



## Legislation Details (With Text)

<b>File #:</b>	2006-0110	<b>Version:</b>	2
<b>Type:</b>	Ordinance	<b>Status:</b>	Passed
<b>File created:</b>	3/6/2006	<b>In control:</b>	Labor, Operations and Technology Committee
<b>On agenda:</b>		<b>Final action:</b>	7/24/2006
<b>Enactment date:</b>	8/2/2006	<b>Enactment #:</b>	15559
<b>Title:</b>	AN ORDINANCE relating to the organization of information technology service delivery within the executive branch; amending Ordinance 11955, Section 2, as amended, and K.C.C. 2.16.020, Ordinance 14199, Section 11, as amended, and K.C.C. 2.16.035 and Ordinance 14005, Section 3, as amended, and K.C.C. 2.16.0755, Ordinance 14005, Section 4, and K.C.C. 2.16.0757, Ordinance 14005, Section 6, as amended, and K.C.C. 2.16.0758, Ordinance 14155, Section 2, and K.C.C. 2.16.07682, Ordinance 14155, Section 3, and K.C.C. 2.16.07583, Ordinance 14155, Section 4, and K.C.C. 2.16.07584 and Ordinance 14155, Section 5, as amended, and K.C.C. 2.16.07585 and adding a new section to K.C.C. chapter 2.16.		
<b>Sponsors:</b>	Larry Gossett		
<b>Indexes:</b>	Executive Branch, Technology		
<b>Code sections:</b>	2.16 -, 2.16.020 -, 2.16.035 -, 2.16.0755 -, 2.16.0757 -, 2.16.0758 -, 2.16.07582 -, 2.16.07583 -, 2.16.07584 -, 2.16.07585 -		
<b>Attachments:</b>	1. 15559.pdf, 2. 2006-0110 0109 Staff Report IT Organization April 25 2006.doc, 3. 2006-0110 2006 Estimated Financial Plan ITS Technology Services Fund 5531.pdf, 4. 2006-0110 Copy of Fiscal Note ITS Tech Serv B Fiscal Note 2006.xls, 5. 2006-0110 Fiscal Note - Internal Support IT reorg rate correction.xls, 6. 2006-0110 fiscal note I-Net Operations 000004531.pdf, 7. 2006-0110 fiscal note OIRM 5471.pdf, 8. 2006-0110 Form 5 2006 Proposed Financial Plan.pdf, 9. 2006-0110 KC I-Net Financial Plan.pdf, 10. 2006-0110 Staff Report 7-11-06.doc, 11. 2006-0110 Transmittal Letter.doc, 12. 2006-0269 0110 Revised Staff Report IT Reorganization July 11 2006.doc, 13. 2006-0269 0110 Staff Report IT Reorganization July 11 2006.doc		

Date	Ver.	Action By	Action	Result
7/24/2006	2	Metropolitan King County Council	Hearing Held	
7/24/2006	2	Metropolitan King County Council	Passed	Pass
7/11/2006	1	Labor, Operations and Technology Committee	Amended	Pass
7/11/2006	2	Labor, Operations and Technology Committee	Passed Out of Committee Without a Recommendation	Pass
4/25/2006	1	Labor, Operations and Technology Committee	Deferred	
3/6/2006	1	Metropolitan King County Council	Introduced and Referred	

Clerk 7/14/2006

AN ORDINANCE relating to the organization of information technology service delivery within the executive branch; amending Ordinance 11955, Section 2, as amended, and K.C.C. 2.16.020, Ordinance 14199, Section 11, as amended, and

K.C.C. 2.16.035 and Ordinance 14005, Section 3, as amended, and K.C.C. 2.16.0755, Ordinance 14005, Section 4, and K.C.C. 2.16.0757, Ordinance 14005, Section 6, as amended, and K.C.C. 2.16.0758, Ordinance 14155, Section 2, and K.C.C. 2.16.0762, Ordinance 14155, Section 3, and K.C.C. 2.16.07583, Ordinance 14155, Section 4, and K.C.C. 2.16.07584 and Ordinance 14155, Section 5, as amended, and K.C.C. 2.16.07585 and adding a new section to K.C.C. chapter 2.16.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

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

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

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

C. Responding to the 2004 Budget Ordinance, Ordinance 14797, the county engaged Pacific Technologies, Inc. ("PTI") to develop a new information technology ("IT") organization model, a quantifiable business case supporting that model and a plan for implementing it countywide. The project began in May

2004 with the delivery of a final report in December 2004.

