

Adopted: 3/30/2022

Effective: 4/10/2022

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

AMENDED ORDINANCE NO. 22-007

RELATING TO THE DEPARTMENT OF INFORMATION SERVICES;  
AMENDING CHAPTER 2.350 SCC

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Snohomish County Code Chapter 2.350.015, last amended by Ordinance No. 16-040 on June 22, 2016, is amended to read:

**2.350.015 Legislative intent.**

The department shall perform planning, maintenance and operational management of county information and technology products and services. ~~((which))~~ These products and services support other county departments and public agencies who have intergovernmental agreements with Snohomish County to receive information technology services. It is recognized that information systems, telecommunications, equipment, software, and services must satisfy the business needs of county departments and their end users and that many appropriate and cost-effective alternatives exist for meeting those needs, such as shared computing, shared telecommunications services, communication networks, departmental applications, and computer systems. It is the intent of this chapter that:

- (1) Information be shared and administered in a coordinated manner, except when prevented by county department responsibilities for compliance, security, privacy, or confidentiality; and
- (2) Resources be used in the most efficient manner; and
- (3) A structure be created (a) to plan and manage telecommunications and computing network, (b) to increase agencies' awareness of information and technology sharing opportunities, and (c) to support and serve agencies by implementing such possibilities; and
- (4) The acquisition of equipment, proprietary software, software as a service solutions, and related services to support the information technology needs of the county be evaluated and reviewed to ensure conformity with county standards; and
- (5) The county improve recruitment, training, and retention of professional staff; and

- 1 (6) Plans, proposals, and acquisitions for information services be reviewed from a  
2 technical, financial and management perspective as part of the budget process;  
3 and  
4  
5 (7) County elected officials be given meaningful opportunities to contribute to the  
6 prioritization, development, and delivery of information services to county  
7 departments.  
8

9 Section 2. Snohomish County Code Chapter 2.350.020, last amended by  
10 Ordinance No. 16-079 on October 19, 2016, is amended to read:  
11

12 **2.350.020 Definitions.**  
13

14 The following definitions shall apply to terms used in this chapter, unless the  
15 context indicates otherwise:  
16

- 17 (1) "Council" means the Snohomish county council;  
18  
19 (2) "Executive" means the Snohomish county executive;  
20  
21 (3) "Department" means the department of information technology;  
22  
23 (4) "Director and county chief information officer" means the director of the  
24 department of information technology;  
25  
26 (5) "Information processing" means the electronic capture, collection, storage,  
27 manipulation, transmission, retrieval, and presentation of information in the  
28 form of data, text, voice, or image and includes telecommunications and office  
29 automation functions;  
30  
31 (6) "Information services" means information processing, software operation,  
32 telecommunications, and office automation;  
33  
34 (7) "Equipment" means the machines, devices, and transmission facilities used in  
35 information processing, software operation, telecommunications, networking, and  
36 office automation;  
37  
38 (8) "Proprietary software" means that software offered for sale or license;  
39  
40 (9) "Telecommunications" means the transmission of information by wire, radio,  
41 optical cable, electromagnetic, or other means;  
42  
43 (10) (~~("Backbone network")~~) "Network infrastructure" means the shared high-  
44 density portions of the county's voice/data telecommunications transmission  
45 facilities. It includes specially conditioned high-speed communication carrier  
lines, modems, multiplexors, switches associated with such communications

1 lines, and any equipment and software components necessary for management  
2 and control of the ~~((backbone))~~ network infrastructure;

3  
4 (11) "Purchased services" means services provided by a vendor to accomplish  
5 routine, continuing and necessary functions. This term includes, but is not  
6 limited to, services acquired for equipment maintenance and repair, operation  
7 of a physical plant, security, computer hardware and software installation and  
8 maintenance, data entry, programming services, training, consulting services  
9 and computer time-sharing;

10  
11 (12) "Support services" are defined but not limited to the following:

