


Mayor's Office: Council Agenda Item Request Form
*This form and supporting documents (if applicable) are due the Wednesday
before the COW meeting by noon.*

Date Received (office use)	
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Date of Request	9/13/2017
Requesting Staff Member	Megan Hillyard
Requested Council Date	9/19/2017
Topic/Discussion Title	Technology Advisory Board (TAB) Ordinance Review/Approval
Description	Salt Lake County has never formally had a technology governance review body. Over the past year and a half, elected officials and department representatives have met as "TAB" to discuss county technology projects and initiatives. This proposed ordinance formalizes that body and help define the purpose and role. This proposed ordinance has been vetted by existing TAB members, other stakeholders and reviewed and approved by county Steering.
Requested Action¹	Approval
Presenter(s)	Megan Hillyard and Zach Posner
Time Needed²	15
Time Sensitive³	No
Specific Time(s)⁴	No
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

Mayor or Designee approval:



¹ What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic to scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.

SALT LAKE COUNTY ORDINANCE

ORDINANCE NO. _____, 2017

AN ORDINANCE ESTABLISHING AN INFORMATION TECHNOLOGY ADVISORY BOARD (TAB), CHAPTER 2.98, UNDER THE OFFICE OF THE MAYOR, TO WORK COLLABORATIVELY WITH COUNTY ELECTED OFFICES, DEPARTMENTS AND AGENCIES, AND TO ESTABLISH POLICIES, ORGANIZATIONAL STRUCTURES AND PROCESSES TO ENSURE EFFECTIVE AND EFFICIENT USE OF INFORMATION TECHNOLOGY RESOURCES.

The Legislative Body of Salt Lake County ordains as follows:

SECTION I. Chapter 2.98, titled Information Technology Advisory Board (TAB), shall be created.

Chapter 2.98 – INFORMATION TECHNOLOGY ADVISORY BOARD

2.98.010 – Information Technology Advisory Board created.

Salt Lake County (County) hereby establishes an advisory board under the office of the Mayor consisting of representatives from all elected offices and departments in the County to be known as the Information Technology Advisory Board (TAB).

2.98.020 – Purpose of the TAB.

The purpose of the TAB is to work collaboratively with County elected offices, departments and agencies to establish policies, standards, organizational structures and processes that ensure the effective and efficient use of information technology resources to maximize operational efficiency and enable each elected office, department and agency to achieve its information technology goals in the best interests of all County stakeholders.

2.98.030 – Definitions

- A. Chief Information Officer (CIO) is the County executive responsible for the information technology management and computer systems that support County business and enterprise goals. The CIO is a cabinet level position that reports to the Director of Administrative Services.
- B. Information Services (IS) is the County division responsible for efficient and effective information technology governance operations and management.
- C. Information technology governance is a subset of County governance focused on processes that create value and ensure the effective and efficient use of IT in enabling the County to achieve its goals.
- D. Information technology project is an individual business or collaborative enterprise effort to create a new information technology product or service. It implicates information technology resources with research or design that is carefully planned to achieve a particular objective.
- E. Information technology resources include staffing, computers, hardware, software, data, storage media, electronic communications (*e.g.*, e-mail, fax, phones, phone systems and voice mail), networks, operational procedures and processes used in the collection, processing, storage, sharing or distribution of information within, or with any access beyond ordinary public access to, the County's shared computing and network infrastructure.

2.98.040 – Membership and chair.

A. The TAB shall be comprised of one voting representative from each of the County departments and each elected executive branch office, together with one non-voting representative from the County Council and the CIO as a non-voting member. Representation from the Council, each County department and elected executive branch office shall be reviewed by the TAB from time to time, but not less than every two years.

B. The chair of the TAB shall be selected by majority vote of attending members and shall rotate annually.

2.98.050 – Meetings.

A. The TAB shall meet regularly. The TAB may also meet upon request of the chair, or upon request by any member when a compelling need is established to conduct TAB business.

B. A quorum shall consist of voting members in attendance. The TAB shall conduct business by majority vote of a quorum.

C. The CIO shall provide administrative assistance to the TAB. The CIO shall enlist IS staff support as required and as determined appropriate by the CIO. The administrative staff shall be responsible for the preparation and dissemination of agendas, notices and meeting minutes under the supervision of the TAB chair.

