

File No. 151259

Committee Item No. 5

Board Item No. 1

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date February 3, 2016

Board of Supervisors Meeting

Date February 23, 2016

#### Cmte Board

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|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Resolution                                   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance                                    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date January 29, 2016

Completed by: Linda Wong Date February 3, 2016

1 [Administrative Code - City-Owned Fiber-Optic Facilities]

2

3 Ordinance amending the Administrative Code to require the Department of Technology  
4 to gather information from City departments concerning City-owned fiber-optic  
5 facilities; and to require the Public Utilities Commission to consider and approve any  
6 future expansion of City-owned fiber-optic facilities.

7 NOTE: Unchanged Code text and uncodified text are in plain Arial font.  
8 Additions to Codes are in *single-underline italics Times New Roman font*.  
9 Deletions to Codes are in ~~*strikethrough italics Times New Roman font*~~.  
10 Board amendment additions are in double-underlined Arial font.  
11 Board amendment deletions are in ~~Arial font~~.  
12 Asterisks (\* \* \* \*) indicate the omission of unchanged Code  
13 subsections or parts of tables.

14 Be it ordained by the People of the City and County of San Francisco:

15 Section 1. The Administrative Code is hereby amended by adding Chapter 22E,  
16 Sections 22E.1 to 22E.4, to read as follows:

17 **CHAPTER 22E. CITY-OWNED FIBER-OPTIC FACILITIES**

18 **SEC. 22E.1. FINDINGS.**

19 (a) A number of City departments control fiber-optic facilities that they use to provide  
20 municipal and other services. In addition to the Department of Technology, these departments include  
21 the Municipal Transportation Agency and the Public Utilities Commission.

22 (b) Because no single City department controls these fiber-optic facilities, City departments  
23 are not in a position to make the best use of these valuable City assets.

24

1                   **SEC. 22E.2. CENTRALIZED MAP OF FIBER-OPTIC FACILITIES.**

2                   (a) By December 31, 2016, the Department of Technology shall develop a list, map, and  
3 catalogue of all City-owned fiber-optic facilities in digital format that shall be readily available to all  
4 City departments.

5                   (b) The Department of Technology shall ensure that the list, map, and catalogue are  
6 regularly updated as additional fiber-optic facilities are obtained by City departments.

7                   (c) Any City department needing fiber-optic facilities to provide municipal or other services  
8 shall contact the Department of Technology to determine whether any existing City-owned fiber-optic  
9 facilities are available to serve the department's needs.

10                  (d) The requirements of this section shall be subject to funding by the Board of  
11 Supervisors.

12  
13                   **SEC. 22E.3. FUTURE EXPANSION OF CITY-OWNED FIBER-OPTIC FACILITIES.**

14                  (a) The Public Utilities Commission shall consider and approve any future efforts to  
15 develop a City-wide fiber-optic network expansion of City-owned fiber-optic facilities.

16                  (b) The requirements of this section shall be subject to funding by the Board of  
17 Supervisors.

18  
19                   **SEC. 22E.4. DEFINITION OF FIBER-OPTIC FACILITIES.**

20                  "Fiber-optic facilities" shall mean optical fiber strands, cables, conduits, connectors/splitters,  
21 and all associated transmitters and receivers.

22  
23                  Section 2. Effective Date. This ordinance shall become effective 30 days after  
24 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
25

1 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
2 of Supervisors overrides the Mayor's veto of the ordinance.

3  
4  
5 APPROVED AS TO FORM:  
6 DENNIS J. HERRERA, City Attorney

7  
8 By:

  
9 WILLIAM K. SANDERS  
10 Deputy City Attorney

11  
12 n:\legana\as2015\1600170\01079452.doc

**LEGISLATIVE DIGEST**

[Administrative Code - City-Owned Fiber-Optic Facilities]

Ordinance amending the Administrative Code to require the Department of Technology to gather information from City departments concerning City-owned fiber-optic facilities; and to require the Public Utilities Commission to consider and approve any future expansion of City-owned fiber-optic facilities.

