



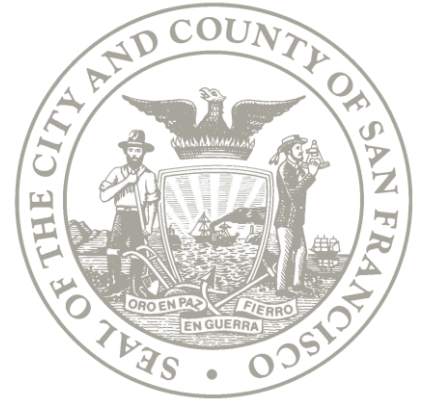
Committee on Information Technology

Regular Meeting
January 17, 2019

1 Dr. Carlton B. Goodlett Place, City Hall, Room 305
San Francisco, CA 94102

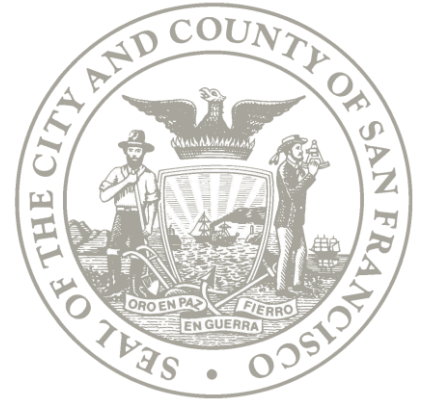
Agenda

- Call to Order by Chair
- Roll Call
- Approval of Meeting Minutes from November 15, 2018
- Chair Update
- CIO Update
- FY 2020-24 ICT Plan Financial Forecast
- Data Management Policy (Action Item)
- Green Technology Purchasing Policy (Action Item)
- Public Comment
- Adjournment

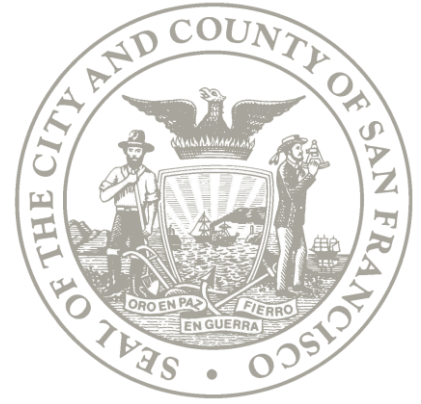


3. Approval of Minutes

Action Item



4. Chair Update

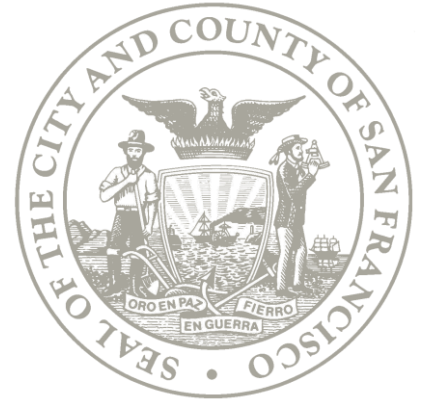


5. CIO Update

CIO Update

- ❖ Urban Area Security Initiative UASI approved the purchase of four mobile wireless trailers for shared use, regionally, during an emergency
- ❖ Innovation Office Civic Bridge Impact Since Start in 2015:
 - \$4,550,000 - total financial value from probono work
 - 27,760 - Number of volunteer hours
 - 194 – Volunteers contributing 20% time
 - 450 – Number of participants including City staff
- ❖ City 5G Strategy in Development and there will be an industry meeting on 1/18/2019 to discuss the details





6. FY 2020-24 ICT Plan Financial Forecast

Submission Requirements

- Any projects over \$100,000 must be reviewed and approved by COIT
- ICT Plan: All projects for the next five years

COIT Allocation Projections

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Major IT Allocation	22.5	24.7	27.2	29.9	32.9
Annual Allocation	14.1	15.5	17.1	18.8	20.6
Total	36.6	40.2	44.2	48.6	53.5

Note: All figures in \$ millions.



FY 2019-20 & FY 2021 Budget

106 requests received, 64 asking for GF support

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Total Cost (High)	114.6	69.4	62.7	41.0	27.8
General Fund Request	65.9	48.7	48.1	30.2	20.7

Note: All figures in \$ millions.



Non-submitting Departments

- 34 Departments submitted requests (out of 54), which means 20 departments do not have technology projects in the next five years...

