

1 [Technology Capital Planning.]  
2

3 **Ordinance amending the San Francisco Administrative Code by amending Sections**  
4 **3.2, 3.20 and 3.21 and adding Sections 3.27, 3.28 and 10.100-287 to establish a**  
5 **requirement for a ten-year Technology Investment Plan, a Technology Planning**  
6 **Committee, and a Technology Capital Planning Fund.**  
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8 NOTE: Additions are *single-underline italics Times New Roman*;  
9 deletions are *strike-through italics Times New Roman*.  
10 Board amendment additions are double-underlined;  
11 Board amendment deletions are ~~strike-through normal~~.

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

13 Section 1. The San Francisco Administrative Code is hereby amended by amending  
14 Sections 3.2, 3.20 and 3.21 to read as follows:

15 **Sec. 3.2. DEFINITIONS.**

16 As used in this Chapter, names and titles shall have the following meaning:

17 AGENCY. A unit of government subject to the appropriation powers of the Board of  
18 Supervisors such as the Parking Authority and the Redevelopment Agency. Also, a grouping  
19 of employees with a similar purpose or function or a portion of a department. For example, a  
20 subdivision of the Administrative Services Department could be designated as an agency for  
21 budget or fiscal control purposes.

22 APPOINTING OFFICER. The executive or elected head of a department or agency  
23 with the power to appoint, discipline or terminate employees under his or her supervision or  
24 control.

25 APPROPRIATION. Resources or expenditure authority made available by the Mayor  
and Board of Supervisors by ordinance to a department, agency, board or commission in  
furtherance of a public or statutory purpose.

1 BOARD. Public body created by Charter or ordinance of the Board of Supervisors with  
2 the ability to recommend the appointment of a chief executive for the function over which it  
3 exerts guidance. (See also, "Commission.")

4 BUDGET. The City and County's plan of financial operation for a given period of time  
5 embodying an estimate of all proposed expenditures and the proposed means of financing  
6 them.

7 COMMISSION. Public body created by Charter or ordinance of the Board of  
8 Supervisors with the ability to recommend the appointment of a chief executive of the function  
9 over which it exerts guidance. (See also "Board.")

10 SALARY ORDINANCE. An ordinance showing the number and rates of compensation  
11 for all positions continued or created by the Supervisors in adopting each annual budget and  
12 each annual and supplemental appropriation ordinance for all departments, agencies, boards  
13 and commissions of the City and County. The Salary Ordinance shall constitute the legal  
14 basis for check by the Human Resources Department or Controller as to legality of the  
15 creation of any position in the City and County service and the rate of compensation fixed  
16 therefor in an approved Memorandum of Understanding with a recognized employee group.

17 TECHNOLOGY. When used in Sections 3.20, 3.21, 3.27 and 3.28 of this Chapter,  
18 "technology" means communications and information technology, used or proposed to be used by any  
19 or all City departments, enterprise departments, agencies, commissions, boards, offices or other units  
20 of City government.

21 **Sec. 3.20. CAPITAL EXPENDITURE PLAN.**

22 By May 1, 2006, and by March 1 of each subsequent year, the City Administrator shall  
23 annually submit to the Mayor and Board of Supervisors a ten-year capital expenditure plan  
24 which shall include an assessment of the City's capital infrastructure needs, investments  
25 required to meet the needs identified through this assessment, and a plan of finance to fund

1 these investments. By August 1, 2006, and by May 1 of each subsequent year, the Mayor and  
2 Board of Supervisors shall annually review, update, amend, and adopt by resolution the ten-  
3 year capital expenditure plan.

4 The capital expenditure plan shall include all recommended capital project investments  
5 for each year of the plan. The plan shall incorporate all major planned investments to  
6 maintain, repair, and improve the condition of the City's capital assets, including but not  
7 limited to city streets, sidewalks, parks, and rights-of-way; public transit infrastructure; airport  
8 and port; water, sewer, and power utilities; and all City-owned facilities.

9 The capital expenditure plan shall include a plan of finance for all recommended  
10 investments, including proposed uses of General and Enterprise Funds to be spent to meet  
11 these requirements. Additionally, the plan shall recommend the use and timing of long-term  
12 debt to fund planned capital expenditures, including General Obligation bond measures.