D. As a result of the study, PTI concluded that the county's current IT organizational model is not aligned with the new IT vision and goals. The existing highly distributed IT environment, which has evolved without significant focus on countywide needs, serves as a roadblock to achievement of the county's newly-established IT goals.

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

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

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

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

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

**Executive branch of county government - ((P))policy regarding organizational structure.**

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

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

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

C. Titles of agencies of the executive branch of county government as used in this section shall be the official organizational unit titles. Where necessary or appropriate, the clerk of the council is authorized to change the titles of executive branch agencies where appearing in other ordinances or sections of the code to conform with the unit titles used (~~((herein))~~) in this chapter.

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

E.1. To ensure accountability, efficiency, internal control(~~((;))~~) and consistency, each executive

department, administrative office and division may provide administrative and technical support to functions and duties for which other executive departments, administrative offices or divisions have primary responsibility. ~~((Such))~~ The support shall be provided in conjunction with the departments, offices or divisions that have primary responsibility for the functions and duties. ~~((Such))~~ The support may include, but is not limited to, the following:

- ~~((1.))~~ a. ~~((H))~~ human resources and payroll;
- ~~((2.))~~ b. ~~((B))~~ budget preparation and submittal, and financial and fiscal management;
- ~~((3.))~~ c. ~~((I))~~ information, communication, media and community relations, printing, graphics, mail, records management and public disclosure;
- ~~((4.))~~ d. ~~((F))~~ facilities and leased space maintenance and management;
- ~~((5.))~~ e. ~~((P))~~ program analysis, and contract and performance evaluation and review;
- ~~((6.))~~ f. ~~((I))~~ information systems and technology development, managed by the chief information officer through department-level information technology service delivery managers and service delivery plans approved by the chief information officer and department directors;
- ~~((7.))~~ g. ~~((G))~~ grants management; and
- ~~((8.))~~ h. ~~((L))~~ liaison with county and external auditors.

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

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

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

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

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

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

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

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

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

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

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

6. ~~Providing internal communications and public information services including setting standards for and preparing informational publications, except to the extent to which the council decides, as part of the annual appropriation ordinance, to fund selected departmental level internal communications and public~~

~~information services in certain departments or divisions; and~~

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

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

1. Conducting all special and general elections held in the county and registering voters;
2. Issuing marriage, vehicle/vessel, taxicab and for-hire driver and vehicle and pet licenses, collecting license fee revenues and providing licensing services for the public;
3. Enforcing county and state laws relating to animal control;
4. Managing the recording, processing, filing, storing, retrieval and certification of copies of all public documents filed with the division as required;
5. Processing all real estate tax affidavits;
6. Acting as the official custodian of all county records, as required by general law, except as otherwise provided by ordinance; and
7. Managing the printing and distribution of the King County Code and supplements to the public.

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

1. Monitoring revenue and expenditures for the county. The collection and reporting of revenue and expenditure data shall provide sufficient information to the executive and to the council. The division shall be ultimately responsible for maintaining the county's official revenue and expenditure data;
2. Performing the functions of the county treasurer;
3. Billing and collecting real and personal property taxes, local improvement district assessments and gambling taxes;
4. Processing transit revenue;
5. Receiving and investing all county and political subjurisdiction moneys;

