

Ordinance No. 119504

Council Bill No. 112709

AN ORDINANCE relating to the organization of City government; creating a Department of Information Technology; establishing the powers and duties of the Department of Information Technology; reassigning certain functions currently performed by the Technology Division of the Executive Services Department; creating a new Technology Operating Fund; transferring positions; creating new positions; making provisions for transition and transfer; and repealing, amending, and adding various provisions throughout the Seattle Municipal Code in accordance therewith.

CF No. _____

Date Introduced:	JUN 1 - 1999
Date Not Returned:	JUN 1 - 1999
Date Returned:	To: (committee) Finance & Budget Committee
Date Returned:	To: (committee)
Date Returned:	To: (committee)
Date of Final Passage:	Full Council Vote: 8-0
Date Presented to Mayor:	Date Approved: 6-16-99
Date Returned to City Clerk:	Date Published: 7-28 T.O. F.T. <input checked="" type="checkbox"/>
Date Voted by Mayor:	Date Vote Published:
Date Passed Both Vote:	Vote Sustained:

The City of Seattle - Legislative Department Council Bill/Ordinance sponsored by: _____

Committee Action:

Martha Choe June 3-0

*6-7-99 Full Council: Passed
(Excused: Choe)*

This file is complete and ready for presentation to Full Council. Committee: _____

Law Department

Law Dept. Review OMP Review City Clerk Review

The City of Seattle - Legislative Department Council Bill/Ordinance sponsored by: CHOE Councilmember

Committee Action:

Martha Choe June 3-0

*6-7-99 Full Council: Passed 8-0
(Excused: Choe)*

This file is complete and ready for presentation to Full Council. Committee: _____ (Initial/Date)

Law Department

Law Dept. Review OMP Review City Clerk Review Electronic Copy Loaded Indexed

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

ORDINANCE 119504

1
2 AN ORDINANCE relating to the organization of City government; creating a Department of
3 Information Technology; establishing the powers and duties of the Department of Information
4 Technology, reassigning certain functions currently performed by the Technology Division of the
5 Executive Services Department; creating a new Technology Operating Fund; transferring
6 positions; creating new positions; making provisions for transition and transfer; and repealing,
7 amending, and adding various provisions throughout the Seattle Municipal Code in accordance
8 therewith.

9
10 BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

11 Section 1. Department Created. From and after August 1, 1999, there is created a
12 Department of Information Technology. The incumbent Chief Technology Officer shall be the first head
13 of the Department.

14 Section 2. Functions, duties, personnel, and assets transferred. Effective August 1, 1999,
15 except as provided for in this or another ordinance, all the functions, responsibilities, agreements,
16 obligations, authorization, powers, equipment, records, appropriations, assets, and liabilities of the
17 Executive Services Department Technology Division pertaining to City-wide information technology
18 activities shall belong to the Department of Information Technology, and the Chief Technology Officer
19 is authorized to perform and exercise all City-wide responsibilities, duties, obligations, and powers
20 related to information technology theretofore belonging to the Director of the Executive Services
21 Department, including without limitation any such responsibilities, duties, obligations and powers that
22 may be created by ordinance after the passage of this ordinance, unless expressly stated in the later
23 ordinance.

24 Section 3. For purposes of this ordinance, unless the context otherwise clearly requires,
"information technology" shall mean City-wide telecommunications, data communications and the
physical infrastructure that supports it, including the City's telephone system, radio system, and fiber
optic network; City-wide application infrastructure, centralized computer operations, data, and

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1 telecommunication help desk services; and interactive media services including cable franchises, the
2 Public Access Network, City-sponsored television channel operations, and central video services.

3 Section 4. From and after August 1, 1999, all rules, regulations, policies, notices, schedules
4 and proceedings in effect on that date with respect to information technology activities of the Executive
5 Services Department shall continue to have the same force and effect, unless and until they expire of
6 their own terms or are superseded, but the powers and responsibilities of the Director of the Executive
7 Services Department associated with information technology activities shall be vested in and performed
8 by the Chief Technology Officer unless otherwise provided by this or another ordinance.

