



Legislation Text

File #: 2016-0464, **Version:** 2

AN ORDINANCE relating to the department of information technology;
amending Ordinance 14005, Section 3, as amended, and K.C.C. 2.16.0755,
Ordinance 14155, Section 2, as amended, and K.C.C.2.16.07582, Ordinance
14155, Section 3, as amended, and K.C.C. 2.16.07583, Ordinance 14155, Section
4, as amended, and K.C.C. 2.16.07584 and Ordinance 14155, Section 5, as
amended, and K.C.C. 2.16.07585, adding a new chapter to K.C.C. Title 2A,
recodifying K.C.C. 2.16.0755, K.C.C. 2.16.07582, K.C.C. 2.16.07583, K.C.C.
2.16.07584 and K.C.C. 2.16.07585 and repealing Ordinance 14005, Section 2,
and K.C.C. 2.16.0756, Ordinance 14005, Section 6, as amended, and K.C.C.
2.16.0758, Ordinance 15559, Section 7, as amended, and K.C.C. 2.16.075805 and
Ordinance 14155, Section 1, as amended, and K.C.C. 2.16.07581.

PREAMBLE:

Ordinance 17142 consolidated the county's information technology functions and responsibilities for information technology services in the executive branch into one department, the department of information technology. Since then, the department has more clearly defined roles and responsibilities for each division. The current county code needs to be updated to reflect this structure.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. There is hereby established a new chapter in K.C.C. Title 2A. The new chapter shall contain K.C.C. 2.16.0755, as recodified by this ordinance, section 4 of this ordinance, section 5 of this

ordinance, section 6 of this ordinance, section 7 of this ordinance, section 8 of this ordinance, K.C.C.

2.16.07582, as recodified by this ordinance, K.C.C. 2.16.07583, as recodified by this ordinance, K.C.C.

2.16.07584, as recodified by this ordinance, and K.C.C. 2.16.07585, as recodified by this ordinance.

SECTION 2. K.C.C. 2.16.0755, as amended by this ordinance, is hereby recodified as a new section in the new chapter established under section 1 of this ordinance.

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

~~((A.))~~ The department of information technology, which is also known as KCIT, is responsible to manage and be fiscally accountable for the information technology operating resources ~~((and budget))~~ within the executive branch with the exception of the business resource center. The department of information technology shall provide support to the business resource center as agreed by the department of information technology and the department of executive services. The department shall be comprised of the ~~((information technology operations and business solutions and the information technology customer service))~~ office of the chief information officer, the emergency radio systems division, the enterprise business services division and the infrastructure and operations division.

~~((B.1. The department of information technology shall be directed by a chief information officer. The chief information officer shall be appointed by the executive and confirmed by the council. The chief information officer shall report to the county executive and advise all branches 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 technology implications of policy decisions. The chief information officer shall advise all county elected officials, departments and divisions on technology planning and project implementation.~~

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

- a. ~~overseeing the information technology strategic planning office and production of a county information technology strategic plan and updates to the plan;~~
- b. ~~overseeing the central information technology office of project oversight and monitoring of approved technology projects;~~
- c. ~~recommending business and technical information technology projects for funding as part of the county's strategic planning process;~~
- d. ~~recommending technical standards for the purchase, implementation and operation of computer hardware, software and networks as part of the county's strategic planning process;~~
- e. ~~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;~~
- f. ~~recommending strategic information technology service delivery models to be implemented by county departments;~~
- g. ~~identifying and establishing short range, mid range and long range objectives for information technology investments in the county;~~
- h. ~~establishing a standard 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;~~
- i. ~~establishing criteria for determining which information technology projects will be monitored centrally;~~
- j. ~~monitoring project implementation when projects meet the established criteria;~~
- k. ~~releasing the funding for each phase of those projects subject to central oversight based on successful reporting and completion of milestones;~~
- l. ~~recommending budgetary changes in the funding of information technology projects to the~~

~~executive and council, as appropriate;~~

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

~~n. conducting post implementation information technology project review;~~

~~o. managing the internal service fund and capital project fund of the department of information technology;~~

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

~~q. managing the information and telecommunications services office;~~

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

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

~~(2) 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;~~

~~(3) 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~~

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

~~s. producing an information technology strategic plan with annual updates for council approval. The strategic technology plan shall be transmitted to council no later than June 30 of the reporting period, with annual updates provided by April 30. 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;~~

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

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

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

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

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

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

~~The annual technology business plan shall include:~~

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

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

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

~~(b) the total of past appropriations;~~

~~(c) an estimate of any future budget requests to complete the project;~~

~~(d) a cash flow plan identifying the dates when funds proposed in the budget are anticipated to be encumbered or expended;~~

~~(e) the expected useful life of the technology; and~~

~~(f) preliminary outcome measures to assess whether the project is successful upon completion;~~

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

~~(4) A list of all projects with active appropriation authority, including projects not seeking funding~~

~~in the proposed budget and the unexpended appropriation for each project.~~

~~C. To support the chief information officer 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.))~~

