified by this
29	ordinance, K.C.C. 2.16.07583, as recodified by this ordinance, K.C.C. 2.16.07584, as
30	recodified by this ordinance, and K.C.C. 2.16.07585, as recodified by this ordinance.
31	SECTION 2. K.C.C. 2.16.0755, as amended by this ordinance, is hereby
32	recodified as a new section in the new chapter established under section 1 of this
33	ordinance.
34	SECTION 3. Ordinance 14005, Section 3, as amended, and K.C.C. 2.16.0755 are
35	each hereby amended to read as follows:
36	((A.)) The department of information technology, which is also known as KCIT,
37	is responsible to manage and be fiscally accountable for the information technology
38	operating resources ((and budget)) within the executive branch with the exception of the
39	business resource center. The department of information technology shall provide
40	support to the business resource center as agreed by the department of information
41	technology and the department of executive services. The department shall be comprised
42	of the ((information technology operations and business solutions and the information

43	technology customer service)) office of the chief information officer, the emergency
44	radio systems division, the enterprise business services division and the infrastructure and
45	operations division.
46	((B.1. The department of information technology shall be directed by a chief
47	information officer. The chief information officer shall be appointed by the executive
48	and confirmed by the council. The chief information officer shall report to the county
49	executive and advise all branches of county government on technology issues. The chief
50	information officer shall provide vision and coordination in technology management and
51	investment across the county. The chief information officer shall meet regularly with
52	business managers for the assessor, council, prosecutor, superior court, district court,
53	elections and sheriff to advise on technology implications of policy decisions. The chief
54	information officer shall advise all county elected officials, departments and divisions on
55	technology planning and project implementation.
56	2. The duties of the chief information officer also shall include the following:
57	a. overseeing the information technology strategic planning office and
58	production of a county information technology strategic plan and updates to the plan;
59	b. overseeing the central information technology office of project oversight
60	and monitoring of approved technology projects;
61	c. recommending business and technical information technology projects for
62	funding as part of the county's strategic planning process;
63	d. recommending technical standards for the purchase, implementation and
64	operation of computer hardware, software and networks as part of the county's strategic
65	planning process;

66	e. recommending countywide policies and standards for privacy, security and
67	protection of data integrity in technology infrastructure, electronic commerce and
68	technology vendor relationships as part of the county's strategic planning process;
69	f. recommending strategic information technology service delivery models to
70	be implemented by county departments;
71	g. identifying and establishing short-range, mid-range and long-range
72	objectives for information technology investments in the county;
73	h. establishing a standard methodology for information technology project
74	management, including requirements for project initiation and review, parameters for
75	agency contracts with information technology vendors, and reporting requirements to
76	facilitate monitoring of project implementation;
77	i. establishing criteria for determining which information technology projects
78	will be monitored centrally;
79	j. monitoring project implementation when projects meet the established
80	criteria;
81	k. releasing the funding for each phase of those projects subject to central
82	oversight based on successful reporting and completion of milestones;
83	1. recommending budgetary changes in the funding of information technology
84	projects to the executive and council, as appropriate;
85	m. directing the suspension or general shutdown of projects having difficulties
86	in resolving issues related to scope, schedule or budget;
87	n. conducting post-implementation information technology project review;

88	o. managing the internal service fund and capital project fund of the
89	department of information technology;
90	p. providing annual performance review to the executive and council;
91	q. managing the information and telecommunications services office;
92	r. planning, oversight and management of information technology functions
93	within the executive branch, including the following:
94	(1) approving the department information technology service delivery plan in
95	conjunction with the executive branch department directors;
96	(2) ensuring that executive branch department information technology service
97	delivery needs are met according to the agreed upon information technology service
98	delivery plan for the department;
99	(3) hiring or designating, or both, the department information technology
100	service delivery manager in consultation with the department director to manage the day-
101	to-day information technology operations within each executive branch department; and
102	(4) ensuring that executive department information technology needs are
103	aligned with the countywide three year strategic technology plan and the annual
104	technology business plan;
105	s. producing an information technology strategic plan with annual updates for
106	council approval. The strategic technology plan shall be transmitted to council no later
107	than June 30 of the reporting period, with annual updates provided by April 30. The plan
108	should include:
109	(1) a section that includes:

110	(a) text describing, for individual planning issue areas, the current
111	environment, strengths, weaknesses, opportunities and challenges;
112	(b) a list of recommended objectives, with description; and
113	(c) the approach to achieve the desired outcomes for each strategic
114	objective;
115	(2) the accomplishments towards meeting objectives from previous approved
116	strategic plans, when objectives have not been met and a discussion of the obstacles
117	towards meeting those objectives; and
118	(3) appendices supporting the recommendations with empirical data;
119	t. supporting the work of countywide planning committees that coordinate
120	business and technical needs for information technology investments; and
121	u. producing an annual proposed technology business plan. The annual
122	proposed technology business plan shall be transmitted to the council at the time of
123	transmittal of the executive's proposed budget. The annual technology business plan
124	shall include:
125	(1) a summary of each technology project seeking funding in the proposed
126	budget.
127	(2) for each project seeking funding in the budget, the following information
128	shall be reported:
129	(a) the total budget request for the proposed project;
130	(b) the total of past appropriations;
131	(c) an estimate of any future budget requests to complete the project;

132	(d) a cash flow plan identifying the dates when funds proposed in the budget
133	are anticipated to be encumbered or expended;
134	(e) the expected useful life of the technology; and
135	(f) preliminary outcome measures to assess whether the project is successful
136	upon completion;
137	(3) for all existing projects seeking funding in the proposed budget, a status
138	report on whether the project's major milestones identified at the time of the first and
139	subsequent budget appropriations have been achieved; and
140	(4) A list of all projects with active appropriation authority, including projects
141	not seeking funding in the proposed budget and the unexpended appropriation for each
142	project .
143	C. To support the chief information officer in carrying out the duties of the
144	office, all county departments shall develop and maintain information technology plans
145	that align to the countywide strategic technology plan and meet their departments'
146	business goals and objectives and shall procure information technology with due
147	diligence demonstrated to meet policies and standards established through the technology
148	governance.))
149	NEW SECTION. SECTION 4. There is hereby added to the chapter established
150	in section 1 of this ordinance a new section to read as follows:
151	A. The department of information technology shall be directed by a chief
152	information officer, who is also the director of the department. The chief information
153	officer shall be appointed by the executive and confirmed by the council. The chief
154	information officer shall report to the executive. When acting as the department director,

the chief information officer shall manage the divisions of the department. The chief information officer shall advise all agencies of county government on technology issues. The chief information officer shall provide vision and coordination in technology management and investment across the county. The chief information officer shall meet regularly with business managers for the assessor, council, prosecutor, superior court, district court, elections and sheriff to advise on the technology implications of policy decisions. The chief information officer shall advise all county elected officials, departments and divisions on technology planning and project implementation. The chief information officer shall, with advice from the project review board, approve the release of incremental project funding or recommend budgetary changes, suspension or general shutdown of information technology capital projects. The chief information officer shall approve countywide information technology standards, policies and guidelines recommended for countywide adoption by the business management council and the strategic advisory council.

- B. The office of the chief information officer shall administer responsibilities in support of the chief information officer including, but not limited to:
- 1. Managing information technology strategic planning, including, but not limited to, production of the annual technology business plan, as required by section 9 of this ordinance, and the strategic information technology plan and any plan update, as required by section 9 of this ordinance;
- 2. Implementing a process for the selection, monitoring and evaluation of information technology investments, including establishing and managing information technology planning and oversight committees including, but not limited to, the

178	technology management board, business management council, strategic advisory council
179	and project review board;
180	3. Recommending to the chief information officer appropriation requests for
181	technology projects necessary to achieve the strategic information technology plan;
182	4. Recommending to the chief information officer countywide information
183	technology policies and standards including, but not limited to, information privacy,
184	security and protection of data integrity in technology infrastructure;
185	5. Ensuring information security and privacy disciplines are in place countywide
186	and make recommendations regarding information security and privacy issues relating to
187	the use of technology; and
188	6. Providing business engagement and service delivery services to executive
189	branch departments, including, but not limited to:
190	a. consulting and coordinating resolution of information technology issues key
191	to business operations;
192	b. representing departments in enterprise-wide information technology
193	initiatives to ensure business needs are met; and
194	c. supporting development and maintenance of information technology plans
195	that align to the countywide strategic information technology plan and meet business
196	goals and objectives.
197	NEW SECTION. SECTION 5. There is hereby added to the chapter established

in section 1 of this ordinance a new section to read as follows:

199	The duties of the emergency radio communication division include administering
200	the emergency radio communication system, but not including the radio communication
201	and data system operated and maintained by the department of transportation.
202	NEW SECTION. SECTION 6. There is hereby added to the chapter established
203	in section 1 of this ordinance a new section to read as follows:
204	The duties of the enterprise business services division include:
205	A. Application development, system integration, data management, business
206	intelligence and managed software services;
207	B. Web development, standards and governance, social media strategy, King
208	County Internet and Intranet, open data strategy and support;
209	C. Information technology business analysis consulting, technology solution
210	evaluation, business case development, process improvement, supporting transition-to-
211	technology launch and information technology training for end users on new or enhanced
212	technology tools and applications;
213	D. Managing information technology projects and related documentation in
214	accordance with countywide project management methodology including post-
215	implementation reporting; and
216	E. Develop countywide project management methodology and tools for
217	information technology projects.
218	NEW SECTION. SECTION 7. There is hereby added to the chapter established
219	in section 1 of this ordinance a new section to read as follows:
220	The duties of the infrastructure and operations division include:

221	A. Designing, planning, developing, operating, maintaining and enhancing
222	information technology systems and infrastructures for the county and other contracting
223	agencies;
224	B. Managing the lifecycle of workstations and other information technology
225	devices, including installation, maintenance and decommissioning;
226	C. Managing network connectivity and the Institutional Network, also known as
227	I-Net;
228	D. Providing geographic information systems services, also known as GIS
229	services;
230	E. Negotiating, managing and administering the cable communications
231	provisions in K.C.C. chapter 6.27A; and
232	F. Providing communications infrastructure and support to include voice and data
233	communications services for the county and contracting agencies.
234	NEW SECTION. SECTION 8. There is hereby added to the chapter established
235	in section 1 of this ordinance a new section read as follows:
236	A. The chief information officer shall prepare a biennial proposed technology
237	business plan that shall be transmitted to the council at the time of transmittal of the
238	executive's proposed biennial budget and shall align with an individual agency's business
239	plans and budget requests. The technology business plan shall include:
240	1. A list of technology projects proposed for funding in the new budget;
241	2. For each project seeking funding in the budget, the following information
242	shall be reported:
243	a. the total budget request for the proposed project;

244	b. the total of past appropriations;
245	c. the total estimated cost of the project;
246	d. an annual cash flow plan and any encumbrance or expenditures planned for
247	carryover beyond the two-year period of the proposed budget;
248	e. the expected useful life of the technology; and
249	f. preliminary outcome measures to assess whether the project is successful
250	upon completion;
251	3. For all existing projects seeking funding in the proposed budget, a status
252	report on whether the project's major milestones identified at the time of the first and
253	subsequent budget appropriations have been achieved; and
254	4. A list of all projects with active appropriation authority, including projects
255	not seeking funding in the proposed budget and the unexpended appropriation for each
256	project.
257	B. Beginning in 2019, and every fourth year thereafter, the chief information
258	officer shall prepare a strategic information technology plan for council adoption by
259	motion. The strategic information technology plan, and the motion for adoption of the
260	plan, shall be transmitted to council by December 31 of the year it is prepared, with
261	annual updates provided by April 30 starting in the year two of the four-year plan. The
262	plan should include, for the subsequent four calendar years:
263	1. A vision statement for the coordination of technology management and
264	investment across the county;
265	2. A description of the current environment, strengths, weaknesses,
266	opportunities and challenges for individual planning issue areas;

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267	3. A list of recommended objectives, with description;
268	4. The approach to achieve the desired outcomes for each strategic objective;
269	5. The accomplishments towards meeting objectives from previous approved
270	strategic plans, when objectives have not been met and a discussion of the obstacles
271	towards meeting those objectives;
272	6. Appendices supporting the recommended objectives; and
273	7. Appendix defining appropriate strategic performance metric or metrics for
274	each recommended objective in the plan.
275	SECTION 9. K.C.C. 2.16.07582, as amended by this ordinance, is hereby
276	recodified as a new section in the new chapter established under section 1 of this
277	ordinance.
278	SECTION 10. Ordinance 14155, Section 2, as amended, and K.C.C.2.16.07582
279	are each hereby amended to read as follows:
280	A. The strategic advisory council is hereby created. The strategic advisory
281	council shall act in an advisory capacity to the ((King County)) executive in developing
282	long-term strategic objectives and planning and implementing for information technology
283	deployment countywide. The voting members shall be the ((King County)) executive,
284	two representatives of the King County council's choosing, the ((King County)) sheriff,
285	the ((King County)) prosecuting attorney, the ((King County)) assessor, the ((King
286	County)) chief information officer, the presiding judge of the ((King County)) superior
287	court, the presiding judge of the ((King County)) district court((s)), the director of
288	elections and the chief information officer. The nonvoting advisory members shall be up
289	to eight external advisors from the private sector to be selected by both the chair and the

290	chief information officer, each to serve a two-year term, and up to two external advisors
291	from the public sector to be selected by the chair and the chief information officer, each
292	to serve a two-year term.
293	B. The strategic advisory council shall:
294	1. Develop and recommend strategic objectives for information technology
295	deployment countywide;
296	2. Review information technology proposals for their alignment with adopted
297	strategic objectives;
298	3. Review and endorse the information technology strategic plan and all updates
299	to it; ((and))
300	4. Review policy-related transmittals to the county council that are proposed by
301	the ((King County)) executive for large countywide information technology projects((;
302	such as the business cases))); and
303	5. If necessary, review and endorse information technology standards, policies
304	and guidelines recommended by the chief information officer for countywide adoption.
305	C. The ((King County)) executive shall serve as the chair of the strategic
306	advisory council.
307	D. $((Formal v))V$ otes shall be taken by roll call and recorded on all
308	recommendations and endorsements. Meeting minutes shall include issues and concerns
309	raised by members for consideration by the chief information officer.
310	E. Members of the strategic advisory council shall serve without compensation

311	SECTION 11. K.C.C. 2.16.07583, as amended by this ordinance, is hereby
312	recodified as a new section in the new chapter established under section 1 of this
313	ordinance.
314	SECTION 12. Ordinance 14155, Section 3, as amended, and K.C.C. 2.16.07583
315	are each hereby amended to read as follows:
316	A. The business management council is hereby created. The business
317	management council shall act in an advisory capacity to the county's chief information
318	officer in carrying out duties related to developing short-term, mid-term and strategic
319	objectives for information technology countywide, in recommending information
320	technology proposals for funding and in developing standards, policies and guidelines for
321	implementation. The members shall be the ((King County)) chief information officer and
322	each agency's deputy director((s)) or business manager((s)), designated by ((each)) the
323	agency's director, who is familiar with that agency's business and operations and
324	((having)) has authority to commit resources and speak with the authority of the agency
325	when participating in business management council meetings.
326	B. The business management council shall:
327	1. Review information technology proposals made by individual members,
328	groups of members or ad hoc committees;
329	2. Assess short-term, mid-term strategic value and risk of information
330	technology proposals;
331	3. Assess alignment of information technology proposals with agency business
332	plans, agency technology plans and adopted strategic objectives;

333	4. Recommend information technology proposals for funding and for inclusion
334	in the technology business plan and the information technology strategic plan;
335	5. Review and ((provide recommendations for implementing)) endorse proposed
336	information technology standards, policies and guidelines and recommend to the chief
337	information officer for countywide adoption;
338	6. Review and provide recommendations for finalizing the technology business
339	plan; and
340	7. Review operations management issues as needed.
341	C. The King County chief information officer shall serve as the chair of the
342	business management council and shall designate a vice-chair as needed.
343	D. The chief information officer may convene ((such additional)) an ad hoc
344	committee((s)) as ((are determined)) the chief information officer determines to be
345	necessary for the business management council to focus on specific topics or to address
346	the needs of a ((logical)) group of agencies. ((These)) An ad hoc committee((s)) shall
347	review topics and report findings to the chief information officer and the business
348	management council.
349	E. $((Formal v))V$ otes on all recommendations and endorsements shall be taken by
350	roll call and recorded ((on all recommendations and endorsements)). Meeting minutes
351	shall ((formally record)) include issues and concerns raised by members for consideration
352	by the chief information officer.
353	F. Members of the business management council shall serve without
354	compensation.

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355	SECTION 13. K.C.C. 2.16.07584, as amended by this ordinance, is hereby
356	recodified as a new section in the new chapter established under section 1 of this
357	ordinance.
358	SECTION 14. Ordinance 14155, Section 4, as amended, and K.C.C. 2.16.07584
359	are each hereby amended to read as follows:
360	A. The technology management board is hereby created. The board shall act in
361	an advisory capacity to the county's chief information officer on technical issues
362	including policies and standards for information security, applications, infrastructure and
363	data management. The members shall be((÷)) the ((King County)) chief information
364	officer, ((and)) each agency's information technology director((s)) or manager((s)),
365	designated by ((each)) the agency's director, ((and)) who is familiar with ((that)) the
366	agency's technology needs and operations and information technology service delivery
367	managers for executive branch departments.
368	B. The technology management board shall:
369	1. Review the strategic objectives recommended by the strategic advisory
370	council and assess issues related to the ability of the technology infrastructure to support
371	them;
372	2. Review the business objectives and information technology proposals
373	recommended by the business management council and assess issues related to
374	compliance with the county's technology standards and policies and the impact to the
375	technology infrastructure required to support them;
376	3. Develop or review information technology program proposals that support

the strategic and business objectives of the county;