13 The capital expenditure plan shall include a summary of operating costs and impacts  
14 on City operations that are projected to result from capital investments recommended in the  
15 plan. This operations review shall include expected changes in the cost and quality of City  
16 service delivery.

17 The plan shall also include a summary and description of projects deferred from the  
18 ten-year capital expenditure plan given non-availability of funding necessary to meet  
19 assessed capital needs.

20 The capital expenditure plan shall not address Technology capital expenditures, which shall be  
21 addressed in the Technology Investment Plan required by Section 3.27 of this Chapter.

22 **Sec. 3.21 CAPITAL PLANNING COMMITTEE.**

23 There is hereby created a Capital Planning Committee consisting of the City  
24 Administrator as chair, the President of the Board of Supervisors, the Mayor's Finance  
25 Director, the Controller, the City Planning Director, the Director of Public Works, the Airport

1 Director, the Executive Director of the Municipal Transportation Agency, the General Manager  
2 of the Public Utilities System, the General Manager of the Recreation and Parks Department,  
3 and the Executive Director of the Port of San Francisco. Each member of the Capital Planning  
4 Committee may designate a person to represent her or him as a voting member of the  
5 Committee. Such designations shall be in written documents signed by the designating  
6 member and filed with the City Administrator, or her or his designee.

7 The mission of the Capital Planning Committee is to review the proposed capital  
8 expenditure plan and to monitor the City's ongoing compliance with the final adopted capital  
9 plan. As such, the Capital Planning Committee shall (1) establish prioritization and  
10 assessment criteria to assist the City Administrator with the development of the capital  
11 expenditure plan, (2) annually review the City Administrator's proposed capital expenditure  
12 plan prior to its submission to the Mayor and Board of Supervisors, and (3) review the annual  
13 budget and any proposed use of long-term debt, including General Obligation bonds, to  
14 ensure compliance with the adopted capital expenditure plan.

15 The Board of Supervisors shall not place on the ballot, or authorize the issuance of any  
16 long term financing, until the Capital Planning Committee completes a review of the proposal  
17 and submits its recommendation to the Board of Supervisors. Each proposal shall be in form  
18 and substance satisfactory to the Committee, and shall be accompanied by descriptive  
19 financial, architectural, and/or engineering data, and all other pertinent material in sufficiently  
20 complete detail to permit the Committee to review all aspects of the proposal. The Committee  
21 shall submit a written report to the Mayor and the Board analyzing the feasibility, cost, and  
22 priority of each proposal relative to the City's capital expenditure plan.

23 The Chair of the Capital Planning Committee is hereby authorized to adopt such rules,  
24 definitions, and procedures as are necessary to meet the requirements described in Section  
25 3.20 and 3.21.

1           The authority of the Capital Planning Committee shall not extend to Technology capital  
2 planning, which shall be the province of the Technology Planning Committee under Section 3.28 of this  
3 Chapter.

4           Section 2. The San Francisco Administrative Code is hereby amended by adding  
5 Sections 3.27, 3.28 and 10.100-287 to read as follows:

6           **Sec. 3.27. TECHNOLOGY INVESTMENT PLAN.**

7           By March 1 of each year, the Chair of the Committee on Information Technology (COIT) shall  
8 annually submit to the Mayor and Board of Supervisors, a ten-year Technology Investment Plan which  
9 shall include an assessment of the City's Technology capital infrastructure needs, investments required  
10 to meet the needs identified through this assessment, and a plan of finance to fund these investments.

11 By May 1 of each year, the Mayor and Board of Supervisors shall annually review, update, amend, and  
12 adopt by resolution the ten-year Technology Investment Plan.

13           The Technology Investment Plan shall include all recommended Technology capital project  
14 investments for each year of the Plan. The Plan shall incorporate all major planned investments to  
15 build, operate, maintain, and support the City's Technology capital assets, including but not limited to  
16 the City's Technology architecture, infrastructure, applications, and services.

17           The Technology Investment Plan shall include a plan of finance for all recommended  
18 investments, including proposed uses of General and Enterprise Funds to be spent to meet these  
19 requirements. Additionally, the Plan shall recommend the use and timing of long-term debt to fund  
20 planned Technology capital expenditures, including but not limited to General Obligation bond  
21 measures.