NEW SECTION. SECTION 4. There is hereby added to the chapter established in section 1 of this ordinance a new section to read as follows:

A. The department of information technology shall be directed by a chief information officer, who is also the director of the department. The chief information officer shall be appointed by the executive and confirmed by the council. The chief 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 technology management board, business management council, strategic advisory council and project review board;

3. Recommending to the chief information officer appropriation requests for technology projects necessary to achieve the strategic information technology plan;

4. Recommending to the chief information officer countywide information technology policies and standards including, but not limited to, information privacy, security and protection of data integrity in technology infrastructure;

5. Ensuring information security and privacy disciplines are in place countywide and make recommendations regarding information security and privacy issues relating to the use of technology; and

6. Providing business engagement and service delivery services to executive branch departments, including, but not limited to:

a. consulting and coordinating resolution of information technology issues key to business operations;

b. representing departments in enterprise-wide information technology initiatives to ensure business needs are met; and

c. supporting development and maintenance of information technology plans that align to the countywide strategic information technology plan and meet business goals and objectives.

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:

The duties of the emergency radio communication division include administering the emergency radio communication system, but not including the radio communication and data system operated and maintained by the department of transportation.

NEW SECTION. SECTION 6. There is hereby added to the chapter established in section 1 of this ordinance a new section to read as follows:

The duties of the enterprise business services division include:

A. Application development, system integration, data management, business intelligence and managed software services;

B. Web development, standards and governance, social media strategy, King County Internet and Intranet, open data strategy and support;

C. Information technology business analysis consulting, technology solution evaluation, business case development, process improvement, supporting transition-to-technology launch and information technology training for end users on new or enhanced technology tools and applications;

D. Managing information technology projects and related documentation in accordance with countywide project management methodology including post-implementation reporting; and

E. Develop countywide project management methodology and tools for information technology projects.

NEW SECTION. SECTION 7. There is hereby added to the chapter established in section 1 of this ordinance a new section to read as follows:

The duties of the infrastructure and operations division include:

A. Designing, planning, developing, operating, maintaining and enhancing information technology systems and infrastructures for the county and other contracting agencies;

B. Managing the lifecycle of workstations and other information technology devices, including installation, maintenance and decommissioning;

- C. Managing network connectivity and the Institutional Network, also known as I-Net;
- D. Providing geographic information systems services, also known as GIS services;
- E. Negotiating, managing and administering the cable communications provisions in K.C.C. chapter 6.27A; and
- F. Providing communications infrastructure and support to include voice and data communications services for the county and contracting agencies.

NEW SECTION. SECTION 8. There is hereby added to the chapter established in section 1 of this ordinance a new section read as follows:

A. The chief information officer shall prepare a biennial proposed technology business plan that shall be transmitted to the council at the time of transmittal of the executive's proposed biennial budget and shall align with an individual agency's business plans and budget requests. The technology business plan shall include:

1. A list of technology projects proposed for funding in the new budget;
2. For each project seeking funding in the budget, the following information shall be reported:
 - a. the total budget request for the proposed project;
 - b. the total of past appropriations;
 - c. the total estimated cost of the project;
 - d. an annual cash flow plan and any encumbrance or expenditures planned for carryover beyond the two-year period of the proposed budget;
 - e. the expected useful life of the technology; and
 - f. preliminary outcome measures to assess whether the project is successful upon completion;
3. For all existing projects seeking funding in the proposed budget, a status report on whether the project's major milestones identified at the time of the first and subsequent budget appropriations have been achieved; and

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

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

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

SECTION 9. K.C.C. 2.16.07582, as amended by this ordinance, is hereby recodified as a new section in the new chapter established under section 1 of this ordinance.

SECTION 10. Ordinance 14155, Section 2, as amended, and K.C.C.2.16.07582 are each hereby amended to read as follows:

A. The strategic advisory council is hereby created. The strategic advisory council shall act in an advisory capacity to the ((King County)) executive in developing long-term strategic objectives and planning

and implementing for information technology deployment countywide. The voting 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 court((s)), the director of elections and the chief information officer. The nonvoting advisory members shall be up to eight external advisors from the private sector to be selected by both the chair and the chief information officer, each to serve a two-year term, and 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 information technology proposals for their alignment with adopted strategic objectives;
3. 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)); and

5. If necessary, review and endorse information technology standards, policies and guidelines recommended by the chief information officer for countywide adoption.

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

D. ((~~Formal~~))Votes shall be taken by roll call and recorded on all recommendations and endorsements. Meeting minutes shall include issues and concerns raised by members for consideration by the chief information officer.

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

SECTION 11. K.C.C. 2.16.07583, as amended by this ordinance, is hereby recodified as a new section in the new chapter established under section 1 of this ordinance.

SECTION 12. Ordinance 14155, Section 3, as amended, and K.C.C. 2.16.07583 are each hereby

amended to read as follows:

A. The business management council is hereby created. The business management 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 objectives for information technology countywide, in recommending information technology proposals for funding and in developing standards, policies and guidelines for implementation. The members shall be the ((King County)) chief information officer and each agency's deputy director((s)) or business manager((s)), designated by ((each)) the agency's director, who is familiar with that agency's business and operations and ((having)) has authority to commit resources and speak with the authority of the agency when participating in business management council meetings.