12  
13 (a) Copy and printing services that provide centralized photo  
14 copying and printing services for Snohomish county customers;  
15 and

16 (b) Mail service for Snohomish county customers; and

17 (c) Micrographic and digital scanning records management services  
18 that assist Snohomish county customers to provide for the  
19 proper control, production, disposition and retrieval of public  
20 records and reports in accordance with state archiving statutes.  
21 These services include surveying of records, planning for the  
22 conversion to digital formats, developing and enforcing  
23 standards for equipment, scanning to assure acceptable quality,  
24 eliminating or reducing reports, replacing computer-printed  
25 reports with computer-generated digital reports, and developing  
26 long-term management policies and procedures for records  
27 management;

28  
29 (13) "Public agencies" means all state, municipal and quasi-municipal  
30 corporations and political subdivisions, and all agencies of such corporations  
31 and subdivisions authorized to contract separately and/or defined in RCW  
32 39.34.020 of the interlocal cooperation act;

33  
34 (14) "County department" means any Snohomish county office, executive  
35 department, court, board, commission or other organizational unit of the  
36 county;

37 (15) "Cash-on-delivery customer" means any person, business or other group  
38 not defined in this chapter;

39  
40 (16) ~~((("Information services plan")))~~ "Information technology report" means a plan  
41 adopted pursuant to SCC 2.350.070;

42  
43 ~~((17) "Information technology advisory committee" or "ITAC" means the  
44 committee created by SCC 2.350.110;~~

1  
2 ~~(18) "Non-routine project" means an information service that is not a "routine~~  
3 ~~project";~~

4  
5 ~~(19) "Routine project" means:~~

6  
7 ~~(a) incident or problem management intended to repair or restore an existing~~  
8 ~~and previously deployed technology system;~~

9 ~~(b) operation or maintenance of an existing and previously deployed~~  
10 ~~technology system within its specifications; or~~

11 ~~(c) any other service listed in an information services catalog adopted~~  
12 ~~pursuant to SCC 2.350.075 that:~~

13 ~~(i) costs less than \$50,000 and requires less than 100 hours of staff~~  
14 ~~time to deploy;~~

15 ~~(ii) costs less than \$10,000 and requires less than 20 hours of staff~~  
16 ~~time to maintain in any single year, and~~

17 ~~(iii) implements a new practice or policy that has been presented to~~  
18 ~~and reviewed by the ITAC.)~~

19  
20 ~~((20))~~(17) "Strategic technology plan" means a plan adopted pursuant to SCC  
21 2.350.065;

22  
23 ~~((24) "Business advisory committee" or "BAC" means the committee created~~  
24 ~~by SCC 2.350.140~~

25  
26 ~~(22) "Project oversight committee" or "POC" means the committee created by~~  
27 ~~SCC 2.350.170))~~

28  
29  
30 Section 3. Snohomish County Code Chapter 2.350.030, last amended by  
31 Ordinance No. 16-040 on June 22, 2016, is amended to read:

32  
33 **2.350.030 Authority and functions.**

34  
35 The department shall provide for the planning, management, control, security,  
36 operation, ~~((and-))~~ use and support of information technology services,  
37 ~~((backbone-))~~ network infrastructure, telecommunications, information  
38 processing, equipment, data, computer workstations, connected devices, data  
39 and information management of county digital and physical records, data backup,  
40 recovery and storage, purchased information services and systems, and  
41 ~~((proprietary-))~~ software. The department shall provide administration and  
42 management of centralized support services for the county and may include,  
43 in addition, such procedures as will generally promote more efficient

1 management and utilization of such services. The department's functions and  
2 responsibilities shall include the following functional areas:

- 3
- 4 (1) Management and operation of the county's information systems and  
5 technology equipment;
  - 6 (2) Management and administration of the ~~((IP network,))~~ local wide area networks  
7 ~~((distributed network(s,))~~ and telecommunication system;
  - 8 (3) Management and operation of computer workstations, connected devices,  
9 and related support ~~((services-))~~ for the county;
  - 10 (4) Management and administration of the security of information services,  
11 equipment, data, and networks;
  - 12 (5) In partnership with county departments and the county purchasing division,  
13 ~~((procurement))~~ facilitate the acquisition of technology equipment, ~~((proprietary))~~  
14 software and purchased information services ~~((acquisitions))~~ from outside  
15 sources by the county;
  - 16 (6) Provide for information services, information processing, ~~((proprietary))~~  
17 software and purchased information services as appropriate to county  
18 departments, public agencies and cash-on-delivery customers;
  - 19 (7) Management of county digital and archived physical records through policy,  
20 procedure and process related to data management, as well as general data  
21 protection, privacy and security;
  - 22 (8) Manage information security for the county, inclusive of related policy,  
23 procedure, process, tools and systems;
  - 24 (9) Planning and project management of information technology projects  
25 supporting department needs and business capabilities through engagement  
26 with county departments;
  - 27 ~~((7))~~ (10) Performing other functions and executing such other powers as may  
28 be prescribed by ordinance or delegated by the executive;
  - 29 ~~((8))~~ (11) The department's authority shall not extend to systems mandated,  
30 supplied, controlled, and supported by the federal or state government or  
31 ~~((a))~~ an external public agency, except where there is a potential interface to  
32 ~~((department managed))~~ county equipment or network, in which case the  
33 department shall be consulted in a timely manner.

34  
35 Section 4. Snohomish County Code Chapter 2.350.060, last amended by  
36 Ordinance No. 16-079 on October 19, 2016, is amended to read:

37  
38 **2.350.060 Rule making authority.**

39  
40 The director with the concurrence of the executive is authorized to adopt such  
41 rules and regulations as may be necessary to carry out the provisions of this  
42 chapter consistent with applicable laws. The director shall provide ~~((the BAG~~  
43 ~~with))~~ departments a reasonable opportunity to review and comment on all rules  
44 and regulations prior to their adoption.  
45

1           Section 5. Snohomish County Code Chapter 2.350.065, adopted by Ordinance  
2 No. 16-079 on October 19, 2016, is amended to read:

3  
4           **2.350.065 Strategic technology plan.**

5  
6           Beginning in 2017 and every three years thereafter, the director shall prepare  
7 and submit a strategic technology plan to the executive, which the executive shall  
8 submit to the council. The director may provide the executive with an annual  
9 update to the strategic plan to incorporate changes driven by innovation within  
10 the technology industry and changing business needs within the county. The  
11 strategic technology plan will address the overall technology and information  
12 management strategy for the county covering a 36-month period and align such  
13 strategy to the business and service goals, strategies, objectives, and plans of  
14 the county and its departments. Prior to submitting the plan to the executive, the  
15 director shall ~~((submit the plan to the SAB for review))~~ seek feedback on the plan  
16 from all county department heads and may perform other external review. The  
17 plan must contain the following:

18  
19           (1) A statement of the department vision, mission and guiding principles;

20  
21           ~~((1))~~ (2) A definition of strategic areas ~~((, explaining))~~;

22  
23           (3) A description of the current state of information technology at the county and  
24 the opportunities to be facilitated by the strategic technology plan;

25  
26           ~~((2))~~ (4) For each strategic area, a set of ~~((strategic))~~ business-driven objectives  
27 with descriptions and ~~((desired outcomes))~~ success measures; and

28  
29           ~~((3))~~ (5) For each ~~((strategic objective))~~ set of business-driven objectives, the  
30 intended approach to achieve the desired outcomes.