6. Managing the issuance and payment of the county's debt instruments;
7. Managing the accounting systems and procedures;
8. Managing the fixed assets system and procedures;
9. Formulating and implementing financial policies for other than revenues and expenditures for the county and other applicable agencies;
10. Administering the accounts payable and accounts receivable functions;
11. Collecting fines and monetary penalties imposed by district courts;
12. Developing and administering procedures for the procurement of and awarding of contracts for tangible personal property, services, professional or technical services and public work in accordance with K.C.C. chapter 4.16 and applicable federal and state laws and regulations;
13. Establishing and administering procurement and contracting methods, and bid and proposal processes, to obtain such procurements;
14. In consultation with the prosecuting attorney's office and office of risk management, developing and overseeing the use of standard procurement and contract documents for such procurements;
15. Administering contracts for goods and services that are provided to more than one department;
16. Providing comment and assistance to departments on the development of specifications and scopes of work, in negotiations for such procurements, and in the administration of contracts;
17. Assisting departments to perform cost or price analyses for the procurement of tangible personal property, services and professional or technical services, and price analysis for public work procurements;
18. Developing, maintaining and revising as may be necessary from time to time the county's general terms and conditions for contracts for the procurement of tangible personal property, services, professional or technical services and public work;
19. Managing the payroll system and procedures, including processing benefits transactions in the payroll system and administering the employer responsibilities for the retirement and the deferred



compensation plans; and

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

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

1. Developing and administering training and organizational development programs, including centralized employee and supervisory training and other employee development programs;
2. Developing proposed and administering adopted policies and procedures for employment (recruitment, examination and selection), classification and compensation, and salary administration;
3. Developing proposed and administering adopted human resources policy;
4. Providing technical and human resources information services support;
5. Developing and managing insured and noninsured benefits programs, including proposing policy recommendations, negotiating benefits plan designs with unions, preparing legally mandated communications materials and providing employee assistance and other work and family programs;
6. Developing and administering diversity management and employee relations programs, including affirmative action plan development and administration, management and supervisory diversity training and conflict resolution training;
7. Developing and administering workplace safety programs, including inspection of work sites and dissemination of safety information to employees to promote workplace safety;
8. Administering the county's self-funded industrial insurance/worker's compensation program, as authorized by Title 51 RCW;
9. Representing county agencies in the collective bargaining process as required by chapter 41.56 RCW;
10. Representing county agencies in labor arbitrations, appeals and hearings including those in chapter 41.56 RCW and required by K.C.C. Title 3;

11. Administering labor contracts and providing consultation to county agencies regarding the terms and implementation of negotiated labor agreements;
12. Advising the executive and council on overall county labor and employee policies;
13. Providing labor relations training for county agencies, the executive, the council and others;
14. Overseeing the county's unemployment compensation program;
15. Developing and maintaining databases of information relevant to the collective bargaining process; and
16. Collecting and reporting to the office of management and budget on a quarterly basis information on the numbers of filled and vacant full-time equivalent and term-limited temporary positions and the number of emergency employees for each appropriation unit.

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

1. Overseeing space planning for county agencies;
2. Administering and maintaining in good general condition the county's buildings except for those managed and maintained by the departments of natural resources and parks and transportation;
3. Operating security programs for county facilities except as otherwise determined by the council;
4. Administering all county facility parking programs except for public transportation facility parking;
5. Administering the supported employment program;
6. Managing all real property owned or leased by the county, except as provided in K.C.C. chapter 4.56, ensuring, where applicable, that properties generate revenues closely approximating fair market value;
7. Maintaining a current inventory of all county-owned or leased real property;
8. Functioning as the sole agent for the disposal of real properties deemed surplus to the needs of the county;
9. In accordance with K.C.C. chapter 4.04, providing support services to county agencies in the acquisition of real properties, except as otherwise specified by ordinance;

10. Issuing oversized vehicle permits, franchises and permits and easements for the use of county property except franchises for cable television and telecommunications;

11. Overseeing the development of capital projects for all county agencies except for specialized roads, solid waste, public transportation, airport, water pollution abatement and surface water management projects;

12. Being responsible for all general projects, such as office buildings or warehouses, for any county department including, but not limited to, the following:

a. administering professional services and construction contracts;

b. acting as the county's representative during site master plan, design and construction activities;

c. managing county funds and project budgets related to capital improvement projects;

d. assisting county agencies in the acquisition of appropriate facility sites;

e. formulating guidelines for the development of operational and capital improvement plans;

f. assisting user agencies in the development of capital improvement and project program plans, as defined and provided for in K.C.C. chapter 4.04;

g. formulating guidelines for the use of life cycle cost analysis and applying these guidelines in all appropriate phases of the capital process;

h. ensuring the conformity of capital improvement plans with the adopted space plan and approved operational master plans;

i. developing project cost estimates that are included in capital improvement plans, site master plans, capital projects and annual project budget requests;

j. providing advisory services, feasibility studies or both services and studies to projects as required and for which there is budgetary authority;

k. coordinating with user agencies to assure user program requirements are addressed through the capital development process as set forth in this chapter and in K.C.C. Title 4;