- Academy of Sciences
- Adult Probation
- Board of Supervisors
- Board of Appeals
- City Attorney

- Children & Families Commission
- City Planning
- Civil Service Commission
- Child Support Services
- Children, Youth, & Their Families

- Environment
- Human Rights Commission
- Law Library
- Community Investment & Infrastructure
- Public Defender

- Retirement System
- Rent Arbitration Board
- Superior Court
- Status of Women
- War Memorial



Annual Allocation Projection

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Number of Projects	52	35	18	12	12
GF Requests	39.4	26.1	17.7	11.2	8.6
Annual Allocation	14.1	15.5	17.1	18.8	20.6
Difference	(25.3)	(10.6)	(0.6)	7.5	12.0

Note: Monetary figures in \$ millions.



Budget Request Themes

THEME	NUMBER OF PROJECTS
Business Specific	11
Customer & Case Management	15
Customer Digital Services	13
Digitization & Document/Records Management	9
Infrastructure: Network & Data Centers	15
Resource Management	14
Risk Management: Cybersecurity & Business Continuity	8
Staff Collaborative Tools - Data Analysis / Data Sharing	17
Major IT	4
TOTAL	106



Upcoming Major IT Projects

Current General Fund Supported

- Public Safety Radio Replacement (\$74.0M)
- Property Assessment & Tax System (\$72.5M)
- Telecom Modernization (\$21.1M)
- Computer Aided Dispatch Replacement (\$37.1M)

Non-General Fund

- Electronic Health Records (\$203.7M)



Major IT Projection

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
GF Requests	26.4	22.6	30.4	18.9	12.1
Major IT Allocation	22.5	24.7	27.2	29.9	32.9
Difference	(3.9)	2.1	(3.2)	10.9	20.7

Note: Monetary figures in \$ millions.

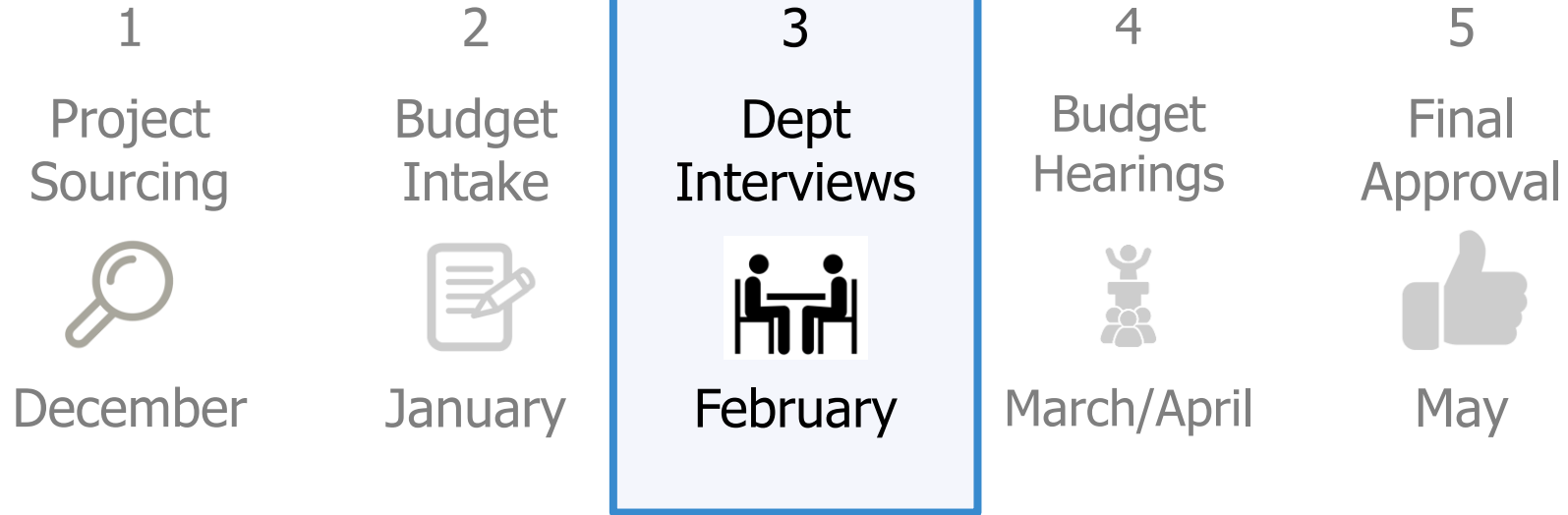


Upcoming Major IT Projects

Potential Candidates

- Budget System & Performance Management (CON)
- Citywide Customer Relationship Management (311)
- Crime Data Warehouse (POL)
- Hiring Modernization (DHR)
- JUSTIS Roadmap (DT)
- ONE System (HSH)
- Open Source Voting (REG)
- Mainframe Replacement (DT)
- Network Modernization (DT)
- SF Cloud Expansion (DT)