Existing Law

Section 22A.1 of the Administrative Code establishes a policy “to coordinate and direct the use of [information and communication technologies] by City Departments and to provide the most cost-effective and useful retrieval and exchange of information both within and among City Departments and from City Departments to the people of San Francisco.” Sections 22A.4 and 22A.5 require City Departments to “coordinate” their procurement and use of information and communication technologies under the direction of the City’s Chief Information Officer.

Amendments to Current Law

The proposed amendments to the Administrative Code would require the Department of Technology (“DT”) to develop a list, map, and catalogue of all City-owned fiber-optic facilities in digital format. They would also require the Public Utilities Commission (“Commission”) to review and approve future expansion of City-owned fiber-optic facilities.

Background Information

The City has more than 260 miles of fiber-optic facilities that are controlled by at least three City departments. They include DT, the Commission, and the Municipal Transportation Agency (“MTA”). DT uses its fiber-optic facilities for public safety and City department communications and operations. The Commission uses its fiber-optic facilities to provide water, electricity, and sewer services and to operate City-owned streetlights. MTA uses its fiber-optic facilities in connection with its operation of the MUNI public transit system and traffic lights.

The proposed ordinance was first introduced on December 8, 2015. A substitute ordinance was introduced on January 26, 2016. The substitute ordinance: (i) tasks DT with assembling the list, map, and catalogue of City-owned fiber facilities; rather than the Commission; and (ii) recognizes that the Board of Supervisors must provide funding to DT to perform this task.

<p><b>Item 5</b> <b>File 15-1259</b></p>	<p><b>Department:</b> Department of Technology (DT)</p>
<p><b>EXECUTIVE SUMMARY</b></p>	
<p style="text-align: center;"><b>Legislative Objectives</b></p>	
<ul style="list-style-type: none"> <li>• The proposed ordinance would require DT to: (1) accumulate information on all City-owned fiber-optic facilities, including fiber-optic strands, cables, conduit, connectors/splitters, and all associated transmitters and receivers and (2) by December 31, 2016, develop and then regularly update a digital map, list, and catalogue of all City-owned fiber-optic facilities that are accessible to City Departments. In addition, City Departments that need fiber-optic facilities will be required to contact DT to determine whether any existing City-owned fiber-optic facilities are available to serve Departments' needs. The ordinance notes that these requirements are subject to "funding by the Board of Supervisors." The proposed ordinance would also require that the San Francisco Public Utilities Commission (SFPUC) review and approve any future expansion of City-owned fiber-optic facilities.</li> </ul>	
<p style="text-align: center;"><b>Key Points</b></p>	
<ul style="list-style-type: none"> <li>• The Budget and Legislative Analyst's December 3, 2015 report, "Fiber Network Asset Management," recommended that the Board of Supervisors develop legislation or a policy to consolidate and standardize data regarding City-owned network assets under a single department or official.</li> </ul>	
<p style="text-align: center;"><b>Fiscal Impact</b></p>	
<ul style="list-style-type: none"> <li>• According to the Mr. Joseph John, Director of Public Safety Operations at the Department of Technology, the total estimated cost to accumulate the needed information related to City-owned fiber-optic facilities would be \$498,854 in the first year, and \$393,854 in estimated ongoing annual costs.</li> <li>• According to Mr. Carlos Jacobo, SFPUC Budget Manager, SFPUC does not have an estimate at this time of the SFPUC's costs to review and approve any future expansion of City-owned fiber-optic facilities.</li> </ul>	
<p style="text-align: center;"><b>Recommendation</b></p>	
<ul style="list-style-type: none"> <li>• Approve the proposed ordinance.</li> </ul>	

**MANDATE STATEMENT**

According to Charter Section 2.105, the Board of Supervisors shall act by written ordinance or resolution.

**BACKGROUND**

The Budget and Legislative Analyst's December 3, 2015 report, "Fiber Network Asset Management," found that information on City-owned fiber-optic facilities is scattered among the Department of Technology (DT), Public Utilities Commission (PUC), Municipal Transportation Agency (MTA), and the Airport.<sup>1</sup> In addition, the report noted that, contrary to industry best practices, the City lacked detailed, centralized electronically accessible summary and geospatial information about all City network assets and recommended that the Board of Supervisors develop legislation or a policy to consolidate and standardize data regarding City-owned network assets under a single department or official.