31  
32           Section 6. Snohomish County Code Chapter 2.350.070, last amended by  
33 Ordinance No. 16-079 on October 19, 2016, is amended to read:

34  
35           **2.350.070 Information ~~((services plan))~~ technology report.**

36  
37           (1) The director shall prepare and submit an annual information ~~((services~~  
38 ~~plan))~~ technology report to the executive which shall be submitted to the council  
39 with the annual budget estimates provided for in SCC 4.26.030. This  
40 ~~((plan))~~ report must contain the following:

41  
42           (a) A "state of information technology" element that describes the county's  
43 current information technology environment, including the strengths,  
44 weaknesses, opportunities, and challenges of county information technology and  
45 services; identifies objectives for the next fiscal year or biennium; ~~((and evaluates~~

1 ~~whether strategic objectives identified in the strategic technology plan are being~~  
2 ~~achieved;))~~

3  
4 (b) A "status of IT (~~projects~~ element that includes the scope, schedule, budget,  
5 ~~priority, and status for each non-routine project that was listed in the prior annual~~  
6 ~~information services plan and not completed, or is scheduled to commence~~  
7 ~~during the next 12-month period))strategies" that provides updates on progress~~  
8 ~~against the strategic plan elements;~~

9  
10 (c) A "technology replacement program" element that provides a recommended  
11 scope, schedule, budget, funding source, and priority for the replacement and  
12 maintenance of the county's technology systems; and

13  
14 (d) A "financing plan" element that includes:

15  
16 (i) five-year financial projections for the information services fund (fund 505)  
17 created by SCC 4.114.010 and the data processing capital improvement fund  
18 (fund 315) created by SCC 4.66.010 in the standard county five-year projection  
19 format, updated as of May 1st; and

20  
21 (ii) a table showing the amount and proposed allocations of resources of the  
22 data processing capital improvement fund (fund 315), including the most recent  
23 year-end fund balance, proposed expenditures, and expected year-end fund  
24 balance. The table must also include expenditures required for replacement of  
25 critical systems and actual or expected project completion dates.

26  
27 (2) The information (~~services plan~~)technology report shall be submitted to the  
28 executive with the annual budget estimates provided for in SCC 4.26.030. It shall  
29 cover the period from January 1st of the next fiscal year and the ensuing 12-  
30 month period. The priorities in the (~~plan~~)report may be changed during the  
31 budget preparation process. Upon adoption of the budget the  
32 (~~executive~~)director shall notify the (~~director~~)executive of any changes that  
33 must be made to the (~~plan~~)report to be consistent with the adopted budget, and  
34 the appropriations that will be available to support the (~~plan~~)report. The director  
35 shall publish a record of such changes with appropriate supporting  
36 documentation and shall furnish to the executive, council and all affected county  
37 departments a copy thereof.

38  
39 (~~((3) Prior to submitting the information services plan to the county executive~~  
40 ~~pursuant to this section, the director shall solicit input on the plan from the BAC.~~  
41 ~~By April 30th of each year the director shall submit a proposed information~~  
42 ~~services plan to the BAC for review and comment. The BAC shall consider the~~  
43 ~~proposed plan and recommend such revisions or additional work as it deems~~  
44 ~~appropriate. Upon submission of the plan to the county executive, the director~~  
45 ~~shall provide a report to the BAC of any recommendations that are not~~  
46 ~~implemented and the reasons for not implementing them.))~~

1  
2        Section 7. Snohomish County Code Chapter 2.350.075, last amended by  
3 Ordinance No. 16-079 on October 19, 2016, is amended to read:

4  
5        **2.350.075 Information ~~((services))~~technology catalog.**  
6

7        The department shall publish, update as needed, and distribute to each county  
8 department a catalog that lists the information technology services that are  
9 regularly available from the department or third-party providers and the  
10 conditions, if any, that a county department must satisfy to obtain each listed  
11 service. ~~((The department shall provide the BAC with a reasonable opportunity to  
12 review and comment on the information services catalog and any updates prior  
13 to their publication.))~~

14  
15        Section 8. Snohomish County Code Chapter 2.350.080, last amended by  
16 Ordinance No. 16-079 on October 19, 2016, is amended to read:

17  
18        **2.350.080 ~~((Director to review))~~Review of contracts related to information  
19 ~~((services))~~technology.**  
20

21        Except as provided in the current information ~~((services))~~technology catalog  
22 published pursuant to SCC 2.350.075, no county department shall requisition,  
23 order or otherwise contract for any equipment, proprietary software, or purchased  
24 services except through, or in accordance with guidelines, standards or  
25 procedures made by the director and after having secured written concurrence  
26 for any such procurement from the director or his/her designee. Director review  
27 shall be consistent with the purpose and legislative intent of this chapter. In  
28 conducting this review, the factors considered by the director shall include, but  
29 not be limited to, the following considerations: county-wide as well as county  
30 department long and short term costs; timeliness of service; multipurpose use of  
31 equipment and software programs; efficient utilization of existing county  
32 information processing equipment and software resources; uniformity and  
33 compatibility with existing and planned county equipment, software and  
34 proprietary software; functional redundancy of software or systems compared to  
35 existing systems operated by the county; and training requirements for  
36 supporting staff. The director's decisions under this section shall be in writing and  
37 delivered to the requesting county departments.  
38

39        Section 9. Snohomish County Code Chapter 2.350.090, last amended by  
40 Ordinance No. 16-079 on October 19, 2016, is amended to read:

41  
42        **2.350.090 Review procedures.**  
43

44        For efficient operation of the county's business, the director shall review and  
45 approve or disapprove such requests and contracts in a timely manner. The  
46 director may develop, ~~((following review and comment by the BAC and))~~ subject



1 to the concurrence of the executive, required equipment, systems, programs and  
2 services standards and, in connection therewith, develop multi-departmental  
3 equipment, systems, programs and service requests in single contracts. Such  
4 standards and contracts will be made available to county departments. The  
5 director's decisions should be documented when appropriate to explain the  
6 factors determining the decision. (~~Documentation when possible or necessary~~  
7 ~~should include considerations such as comparative cost data and the ability of~~  
8 ~~the department to respond to the specifics of user's request.~~)  
9

10 Section 10. The following parts of ordinances are each repealed:

11  
12 (1) Snohomish County Code Chapter 2.350.110, last amended by Ordinance No  
13 16-079 on October 19, 2016;

14  
15 (2) Snohomish County Code Chapter 2.350.120, last amended by Ordinance No  
16 16-079 on October 19, 2016;

17  
18 (3) Snohomish County Code Chapter 2.350.130, last amended by Ordinance No  
19 16-079 on October 19, 2016;

20  
21 (4) Snohomish County Code Chapter 2.350.140, last amended by Ordinance No  
22 16-079 on October 19, 2016;

23  
24 (5) Snohomish County Code Chapter 2.350.150, adopted by Ordinance No. 16-  
25 079 on October 19, 2016;

26  
27 (6) Snohomish County Code Chapter 2.350.160, last amended by Ordinance  
28 No. 19-013 on May 8, 2019;

29  
30 (7) Snohomish County Code Chapter 2.350.170, adopted by Ordinance No. 16-  
31 079 on October 19, 2016;

32  
33 (8) Snohomish County Code Chapter 2.350.180, adopted by Ordinance No. 16-  
34 079 on October 19, 2016; and

35  
36 (9) Snohomish County Code Chapter 2.350.190, adopted by Ordinance No. 16-  
37 079 on October 19, 2016.

38  
39 Section 11. Snohomish County Code Chapter 2.350.200, last amended by  
40 Ordinance No. 16-079 on October 19, 2016, is amended to read:

41  
42 **2.350.200 Rates and charges.**

43  
44 (1) To promote equity and transparency in the allocation of costs associated with  
45 the delivery of information technology and services among county departments,  
46 the department shall (~~at least once every five years and at such other times as~~

1 ~~determined by the BAC provide a presentation to the BAC))~~ during the budget  
2 planning process provide county departments a summary of the current cost  
3 allocation model and any changes ((then proposed by the county executive or  
4 council))for the next fiscal year or biennium. ((The presentation)) This summary  
5 shall describe the criteria used to allocate costs among county departments in  
6 the preceding fiscal year or biennium and ~~((any))~~ the fiscal impacts of ~~((the))~~ any  
7 proposed changes((, and of any changes proposed, in)) for the next fiscal year or  
8 biennium.  
9

10 (2) The budget for any fiscal year or biennium adopted pursuant to chapter 4.26  
11 SCC shall allocate costs for information technology and services among county  
12 departments in accordance with the most recent cost allocation model approved  
13 by the county council. An approved cost allocation model shall take effect as  
14 directed by the council and remain in effect until rescinded or replaced. Council  
15 approval of a cost allocation model is an administrative act and may be taken by  
16 motion.  
17

18 (3) Charges for information technology and services provided to public agencies  
19 will be negotiated by the department and approved by the executive and council  
20 through contracts with those public agencies. The director is authorized to  
21 establish and change as appropriate a table of charges for services provided for  
22 on demand services to cash-on-delivery customers, which charges shall be  
23 based upon actual cost of providing the service or as authorized by law.  
24

25 Section 12. A new section is added to Chapter 2.350 of the Snohomish County  
26 Code to read:

27  
28 **2.350.300 Information technology governance model.**  
29

30 In support of the ongoing demands and needs of the information technology work  
31 for the county, a governance model that provides a combination of internal and  
32 external perspectives will be in place at all times. The director will be accountable  
33 for developing and managing the governance model and determine frequency of  
34 gathering the advisory group(s). The governance bodies may include these  
35 elements:  
36

37 (1) External strategic advice aimed at obtaining insight from industry peers and  
38 partners.  
39

40 (2) Internal operational advice to obtain input from county departments about  
41 information services needs in the county.  
42

43 (3) Business architectural and technical architectural input from internal and  
44 external subject matter experts.  
45

1 (4) Information technology communities to engage IT professionals and users in  
2 county departments

3  
4 Section 13. A new section is added to Chapter 2.350 of the Snohomish County  
5 Code to read:

6  
7 **2.350.310 Governance and project communication.**

8  
9 To ensure transparency and clarity on what information technology projects are  
10 being delivered, as well as what the overall set of county department projects  
11 and priorities are, the department shall hold regular business reviews with the  
12 appropriate stakeholder groups. At the director's discretion, these reviews may  
13 be focused on high level strategies with stakeholders and the executive, or more  
14 detailed operational update for the specific impact of projects focused on a single  
15 or smaller group of county departments.

16  
17 Section 14. Effective Date. This ordinance takes effect 10 days after it is signed  
18 by the county executive or otherwise enacted


19  
20 Section 15. Severability. If any provision of this ordinance or its application or  
21 circumstances is held invalid, the remainder of this ordinance and the application of its  
22 provisions to other persons or circumstances shall not be affected.

23  
24 PASSED this 30<sup>th</sup> day of March, 2022.

25  
26 SNOHOMISH COUNTY COUNCIL  
27 Snohomish County, Washington


28  
29   
30 \_\_\_\_\_  
31 Chairperson

32  
33 ATTEST:

34   
35 \_\_\_\_\_  
36 Asst. Clerk of the Council

37  
38 (X) APPROVED  
39 ( ) EMERGENCY  
40 ( ) VETOED

41 DATE: March 31, 2022

42   
43 \_\_\_\_\_  
44 County Executive  
45  
46

1 ATTEST:

2 *Melissa Geraghty*  
3 \_\_\_\_\_  
4

5  
6  
7 Approved as to form only:

8  
9 /s/ Rebecca Wendling 2.15.22  
10 Deputy Prosecuting Attorney

11  
12  
13