9 Section 5. Information Technology Fund Created.

10 Effective January 1, 2001, there is hereby created an Information Technology Fund for deposit of
11 funds to be used for operating expenditures of the Department of Information Technology. Prior to that
12 date, all revenues and expenditures of the Department of Information Technology will continue to be
13 included in a separate subfund of the Executive Services Fund, except that the low organization budget
14 item identified as "Applications" number A4411 shall remain a part of the Executive Services
15 Department and expenditure authority shall be appropriately transferred to another Executive Services
16 Department division and subfund. The Executive Services Director, under the authority of the Mayor,
17 shall reallocate assets and liabilities from the Executive Services Fund to the Information Technology
18 Fund in order to effectuate this ordinance. Until the January 1, 2001 effective date of this section
19 creating a new Information Technology Fund, the Chief Technology Officer has authority to expend and
20 the responsibility for funds allocated to the separate subfund for Information Technology.
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1 operations, data, and telecommunication help desk services; and interactive media services including
2 cable franchises, the Public Access Network, City-sponsored television channel operations, and central
3 video services.

4 **3.22.020 Director - Appointment and Removal.**

5 There shall be a Chief Technology Officer to be appointed by the Mayor and confirmed by a
6 majority of the City Council. The Mayor, at any time, may remove the Chief Technology Officer upon
7 filing a statement of reason therefore with the City Council.

8 **3.22.030 Director - Duties.**

9 The Chief Technology Officer shall be the head of the Department of Information Technology,
10 shall be responsible for the administration of the Department, and shall:

11 A. Appoint, remove, supervise and control officers and employees in the Department of
12 Information Technology in accordance with Civil Service Rules and regulations;

13 B. Prepare and update annually a strategic information technology planning agenda for the City;

14 C. Develop, promulgate and implement City-wide policies and standards governing the
15 acquisition, management, and disposition of information technology resources;

16 D. Develop policies and standards for the management, maintenance and operation of City
17 information technology resources;

18 E. Develop and oversee an information technology training program for the City;

19 F. Develop priorities and guidelines to assist City departments in preparing their annual
20 operating and capital information technology budgets;

21 G. Review City department budget submittals to ensure that information technology budget
22 priorities and guidelines are appropriately addressed in proposed budget allocations, and that all
23 proposed uses of technology resources are consistent with the City's policies and standards;

24

1 H. Make recommendations to the Mayor and City Council on changes to department information
2 technology budget submittals for consistency with the City's policies, standards, and technology agenda;

3 I. Determine the most effective ways of providing information technology resources, including
4 services and the management thereof, using City or contracted sources, to City departments;

5 J. Establish and regularly update an information technology architecture for the City;

6 K. Manage the preparation of the proposed annual budget of the Department of Information
7 Technology, authorize necessary expenditures and enter into contracts for professional and expert
8 services in accordance with the annual budget; develop and manage programs, and supervise
9 development and maintenance of adequate managerial and accounting systems and procedures;

10 L. Execute, administer, modify and enforce such agreements and instruments as he or she shall
11 deem reasonably necessary to implement programs consistent with all applicable laws and ordinances, as
12 he or she shall deem appropriate for carrying out the responsibilities, functions, and activities of the
13 Department; apply for grants and donations for departmental programs; and solicit and use volunteer
14 services; and

15 M. Create, lead, and facilitate one or more advisory groups designed to provide customer and
16 professional recommendations on City-wide information technology issues, including the operations of
17 the Department of Information Technology, budget allocation, policies and standards for the acquisition,
18 management, and disposition of information technology assets, and the most effective ways of providing
19 information technology resources to support the missions of City departments.

20 N. Promulgate rules and regulations to carry out departmental activities pursuant to the
21 Administrative Code, SMC Chapter 3.02.

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1 **3.22.050 Acquisition of Technology Resources.**

2 No City officer or employee shall acquire, through purchase, lease, or any form of contract, any
3 information technology resources for the City except through, or in accordance with, policies, guidelines,
4 standards, and procedures established by the Chief Technology Officer.

5 Section 10. Repealer. Sections 3.24.200, 3.24.210, and 3.24.220 of the Seattle Municipal Code
6 are repealed in their entirety.

7 **MISCELLANEOUS PROVISIONS**

8 Section 11. It is the express intent of the City Council that, in the event a subsequent ordinance
9 refers to a position or office that was abolished by this ordinance, that reference shall be deemed to be to
10 the new office or position created by this ordinance, and shall not be construed to resurrect the old
11 position or office unless it expressly so provides by reference to this ordinance.

12 Section 12. It is the express intent of the City Council that, in the event a subsequent ordinance
13 refers to or amends a section or subsection of the Seattle Municipal Code amended or recodified herein,
14 but the later ordinance fails to account for the change made by this ordinance, the two sets of
15 amendments should be given effect together if at all possible.