**DETAILS OF PROPOSED LEGISLATION**

The proposed ordinance would require DT to: (1) accumulate information on all City-owned fiber-optic facilities, including fiber-optic strands, cables, conduit, connectors/splitters, and all associated transmitters and receivers and (2) by December 31, 2016, develop and then regularly update a digital map, list, and catalogue that are accessible to City Departments of all City-owned fiber-optic facilities. In addition, City Departments that need fiber-optic facilities will be required to contact DT to determine whether any existing City-owned fiber-optic facilities are available to serve Departments' needs. The ordinance notes that these requirements are subject to "funding by the Board of Supervisors."

The proposed ordinance would also require that the San Francisco Public Utilities Commission (SFPUC) review and approve any future expansion of City-owned fiber-optic facilities.

**FISCAL IMPACT**

According to the Mr. Joseph John, Director of Public Safety Operations at the Department of Technology, the total estimated cost to accumulate the needed information related to City-owned fiber-optic facilities would be \$498,854 in the first year, and \$393,854 in estimated ongoing annual costs as shown in Table 1 below.

<sup>1</sup> "Fiber Network Asset Management", Budget and Legislative Analyst, December 3, 2015.  
<http://www.sfbos.org/Modules/ShowDocument.aspx?documentid=54416>

**Table 1: Estimated Costs to Gather and Maintain Data on Fiber-Optic Facilities**

Item	Year 1 Cost	Ongoing Annual Cost
1 Senior Clerk (1406)	\$87,594	\$87,594
2 Electrical Line Workers (7338)	\$286,260	\$286,260
Related Costs (described below)	\$125,000	\$20,000
<b>Total</b>	<b>\$498,854</b>	<b>\$393,854</b>

Source: Department of Technology

Note: Salary costs include fringe benefits. Ongoing annual salary costs do not take into account increases in base salaries from step adjustment, labor negotiations, or other changes.

According to Mr. John, DT would need to hire one Senior Clerk for data entry and two Electrical Line Workers to conduct inspections of City-owned fiber-optic facilities, collect data, and conduct complex data analysis. In addition, Mr. John estimates that \$125,000 in the first year would be required to purchase relevant software licenses to support the proposed database as well as \$20,000 for ongoing annual costs such as hardened notebooks, laser measuring devices, compressors to assess conduit continuity, equipment necessary to lift and close manholes, and staff safety and protection devices.

According to Mr. Leo Levenson, DT Chief Financial Officer, although DT has sufficient funding in its current budget for fiber and conduit planning to cover the costs of complying with this ordinance through FY 2015-16, additional funding may be necessary for maintaining data on an ongoing basis. Any request for new funds in the Department’s FY 2016-17 budget would be evaluated by the Budget and Legislative Analyst’s Office in a future report to the Board of Supervisors’ Budget and Finance Committee.

According to Mr. Carlos Jacobo, SFPUC Budget Manager, SFPUC does not have an estimate at this time of the SFPUC’s costs to review and approve any future expansion of City-owned fiber-optic facilities.

**RECOMMENDATION**

Approve the proposed ordinance.

President, District 5  
BOARD of SUPERVISORS



London Breed

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Leg Dep, GAO, BTF  
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TDD/TTY No. 544-5227

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
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**PRESIDENTIAL ACTION**

Date: 1/27/16

To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No. \_\_\_\_\_  
(Primary Sponsor)

Title. \_\_\_\_\_

Transferring (Board Rule No. 3.3)

File No. 151259 Farrell  
(Primary Sponsor)

Title. Administrative Code - City-Owned Fiver-Opti

From: Government Audit & Oversight Committee

To: Budget & Finance Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor \_\_\_\_\_

Replacing Supervisor \_\_\_\_\_

For: \_\_\_\_\_ Meeting  
(Date) (Committee)

London Breed, President  
Board of Supervisors

Print Form

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor  inquires"
- 5. City Attorney request.
- 6. Call File No.  from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Question(s) submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission       Youth Commission       Ethics Commission
- Planning Commission       Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.**

**Sponsor(s):**

**Subject:**

**The text is listed below or attached:**

Signature of Sponsoring Supervisor: 

For Clerk's Use Only: