

Resolution No.: 16-475  
Introduced: March 4, 2008  
Adopted: March 11, 2008

**COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND**

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By: County Council

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**SUBJECT:** Interagency Technology Fund (ITF)

**Background**

1. On June 30, 1994, in Resolutions No. 12-1712 and No. 12-1713, the Montgomery County Council authorized the creation of a Technology Innovation Fund program (TIF) to stimulate and fund technological investments to increase the productivity of tax-supported County agencies.
2. On July 26, 1994, in Resolution No. 12-1758, the Council established the Interagency Technology Policy and Coordination Committee (ITPCC).
3. On July 29, 1997, in Resolution No. 13-994, the Council recognized the critical nature of the Year 2000 problem and amended Resolution No. 12-1713 to be responsive to the Year 2000 problem in coordination with the ITPCC.
4. The Council recognizes that technology is essential infrastructure for provision of public services and that there may be potential technology projects in the ITPCC agencies that present opportunities to improve the quality, quantity, availability, and value of services on behalf of County residents.
5. The Council wishes to provide incentives for the ITPCC agencies to engage in interagency collaborative opportunities using information technology, enhance long range visioning and planning, explore and test emerging technologies, leverage and enhance uses of existing technologies, present opportunities to enhance productivity through IT applications, promote innovation and share information learned to improve service delivery and enhance the value of government.

**Action**

The County Council for Montgomery County, Maryland, amends Resolution No. 13-994, the Technology Investment Fund (TIF), and approves the following resolution:

The Technology Investment Fund (TIF) is amended and renamed the Interagency Technology Fund (ITF) and will have the following characteristics:

**General Fiscal Guidelines**

1. The primary funding source for the ITF will be General Fund current revenue designated for the ITF. These funds may be used to supplement or leverage other funding sources for ITF projects.
2. The TIF designated current revenue reserves will be the initial funding source for the ITF.
3. The ITF will not be used to fund ongoing operating budget expenditures beyond project closeout.
4. Large IT projects will not generally be eligible for ITF funding and should be requested through the regular budget process. A waiver may be granted by unanimous vote of the ITPCC.
5. Projects may be recommended for supplemental appropriation in either the CIP or the Operating Budgets of the agencies as determined by the Montgomery County Office of Management and Budget (OMB).
6. Unencumbered project balance and liquidated encumbrances in closeout ITF projects will be credited to the General Fund for possible appropriation to future ITF projects.
7. OMB will recommend the amount of ITF funds to be designated as reserves in the annual County Executive Recommended Operating Budget.
8. OMB will monitor and report the fiscal status of the ITF to the Council as required.
9. The Council will approve the ITF designated reserves in the appropriation resolution for the annual Operating Budget for Montgomery County Government.
10. The Council may increase contributions to ITF to support additional investments in technology.
11. Requests for appropriations for projects are subject to review and approval by the Council.

**General Guidelines. Criteria and Responsibilities**

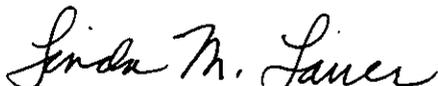
1. The ITPCC will establish and may periodically revise the agency priorities for ITF projects.
2. The ITPCC will establish the general ITF eligibility criteria and application guidelines for ITF project requests.
3. The ITPCC will review and approve modifications to guidelines and criteria as appropriate.
4. Modifications of ITF criteria and guidelines may be approved by the ITPCC.
5. The ITPCC will review and approve projects recommended by the CIO Staff Subcommittee for submission for appropriation actions.
6. The ITPCC may delegate approval authority to the CIO Staff Subcommittee for projects meeting criteria prescribed by the ITPCC.
7. The ITPCC may grant exceptions to eligibility criteria for certain projects.
8. The ITPCC will report the status of ITF projects to the Council at least annually.
9. The CIO Staff Subcommittee will periodically review and, if necessary, recommend modifications of ITF criteria and guidelines to the ITPCC.

10. The CIO Staff Subcommittee will review ITF project applications and will recommend projects to the ITPCC that meet eligibility criteria and application guidelines.
11. The CIO Staff Subcommittee may request a waiver of the eligibility criteria from the ITPCC for certain projects, specifying the reasons for the waiver request.
12. Agency project applications will be solicited and coordinated through the offices of the agency CIOs, or functional equivalents, in preparation for review by the CIO Staff Subcommittee.
13. The CIO Staff Subcommittee will report status of ITF projects to the ITPCC as required.
14. OMB will process projects for appropriation actions after approval by the ITPCC. OMB will coordinate with agencies and staff to assist with preparation and submission of the required materials for Council appropriation actions, insuring consistency with County budget and fiscal requirements and policies.

### Miscellaneous

1. The multiple governmental entities that comprise Montgomery County ITPCC agencies for purposes of this resolution are: Montgomery County Public Schools (MCPS), Montgomery College (MC), Montgomery County Government (MCG), Maryland-National Park and Planning Commission (M-NCPPC), Washington Suburban Sanitary Commission (WSSC), and Housing Opportunities Commission (HOC). These are collectively referred to as the ITPCC agencies.
2. The ITPCC Principals are represented by the following: Superintendent, Montgomery County Public Schools (MCPS); President, Montgomery College (MC); Chief Administrative Officer, Montgomery County Government (MCG); Chairman, Maryland-National Park and Planning Commission (M-NCPPC); General Manager, Washington Suburban Sanitary Commission (WSSC); Executive Director, Housing Opportunities Commission (HOC); Staff Director, Montgomery County Council (Council).
3. The ITPCC CIO Staff Subcommittee reports to the ITPCC Principals. It consists of representatives from each member agency who hold either the title or role of a Chief Information Officer (CIO).
4. Approval actions by the ITPCC and CIO Staff Subcommittee will require a unanimous vote.
5. Voting by electronic means such as email may be used when required.
6. Agencies may designate an alternate attendee to represent the agency if exceptional circumstances require it.
7. A meeting quorum shall consist of the majority of the tax-supported agencies of the ITPCC.

This is a correct copy of Council action.

  
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Linda M. Lauer, Clerk of the Council