22           The Technology Investment Plan shall include a summary of operating costs and impacts on  
23 City operations that are projected to result from Technology capital investments recommended in the  
24 Plan. This operations review shall identify expected changes in the cost and quality of City service  
25 delivery.

1           The Plan shall also include a summary and description of projects deferred from the ten-year  
2 Technology Investment Plan given non-availability of funding necessary to meet assessed capital needs.

3           **Sec. 3.28. TECHNOLOGY PLANNING COMMITTEE.**

4           There is hereby created a Technology Planning Committee consisting of the Chair of the COIT  
5 as chair, the City Administrator, the President of the Board of Supervisors, the Mayor's Finance  
6 Director, the Controller, the Airport Director, the Chief of Police, the Executive Director of the  
7 Department of Public Health, the Executive Director of the Human Services Agency, the Executive  
8 Director of the Municipal Transportation Agency, and the General Manager of the Public Utilities  
9 Commission. These members may vote to add up to two department heads from other City departments  
10 to serve one-year terms as voting members. The Committee may also vote to add to its membership up  
11 to two persons from the academic community who have demonstrated expertise in technology planning  
12 for governments or large institutions. Such persons shall serve as nonvoting members, at the pleasure  
13 of the Committee. The Department of Technology shall provide administrative support and staffing for  
14 the Committee.

15           The mission of the Technology Planning Committee is to review the proposed Technology  
16 Investment Plan and to monitor the City's ongoing compliance with the final adopted plan. As such the  
17 Technology Planning Committee shall (1) establish prioritization and assessment criteria to assist the  
18 COIT with the development of the Technology investment plan, (2) annually review the COIT's  
19 proposed Technology Investment Plan prior to its submission to the Mayor and Board of Supervisors  
20 and (3) review the annual budget and any proposed use of long-term debt, including General  
21 Obligation bonds, to ensure compliance with the adopted Technology Investment Plan.

22           The Board of Supervisors shall not place on the ballot, or authorize the issuance of any long  
23 term financing for Technology capital expenditures, until the Technology Planning Committee  
24 completes a review of the proposal and submits its recommendation to the Board of Supervisors. Each  
25 proposal shall be in form and substance satisfactory to the Committee, and shall be accompanied by

1 descriptive information sufficient to permit the Committee to review all aspects of the proposal. The  
2 Committee shall submit a written report to the Mayor and the Board analyzing the feasibility, cost, and  
3 priority of each proposal relative to the City's Technology Investment Plan.

4 The Chair of the Technology Planning Committee may adopt such rules, definitions, and  
5 procedures as are necessary to meet the requirements described in Section 3.27 and 3.28.

6 **Sec. 10.100-287. TECHNOLOGY CAPITAL PLANNING FUND.**

7 (a) Establishment of Fund. The San Francisco Technology Capital Planning Fund is  
8 established as a Category two fund for the purposes of receiving (1) all General Funds appropriated  
9 for the preliminary design, planning, and cost-estimating of major Technology capital expenditure  
10 projects, consistent with the ten-year Technology Investment Plan established in Administrative Code  
11 Section 3.27 and (2) all subsequent reimbursement of these costs from General Obligation bonds and  
12 other forms of long-term indebtedness.

13 (b) Use of the Fund. Money received into the fund shall be used exclusively for the  
14 preliminary design, planning, and cost-estimating of those projects specified in an appropriation  
15 approved by the Board of Supervisors, consistent with the ten-year Technology Investment Plan  
16 established in Administrative Code Section 3.27.

17 (c) Administration of the Fund. The Chair of the Committee on Information Technology  
18 (COIT) shall administer the fund. The COIT Chair shall reimburse any expenses paid from the fund for  
19 a specified project from General Obligation bonds or other forms of long-term indebtedness  
20 subsequently used to fund that project. The COIT Chair shall then request Board of Supervisors'  
21 approval to appropriate these reimbursed funds, per the priorities established in the City's ten-year  
22 Technology Investment Plan, for the next priority project requiring funds to begin planning, design,  
23 and cost-estimating work.

1 APPROVED AS TO FORM:  
2 DENNIS J. HERRERA, City Attorney

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4 Thomas J. Long  
5 Deputy City Attorney  
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