COIT Budget Process



Scoring Criteria

- **Strategic Value** (Goals, Impact)
- **Project Benefits** (User Research, Outcome Measures)
- **Financial Benefits** (Savings, Fund Match)
- **Regulatory Compliance & Risk** (Policy, Security)
- **Architecture & Development Plan** (Data Sharing)
- **Department Capacity** (Planning, Staffing)

COIT Technology Inventory

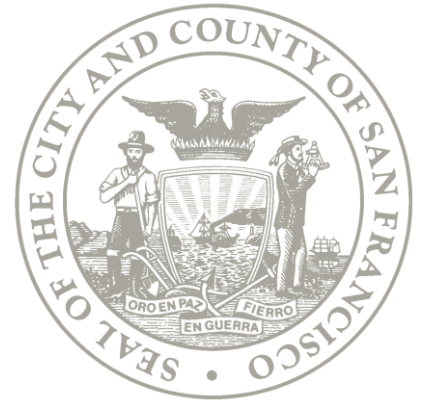
Overview: An annual survey to identify current status conducted during budget.

- › Technology asset tracking systems
- › Lifecycle replacement opportunities
- › Smart city technologies
- › Inventory of recently completed projects

COIT Budget Calendar

DATE	EVENT
February 7	COIT – Review FY 2020-24 ICT Plan
February 21	COIT – Final Review & Approval
March 1	B&P - Enterprise Department Presentations
March 15	B&P - General Fund Departments Presentations
March 29	B&P - General Fund Departments Presentations
April 12	B&P - General Fund Departments Presentations
May 3	COIT - Final Review & Approval





7. Data Management Policy (Action Item)



Overview

- **Purpose.** What is this for?
- **Process.** What did we do over what time?
- **Outcome.** What's in the policy?

Purpose

- To establish a framework for managing data as an asset including:
 - › Identification and classification of data in inventories
 - › Processes and policies for appropriate sharing of data (both open and confidential)
 - › Process for identifying interdepartmental data and standards

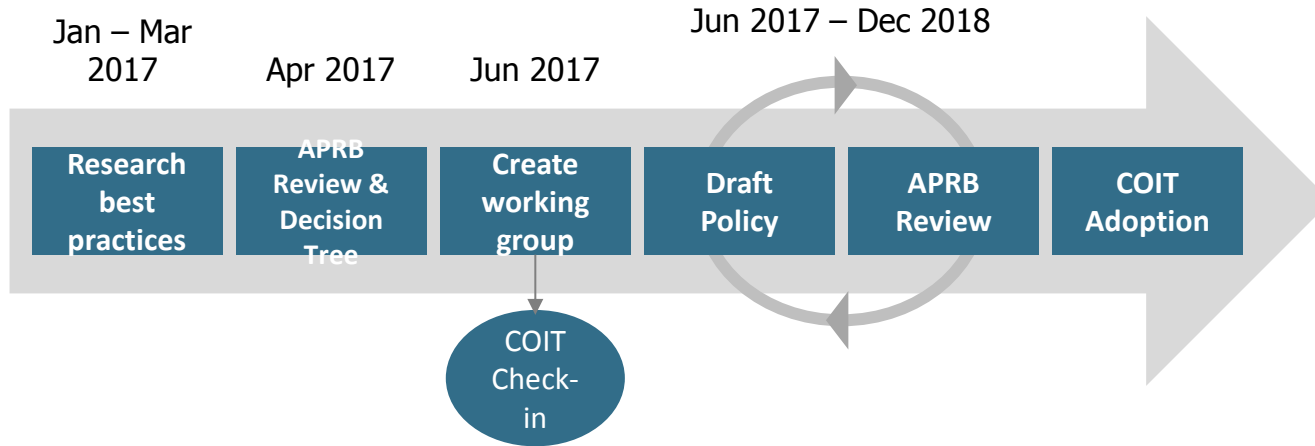
You are already doing this!

Section	Already Practice	New
Database and dataset inventories		
Open data		
Confidential data		
Enterprise data and data standards		
Roles and Responsibilities		

Threads together existing policies and resources

Section	Resource or Policy
Database and dataset inventories	<ul style="list-style-type: none">• Admin Code Chapter 22D• CA Gov Code 6270.5• Data Classification Standard• Controller's Office Classification Example & Template• DPR3 Policy• Data coordinator's guidebook
Open data	<ul style="list-style-type: none">• Admin Code Chapter 22D• Metadata Standard• DataSF Publishing Support Services & Publishing Portal• Open Data Release Toolkit
Confidential data	<ul style="list-style-type: none">• Data Classification Standard• Cyber Security Policy & Guides• ShareSF Confidential Data Sharing Templates and Guides

Process and Members



OFFICE OF THE
CONTROLLER

Outcome: Policy Sections

1. Database and Dataset Inventories
2. Open Data
3. Confidential Data
4. Management of Interdepartmental Data
5. Roles and Responsibilities