1. providing engineering support on capital projects to user agencies as requested and for which there is budgetary authority; and

m. providing assistance in developing the executive budget for capital improvement projects; and

13. Providing for the operation of a downtown winter shelter for homeless persons between October 15 and April 30 each year.

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

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

1. Planning for and providing effective direction, control and coordinated response to emergencies;
2. Being responsible for the emergency management functions defined in K.C.C. chapter 2.56; and
3. Managing the E911 emergency telephone program.

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

1. Enforcing nondiscrimination ordinances as codified in K.C.C. chapters 12.17, 12.18, 12.20 and 12.22;
2. Assisting departments in complying with the federal Americans with Disabilities Act of 1990, the federal Rehabilitation Act of 1973, Section 504, and other legislation and rules regarding access to county programs, facilities and services for people with disabilities;
3. Serving as the county Americans with Disabilities Act coordinator relating to public access;
4. Providing staff support to the county civil rights commission;
5. Serving as the county federal Civil Rights Act Title VI coordinator; and
6. Coordinating county responses to federal Civil Rights Act Title VI issues and investigating complaints filed under Title VI.

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

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

**Office of information resource management - chief information officer.**

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

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

1. Overseeing the information technology strategic planning office and production of a county information technology strategic plan and ~~((annually updating))~~ updates to the plan;
2. Overseeing the central information technology ~~((project management))~~ office of project oversight and monitoring of approved technology projects;
3. Recommending business and technical information technology projects for funding as part of the county's strategic planning process;
4. Recommending technical standards for the purchase, implementation and operation of computer hardware, software and networks as part of the county's strategic planning process;
5. Recommending countywide policies and standards for privacy, security and protection of data integrity in technology infrastructure, electronic commerce and technology vendor relationships as part of the county's strategic planning process;

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

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

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

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

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

11. Releasing the funding for each phase of those projects subject to central oversight based on successful reporting and completion of milestones;

12. Recommending budgetary changes in the funding of information technology projects to the executive and council, as appropriate;

13. (~~((Recommending project termination, as appropriate))~~) Directing the suspension or general shutdown of projects having difficulties in resolving issues related to scope, schedule or budget;

14. Conducting post-implementation information technology project review;

15. Managing the internal service fund and capital project fund of the office of information resource management;~~((and))~~

16. Providing annual performance review to the executive and council;

17. Managing the information and telecommunications services office; and

18. Planning, oversight and management of information technology functions within the executive branch, including the following:

- a. Approving the department information technology service delivery plan in conjunction with the executive branch department directors;
- b. Ensuring that executive branch department information technology service delivery needs are met according to the agreed-upon information technology service delivery plan for the department;
- c. Hiring or designating, or both, the department information technology service delivery manager in consultation with the department director to manage the day-to-day information technology operations within each executive branch department; and
- d. Ensuring that executive department information technology needs are aligned with the countywide three year strategic technology plan and the annual technology business plan.

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

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

**Office of information resource management - information technology strategic planning office.**

The office of information resource management shall include an information technology strategic planning office ("strategic planning office"). The strategic planning office shall report directly to the chief information officer. The strategic planning office shall:

- A. Produce an information technology strategic plan with annual updates, as appropriate, for ~~((annual))~~ council approval. The strategic technology plan shall be transmitted to council no later than January 31 of the reporting period. The plan should include:
  - 1. A section that includes:
    - a. text describing, for individual planning issue areas, the current environment, strengths,

weaknesses, opportunities and challenges, as appropriate;

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

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

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

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

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

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

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

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

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

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

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

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

**Office of information resource management - ~~((central))~~ information technology ~~((project management))~~ office of project oversight.** The office of information resource management shall include a



central information technology (~~((project management))~~)office of project oversight ("~~((project management))~~ office of project oversight"). The (~~((project management))~~) office of project oversight shall report directly to the chief information officer. The (~~((project management))~~) office of project oversight shall:

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

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

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

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

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

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

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

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

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

J. (~~((Recommend project termination to the executive and council as appropriate))~~) Directing the suspension or general shutdown of projects having difficulties in resolving issues related to scope, schedule or budget; and

K. Conduct project postimplementation reviews, documenting strengths and weaknesses of the

implementation process and the delivery, or lack thereof, of either cost savings or increased functionality, or both.