16 Section 13. The Executive Services Department Director, under the authority of the Mayor, shall
17 have the power to make all administrative decisions necessary to carry out the intent of this ordinance.

18 Section 14. The several provisions of this ordinance are declared to be separate and severable
19 and the invalidity of any clause, sentence paragraph, subdivision, section, or portion of this ordinance, or
20 the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the
21 remainder of this ordinance of the validity of its application to other persons or circumstances.

22 Section 15. Any act consistent with the authority and prior to the effective date of this ordinance
23 is hereby ratified and confirmed.



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1 Section 16. This ordinance shall take effect and be in force thirty (30) days from and after its
2 approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after
3 presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

4 Passed by the City Council the 7th day of June, 1999, and signed by me in
5 open session in authentication of its passage this 7th day of June, 1999.

6 Richard
7 President of the City Council

8 Approved by me this 16th day of June, 1999.

9 Paul Sauer
10 Mayor

11
12 Filed by me this 16th day of June, 1999.

13 Janith E. Pappas
14 City Clerk

15 (Seal)

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City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

MEMORANDUM

DATE: May 21, 1999

TO: Honorable Sue Donaldson, President
Seattle City Council

VIA: Barbara Gangwer, City Budget Office

FROM: Dwight Dively, Director
Executive Services Department

SUBJECT: AN ORDINANCE relating to the organization of City government; creating a Department of Information Technology; establishing the powers and duties of the Department of Information Technology, reassigning certain functions currently performed by the Technology Division of the Executive Services Department; creating a new Technology Operating Fund; transferring positions; creating new positions; making provisions for transition and transfer; and repealing, amending, and adding various provisions throughout the Seattle Municipal Code in accordance therewith.

In late March, Mayor Schell advised Councilmembers and department heads of his intent to recommend the creation of a new technology department. The attached legislation creates a new Department of Information Technology, transferring existing Executive Services Department (ESD) technology positions that are responsible for Citywide or multi-department activities, to the new department. This includes the staff who support the data center, data backbone, the phone and radio systems, PAN, the InWeb, TV Seattle, the Cable Office, Citywide e-mail and LAN support, and the Year 2000 Office. Technology resources to support ESD's business applications will remain within ESD.

Only two outright new positions are being recommended at this time (a proposed Senior Executive Assistant and an Executive I, with the actual classification to be determined by the City's Personnel Director). The Senior Executive Assistant will provide administrative support to the CTO. The Executive I will oversee finance and administration functions for the new Department and essentially backfills/replaces an existing Executive III which oversaw these and other day-to-day operating functions of the former Technology Division. (The Executive III will be reassigned to oversee IT applications planning and operations for the City's public safety agencies in response to a Council SLI.)

600 Fourth Avenue, Room 103, Seattle, WA 98104-1891

Tel: (206) 684-0484, TDD: (206) 233-7810, Fax: (206) 684-8286, <http://www.ci.seattle.wa.us>

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Dively/Donaldson
Proposed Legislation to Create a New Technology Department
May 21, 1999
Page 2

One of the keys to what both Lynn Jacobs and I believe will be a successful Technology Department is the creation of new governance mechanisms. Lynn has recommended a very strong stakeholder form of governance for technology issues, drawing heavily from the City's most senior and well-respected business staff (a Business Management Council) complimented by key technology staff (a Technology Council). This ordinance authorizes the creation of advisory groups to pursue these new means of governance.

We welcome any questions you may have about the proposal. If the Council concurs, we expect to create the new Department on August 1. Thank you for your consideration.

Attachments:

Ordinance
Fiscal Note

CC: Lynn Jacobs, Chief Technology Officer
John Anthony, Deputy Chief Technology Officer
Barbara Gangwer, Budget Analyst, CBO

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Attachment B: Fiscal Note

Department: Technology Department Executive Services Dept.	Contact Person/Phone: John Anthony (4-3515) Lynn Jacobs (3-5000)	CBO Analyst/Phone: Barbara Gangwer (5-0768)
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Legislation Title:

AN ORDINANCE relating to the organization of City government; creating a Department of Information Technology; establishing the powers and duties of the Department of Information Technology; reassigning certain functions currently performed by the Technology Division of the Executive Services Department; creating a new Technology Operating Fund; transferring positions; creating new positions; making provisions for transition and transfer; and repealing, amending, and adding various provisions throughout the Seattle Municipal Code in accordance therewith.

Summary of the Legislation:

In order to raise the prominence of City technology planning and service delivery, the proposed legislation separates the Technology Division from the rest of ESD to form a new Department of Information Technology (DoIT). Highlights of the legislation include:

- It is budget and revenue neutral in 1999.
- Moving various positions between ESD and DoIT.
- Creating a new Senior Executive Assistant position in DoIT to support the Chief Technology Officer (costs associated with this position will be absorbed within the existing Technology budget and revenues in 1999).
- Creating a new Executive 1 position in DoIT to provide executive level financial and general management support (costs associated with this position will be absorbed within the existing Technology budget and revenues in 1999). The need for this position was created by the transfer of key, Executive 3 level management staff to Public Safety technology planning tasks as required by a City Council Statement of Legislative Intent adopted in Resolution 29895.
- Reaffirming the roles and responsibilities of the Chief Technology Officer.
- Creating a new Information Technology Fund that retains the assets and liabilities of the current Technology Division of ESD. This new Fund will be created on January 1, 2001.

Accounting, Human Resources, and other general administrative functions will remain centralized in ESD during 1999 and 2000. In the 2001-2002 budget cycle, DoIT and ESD may propose further transfers of staff who perform these functions from ESD to DoIT. In 2001-2002, where staff transfer from ESD to DoIT, reductions in the ESD budget will offset increases in the DoIT budget.

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Background (include justification for the legislation and funding history, if applicable):

In 1997, the City Council created the position of Chief Technology Officer in order to improve strategic planning and management of City information technology. During the 1999-2000 biennial budget process, the Council adopted Resolution 29895, which directs the Chief Technology Officer to oversee technology planning and development for Public Safety departments. This ordinance creates the new Department of Information Technology in order to increase the visibility of technology management in the City, and to provide staffing resources to help accomplish the tasks set for the CTO.

Estimated Expenditure Impacts:

FUND	1998	1999	2000
Executive I		\$0	\$90,000
Senior Executive Assistant (includes est. benefits)		\$0	\$80,000
TOTAL		\$0	\$170,000

One-time \$ _____ On-going \$ 170,000

Estimated Revenue Impacts:

FUND	1998	1999	2000
Changes are revenue neutral in 1999 and 2000.		\$0	\$0
TOTAL		\$0	\$0

One-time \$ _____ On-going \$ 170,000 (starting in 2001)

Estimated FTE Impacts:

FUND	1998	1999	2000
Information Technology Fund	N/A	2 new positions	2 new positions
TOTAL		2	2

Full Time 2 # Part Time _____ # TES _____

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Department of Information Technology Ordinance – Fiscal Note
Page 3

Do positions sunset in the future? If so, when?

These positions are critical to the success of the new Department of Information Technology, and are not expected to sunset. DoIT's new leadership role and its responsibility for Public Safety technology planning and investment require this additional staff support.

Other issues (including long-term implications of the legislation):

This legislation separates Technology services from ESD at existing levels of service and responsibility. In the future, the Chief Technology Officer may recommend expansion of the services provided by and the responsibilities of DoIT. Accepting these recommendations may require increases in the DoIT budget and revenues. Also, the two positions added in this ordinance will need to be budgeted and funded in future budget cycles.

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1	00011173	Abad, Richard		
2	00016682	Abreu-Field, Raul		
3	00020334	Adams, Robby		
4	00024489	Agreen, Scott		
5	00010444	Allen/Soltz, SylMa Gean	Exempt	
6	00018182	Anthony, John M	Exempt	
7	00021196	Arevalo, Paul Gonzales		
8	00020394	Arnold, Dean Louis		
9	00018534	Austin, Glenn		
10	00025921	Baker, Tami R		
11	00020620	Ballatore, Joseph L		
12	00025333	Beach, Terry J		
13	00015244	Blankenship, Donald		
14	00015699	Blonald, Diane		
15	00016766	Brock, Bryan R		
16	00021195	Brown, Joanne S		
17	00019411	Buchanan, Roxanne		
18	00021927	Bui, Ngoc Thi		
19	00025682	Butler, Mark		
20	00023824	Contrell, Susan L		
21	00024097	Chaverin, Carolyn M		
22	00025917	Chou, Pan		
23	00008852	Cirell, Nicholas J		
24	00010448	Collins, Patricia A		
25	00025918	Conway, Mary Ellen		
26	00015688	Couch, James P		
27	00026688	Counts, Marcetha Jane		
28	00018184	Cross, Mary Louise		
29	00017298	Dadala, Patrick J		
30	00021382	De Long, Danny Glenn		
31	00025919	DeLeon, Diana		
32	00020621	Demarchois, Patricia A		
33	00015683	Denning, Carolyn G		
34	00018176	Doerzbacher, Amy		
35	00016073	Elison, Sheri Lee		
36	00025331	Elmer, Alan R		
37	00015680	Enger, William O		
38	00025606	Foucault, Francis Edward		
39	00024092	Frederick, Candis M.		
40	00011291	French, Dwight G		
41	00025337	Fraund, Henry L	Exempt	
42	00016929	Gager, Larry D		
43	00017349	Gates, Jerome		
44	00023565	Grews, Howard		
45	00023820	Hagen, James		
46	00024487	Hagen, Kenneth James		
47	00026360	Hale, Lori		
48	00020811	Henry, Lisa J		
49	00023492	Henry-Simmons, Kristine Lynn		
50	00019352	Hjelstad, Stephen		
51	00023818	Hobbs, Darcy J		
52	00025920	Hobbs, Gary D		
53	00024229	Holland, Elizabeth		
54	00024255	Holmes, Steven	Exempt	
55	00015676	Hooks, Gina R		
56	00017250	Hopkins, Anthony W		
57	00025512	Jacobs, Jeanette Lynn	Exempt	
58	00026329	Jacobson, John Emil		
59	00011023	Johnson, Nancy L		