378	4. Develop or review technology program proposals that promote the efficient
379	operation and management of technology infrastructure, applications and data;
380	5. Recommend technology program proposals for funding and for inclusion in
381	the technology business plan and the information technology strategic plan;
382	6. Review and provide recommendations for finalizing the King County
383	technology business plan; and
384	7. ((Develop or r))Review and ((recommend)) endorse information technology
385	standards, policies and guidelines for ((infrastructure, applications deployment, data
386	management and privacy and security)) countywide use. Information technology
387	standards, policies and guidelines with business implications shall be referred to the
388	business management council for endorsement for countywide use.
389	C. The ((King County)) chief information officer shall serve as the chair of the
390	technology management board and shall designate a vice-chair as needed.
391	D. The chief information officer may convene ((such)) an ad hoc committee((s
392	as are determined)) that the chief information officer determines to be necessary for the
393	technology management board to focus on specific topics or issues. ((These))
394	committee((s)) shall review topics and report ((back)) its findings to the chief information
395	officer and the technology management board.
396	E. Votes on all recommendations shall be taken by roll call and recorded.
397	Meeting minutes shall ((formally record)) include issues and concerns raised by members
398	for consideration by the chief information officer.
399	F. Members of the technology management board shall serve without
400	compensation.

401	SECTION 15. K.C.C. 2.16.07585, as amended by this ordinance, is hereby
402	recodified as a new section in the new chapter established under section 1 of this
403	ordinance.
404	SECTION 16. Ordinance 14155, Section 5, as amended, and K.C.C. 2.16.07585
405	are each hereby amended to read as follows:
406	A. The project review board is hereby created. All information technology
407	projects shall participate in an oversight process established by the project review board
408	and the chief information officer. The board shall act in an advisory capacity to the
409	((county's)) chief information officer in:
410	1. Endorsing project management methodology for countywide use;
411	2. ((i))Implementing the project management ((guidelines developed by the
412	central information technology project management office as described in K.C.C.
413	2.16.0768 A. through E. As appropriate, the board also may assume the project oversight
414	role assigned to the project management office under K.C.C. 2.16.0758 F. through K))
415	oversight including, but not limited to, review of information technology project status,
416	plans, risk and progress and approval of incremental release of project funding:
417	3. Recommending budgetary changes, suspension or general shutdown of
418	approved information technology projects; and
419	4. Recommending independent quality assurance reviews.
420	B. The members of the project review board shall be((÷)) the chief information
421	officer, the ((assistant)) deputy county executive ((operations I)), the director of the office
422	of performance, strategy and budget and the director of the department of executive
423	services.

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424	<u>C.</u> The ((King County)) chief information officer shall serve as the chair of the
425	project review board.
426	((C.)) D. An ((A))ad hoc project review team((s)) may be convened to focus on
427	specific projects as determined to be necessary by the project review board ((to focus on
428	specific projects)). Each ad hoc project review team ((will)) shall include the project's
429	sponsoring agency director. ((These)) An ad hoc project review team((s)) shall report
430	((back)) its findings to the project review board.
431	$((D. Formal)) \underline{E}. ((v))\underline{V}$ otes on all recommendations and endorsements shall be
432	taken and recorded ((on all recommendations and endorsements and)). ((m))Meeting
433	minutes shall ((formally record)) include issues and concerns raised by members for
434	consideration by the chief information officer.
435	SECTION 17. The following are each hereby repealed:
436	A. Ordinance 14005, Section 2, and K.C.C. 2.16.0756;
437	B. Ordinance 14005, Section 6, as amended, and K.C.C. 2.16.0758;

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Excused: 0

KING COUNTY COUNCIL

KING COUNTY, WASHINGTON

C. Ordinance 15559, Section 7, as amended, and K.C.C. 2.16.075805; and

D. Ordinance 14155, Section 1, as amended, and K.C.C. 2.16.07581.

Ordinance 18432 was introduced on 9/19/2016 and passed by the Metropolitan King

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

County Council on 12/12/2016, by the following vote:

and Ms. Balducci

No: 0

ATTEST:

Melani Pedroza, Acting Clerk of the Council

APPROVED this 23 day of 2016.

Dow Constantine, County Executive

J. Joseph McDermott, Chair

Attachments: None