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

**Office of information resource management - information and telecommunications services office.**

The information and telecommunications services office shall include the following duties:

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

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

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

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

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

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

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

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

**Strategic advisory council.**

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

B. The strategic advisory council shall:

1. Develop and recommend strategic objectives for information technology deployment countywide;
2. Review ~~((business application))~~ information technology proposals for their alignment with adopted strategic objectives;
3. ~~((Review technology program proposals for their alignment with adopted strategic objectives; and~~
- 4.)) Review and endorse the information technology strategic plan and all updates to it; and
4. Review policy-related transmittals to the County Council that are proposed by the King County executive for large countywide information technology projects, such as the business cases.

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

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

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

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

**Business management council.**

A. The business management council is hereby created. The council shall act in an advisory capacity to

the county's chief information officer in carrying out duties related to developing short-term, mid-term and strategic ~~((business))~~ objectives for information technology ~~((at the agency level and))~~ countywide, in recommending ~~((business application))~~ information technology proposals for funding and in developing standards, policies and guidelines for implementation. The members shall be~~((:))~~ the King County chief information officer~~((, the King County deputy executive,))~~ and agency deputy directors or business managers ~~((chosen))~~ designated by each agency's director, ~~((and))~~ familiar with that agency's business and operations and having authority to commit resources and speak with the authority of the department when participating in business management council meetings.

B. The business management council shall:

1. Review ~~((business application))~~ information technology proposals made by individual members, groups of members~~((;))~~ or ad hoc committees;
2. Assess short-term, mid-term ~~((and))~~ strategic value and risk of ~~((business application))~~ information technology proposals;
3. ~~((Assess short term, mid term and strategic impact and risk of business application proposals;~~
- 4.)) Assess alignment of ~~((business application))~~ information technology proposals with agency business plans, agency technology plans and adopted strategic objectives;
- ~~((5. Identify sponsorship for business application proposals;~~
- 6.)) 4. Recommend ~~((business application))~~ information technology proposals for funding and for inclusion in the technology business plan and the information technology strategic plan;
- ~~((7.))~~ 5. Review and provide recommendations for implementing information technology standards, policies and guidelines;
6. Review and ~~((endorse))~~ provide recommendations for finalizing the annual technology report and the technology business plan; and
- ~~((8.))~~ 7. Review operations management issues as needed.

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

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

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

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

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

**Technology management board.**

A. The technology management board is hereby created. The board shall act in an advisory capacity to the county's chief information officer on technical issues including policies and standards for ~~((privacy and))~~ information security, applications, infrastructure and data management. The members shall be: the King County chief information officer and agency information technology directors or managers ~~((chosen))~~ designated by each agency's director and familiar with that agency's technology needs and operations.

B. The technology management board shall:

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

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

support them;

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

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

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

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

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

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

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

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

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

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

board; and

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

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

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

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

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

**Project review board.**

A. The project review board is hereby created. The board shall act in an advisory capacity to the county's chief information officer in implementing the project management guidelines developed by the central information technology project management office as described in K.C.C. 2.16.0758 A<sub>2</sub> through E. As appropriate, the board also may assume the project oversight role assigned to the project management office under K.C.C. 2.16.0758 F<sub>2</sub> through K. The members shall be: the chief information officer, the assistant county executive operations I, the director of the office of management and budget and the director of the department of executive services.

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

C. Ad hoc project review teams may be convened as determined to be necessary by the project review

board to focus on specific projects. Each ad hoc project review team will include the project's sponsoring agency director. These teams shall report back findings to the board.

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