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60	00019496	Kaye, Robert P		
61	00026369	Keyes, David Israel		
62	00015463	King, Douglas T		
63	00011261	Klein, Philip		
64	00018183	Kunihugu, Patricia Joy		Exempt
65	00015679	Lampe, Matthew M		Exempt
66	00010435	Lane, Edward F		
67	00020618	Leahy, Thomas J		
68	00024256	Licu, Stephanie Ann		
69	00024205	Lycett, Margaret Aline		
70	00021202	Mackay, Hunter R		
71	00017295	Masters, Lynne		
72	00015454	McKee, Linda		
73	00015632	Mendoza, Benito		
74	00020335	Metzdorf, Martin E		
75	00011287	Mickelson, Kimberly L		
76	00020619	Miller, Michael T		
77	00016775	Montgomery, Nancy L		
78	00022935	Mukul, Kenneth N		
79	00022424	Nagan, Michael P		Exempt
80	00011183	Namba, Brian N		
81	00021198	Navarro, Danilo L		
82	00025924	Nguyen, Dung		
83	00026638	Niva, Jason		Exempt
84	00019505	Oliver, Charles W		
85	00020622	Owens, James Peter		
86	00025922	Palmer, Presley D		
87	00023819	Paquette, Daniel J		
88	00017235	Parker, Richard D		
89	00023493	Pearson, Roxanne L		
90	00016498	Raymond, Bruce A		
91	00015962	Reonal, Reynaldo		
92	00017376	Robinson, Charles		
93	00018178	Robinson, Michael		
94	00015681	Sabado Jr, Daniel T		
95	00025332	Sakamoto, David Scott		
96	00011293	Saunders, Thomas W		
97	00010443	Schrier, William Michael		Exempt
98	00020377	Scott, Anna Marie		
99	00011043	Sears, Busbong		
100	00023056	Seely, John T		
101	00011177	Selber, John L		
102	00011274	Shirator, Foye M		
103	00017091	Skraban, Kenneth J		
104	00016932	Smith, Candace Rose		
105	00015618	Smith, Georg T		
106	00015682	Smoot, Mary B		
107	00011179	Steiner, Teri L		
108	00025330	Stremel, Stewart		
109	00010987	Sweetow, William J		
110	00025338	Taber, Carola J		
111	00011296	Tacardon, Charlie A		
112	00019348	Tate, Brenda J		
113	00017296	Taylor, James Bent		Exempt
114	00015961	Tiff, David M		
115	00015993	Tracy, Yvonne Louise		
116	00017293	Trinh, Tan Duc		
117	00016644	Trotter, Mark A		
118	00018186	Tugublas, J Arthur		

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TIME AND DATE STAMP

SPONSORSHIP

THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:

Martha Chen

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO: _____

PRESIDENT'S SIGNATURE



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STATE OF WASHINGTON · KING COUNTY

107003
City of Seattle, City Clerk

—s.

No. ORDINANCE

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:119504 IN FULL

was published on

06/22/99

The amount of the fee charged for the foregoing publication is the sum of \$ _____, which amount has been paid in full.

Subscribed and sworn to before me on

06/22/99

Notary Public for the State of Washington,
residing in Seattle

Affidavit of Publication

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