B. The business management council shall:

1. Review information technology proposals made by individual members, groups of members or ad hoc committees;
2. Assess short-term, mid-term strategic value and risk of information technology proposals;
3. Assess alignment of information technology proposals with agency business plans, agency technology plans and adopted strategic objectives;
4. Recommend information technology proposals for funding and for inclusion in the technology business plan and the information technology strategic plan;
5. Review and ((provide recommendations for implementing)) endorse proposed information technology standards, policies and guidelines and recommend to the chief information officer for countywide adoption;
6. Review and provide recommendations for finalizing the technology business plan; and
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 chief information officer may convene ~~((such additional))~~ an ad hoc committee~~((s))~~ as ~~((are determined))~~ the chief information officer determines to be necessary for the business management council to focus on specific topics or to address the needs of a ~~((logical))~~ group of agencies. ~~((These))~~ An ad hoc committee~~((s))~~ shall review topics and report findings to the chief information officer and the business management council.

E. ~~((Formal))~~ Votes on all recommendations and endorsements shall be taken by roll call and recorded ~~((on all recommendations and endorsements))~~. Meeting minutes shall ~~((formally record))~~ include 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 13. K.C.C. 2.16.07584, as amended by this ordinance, is hereby recodified as a new section in the new chapter established under section 1 of this ordinance.

SECTION 14. Ordinance 14155, Section 4, as amended, and K.C.C. 2.16.07584 are each hereby amended to read as follows:

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 information security, applications, infrastructure and data management. The members shall be~~((:))~~ the ~~((King County))~~ chief information officer, ~~((and))~~ each agency's information technology director~~((s))~~ or manager~~((s))~~, designated by ~~((each))~~ the agency's director, ~~((and))~~ who is familiar with ~~((that))~~ the agency's technology needs and operations and information technology service delivery managers for executive branch departments.

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 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 impact to the technology infrastructure required to support them;

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

4. Develop or review technology program proposals 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. Review and provide recommendations for finalizing the King County technology business plan; and

7. ~~((Develop or r))~~ Review and ~~((recommend))~~ endorse information technology standards, policies and guidelines for ((infrastructure, applications deployment, data management and privacy and security)) countywide use. Information technology standards, policies and guidelines with business implications shall be referred to the business management council for endorsement for countywide use.

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 may convene ~~((such))~~ an ad hoc committee~~((s as are determined))~~ that the chief information officer determines to be necessary for the technology management board to focus on specific topics or issues. ~~((These))~~ committee~~((s))~~ shall review topics and report ~~((back))~~ its findings to the chief information officer and the technology management board.

E. Votes on all recommendations shall be taken by roll call and recorded. Meeting minutes shall ~~((formally record))~~ include issues and concerns raised by members for consideration by the chief information officer.

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

SECTION 15. K.C.C. 2.16.07585, as amended by this ordinance, is hereby recodified as a new section

in the new chapter established under section 1 of this ordinance.

SECTION 16. Ordinance 14155, Section 5, as amended, and K.C.C. 2.16.07585 are each hereby amended to read as follows:

A. The project review board is hereby created. All information technology projects shall participate in an oversight process established by the project review board and the chief information officer. The board shall act in an advisory capacity to the ~~((county's))~~ chief information officer in:

1. Endorsing project management methodology for countywide use;
2. ~~((i))~~ Implementing the project management ~~((guidelines developed by the central information technology project management office as described in K.C.C. 2.16.0768 A. 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. through K.))~~ oversight including, but not limited to, review of information technology project status, plans, risk and progress and approval of incremental release of project funding;

3. Recommending budgetary changes, suspension or general shutdown of approved information technology projects; and

4. Recommending independent quality assurance reviews.

B. The members of the project review board shall be~~((:))~~ the chief information officer, the ~~((assistant))~~ deputy county executive ~~((operations I))~~, the director of the office of performance, strategy and budget and the director of the department of executive services.

C. The ~~((King County))~~ chief information officer shall serve as the chair of the project review board.

~~((C-))~~ D. An ~~((A))~~ ad hoc project review team~~((s))~~ may be convened to focus on specific projects as determined to be necessary by the project review board ~~((to focus on specific projects))~~. Each ad hoc project review team ~~((will))~~ shall include the project's sponsoring agency director. ~~((These))~~ An ad hoc project review team~~((s))~~ shall report ~~((back))~~ its findings to the project review board.

~~((D. Formal))~~ E. ~~((v))~~ Votes on all recommendations and endorsements shall be taken and recorded ~~((on~~

~~all recommendations and endorsements and~~). ~~((m))~~Meeting minutes shall ~~((formally record))~~ include issues and concerns raised by members for consideration by the chief information officer.

SECTION 17. The following are each hereby repealed:

- A. Ordinance 14005, Section 2, and K.C.C. 2.16.0756;
- B. Ordinance 14005, Section 6, as amended, and K.C.C. 2.16.0758;
- 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.