D. All meetings shall be held in compliance with Utah Code Ann. § 52-4-101 et seq. (Open and Public Meetings Act).

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2.98.060 – Powers and duties.

The TAB shall:

1. Make recommendations to the Council regarding information technology governance, including county-wide ordinances, policies and standards, policy and procedure manuals, and processes.
2. Review, assess and forward to the Council recommended IT changes to critical business processes resulting from legislative or technology changes.
3. Establish criteria and assess proposed IT projects based on assessment of individual elected office, department and agency needs and impacts together with County enterprise needs and impacts, assessment of systematic and individual office, department and agency risk, assessment of short and long term direct and indirect costs, assessment of overall value creation consistent with the County's strategic goals and objectives, and such other criteria determined by the TAB consistent with its purposes.
4. Establish a Solutions Review Board and appoint representative membership on the Board to provide technical advice and input to the TAB on matters of IT governance and IT projects.
5. Adopt, by majority vote of attending members, bylaws to govern the means and processes by which committee business is conducted, including but not limited to, the responsibilities of the chair; the preparation and dissemination of committee notices, agendas and minutes; voting procedures, including proxy or absentee voting; and such other procedures as may be necessary for the appropriate conducting of committee business consistent with principles of transparency and to further the purposes of the TAB.

2.98.070 – Advisory Working Groups.

A. The TAB, by a majority vote of attending members, may establish additional working groups to oversee specific areas of county information technology governance and to produce recommendations for policies, standards, and processes within those areas.

B. The TAB may guide and direct the efforts of any working group consistent with County policies and standards and the purposes of the TAB.

C. Recommendations from working groups shall be forwarded to the TAB for consideration, review and application as appropriate and consistent with the overall purposes of the TAB.

D. The TAB may dissolve any working group by majority vote of attending members.

SECTION II. This ordinance shall become effective fifteen (15) days after its passage and upon at least one publication of the ordinance or a summary thereof in a newspaper published and having general circulation in Salt Lake County.

APPROVED AND ADOPTED this _____ day of _____, 2017.

SALT LAKE COUNTY COUNCIL

By: _____
Steve DeBry, Chair

ATTEST:

Sherrie Swensen
Salt Lake County Clerk

APPROVED AS TO FORM:

Kelly W. Wright
Kelly W. Wright
Deputy District Attorney
Dated: 10/7/2017

ORDINANCE HISTORY

Councilman Bradley	_____
Councilman Bradshaw	_____
Councilman Burdick	_____
Councilman Debry	_____
Councilman Granato	_____
Councilman Jensen	_____
Councilman Snelgrove	_____
Councilman Newton	_____
Councilman Wilson	_____

Vetoed and dated this _____ day of _____, 2017.

By: _____
Mayor Ben McAdams or Designee

(Complete as Applicable)

Veto override: Yes___ No___ Date _____
Ordinance published in newspaper: Date: _____
Effective date of ordinance: _____

SUMMARY OF
SALT LAKE COUNTY ORDINANCE NO. _____

On the ____ day of _____, 2017, the County Council of Salt Lake County adopted Ordinance No. _____, which establishes an Information Technology Advisory Board (TAB), Chapter 2.98, under the office of the Mayor, to work collaboratively with County elected offices, departments, agencies, and to establish policies, organizational structures and processes to ensue effective and efficient use of information technology resources.

SALT LAKE COUNTY COUNCIL

By: _____
Steve DeBry, Chair

ATTEST:

Sherrie Swensen
Salt Lake County Clerk

APPROVED AS TO FORM:

Kelly W. Wright
Deputy District Attorney
Dated 9/7/2017

ORDINANCE HISTORY

Councilman Bradley	_____
Councilman Bradshaw	_____
Councilman Burdick	_____
Councilman Debry	_____
Councilman Granato	_____
Councilman Jensen	_____
Councilman Snelgrove	_____
Councilman Newton	_____
Councilman Wilson	_____

A complete copy of Ordinance No. _____ is available in the office of the Salt Lake County Clerk, 2001 South State Street, N2-100, Salt Lake City, Utah.