Database and Dataset Inventories

Requirement	Who does?
Collection of inventories	Data coordinators (with guidance from CDO)
Classification of inventories per existing classification standard	Data coordinators (with support from stewards and custodians)
Dissemination of inventories	CDO

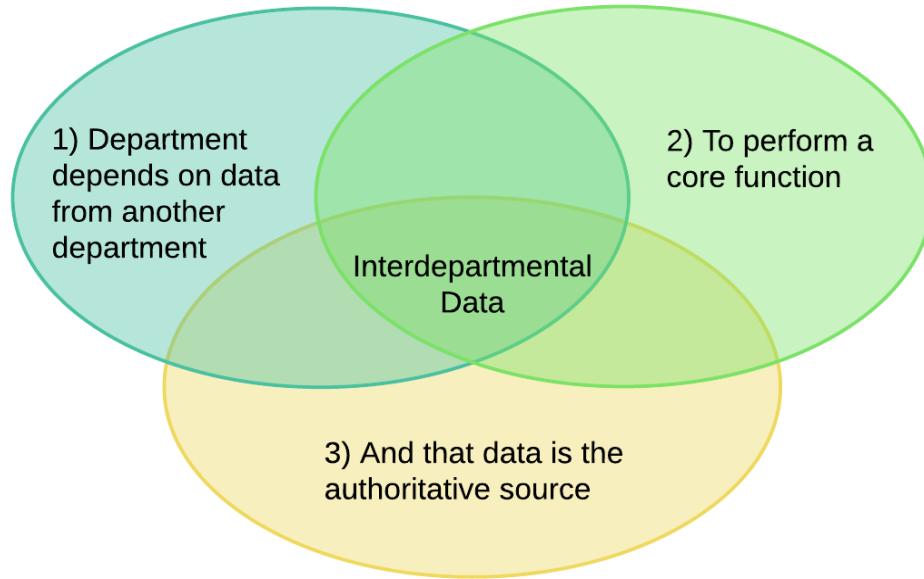
Open Data

Requirement or Definition	Who does?
Define open data	N/A (policy does this)
Prioritize datasets for open data	Data coordinators (with support from stewards and custodians)
Publish open data per procedures in policy	Data Steward (with support as needed from Coordinator, Custodian and CDO)

Confidential Data

Requirement or Definition	Who does?
Set minimum data sharing and protection standards	CDO and CISO
Provide template agreements and resources to aid in confidential data sharing	City Attorney
Understand and follow applicable regulations	Anyone authorized to work with confidential data (incl. Stewards, Custodians)

Interdepartmental Data: Introduce 3-part definition



1. Department depends on data from another department
2. To perform a core function
3. And that data is the authoritative source

Management of Interdepartmental Data

Per policy, this kind of data should be:

1. Identified
2. Ranked and prioritized

By cross-departmental domain working groups that can prioritize resources to satisfy requirements in policy Appendix

What's next?

Following adoption of policy:

1. Work on inventories, open data and confidential data will continue as it has been
2. COIT and CDO encourage and support cross-departmental working groups as appropriate



Proposed Updates to San Francisco's Environmental Requirements *for* I.T. Equipment Purchases



SFEnvironment

Our home. Our city. Our planet.

A Department of the City and County of San Francisco

An aerial photograph of a densely packed urban area, showing a complex network of buildings, streets, and green spaces. The image is overlaid with a semi-transparent dark layer, and the text "49 million tons/year" is centered in white. The text is in a clean, sans-serif font, with the slash in "tons/year" being slightly larger and more prominent. The background image shows a variety of building colors, including greens, browns, and greys, suggesting a mix of vegetation and urban infrastructure.

49 million tons/year

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'Tsunami of data' could consume one fifth of global electricity by 2025

Billions of internet-connected devices could produce 3.5% of global emissions within 10 years and 14% by 2040, according to new research, reports [Climate Home News](#)

*Climate Home News, part of
the Guardian Environment
Network*

Mon 11 Dec 2017 08:27 EST



3,596 < 73

This article is over 1 year old



▲ A Google data centre. US researchers expect power consumption to triple in the next five years as one billion more people come online in developing countries. Photograph: Google/Rex

most viewed in US



Live Brexit vote: Jeremy Corbyn tables no-confidence motion after May defeats Brexit live



Theresa May loses Brexit vote by majority of 230



Chris Christie accuses Kushner of political 'hit'

Mandates



Environmentally Preferable Purchasing Ordinance (Env. Code Chapt. 2)

- Dept. of the Environment adopts targeted product categories and purchasing criteria in consultation with other departments
- City departments required to use purchasing criteria

Greenhouse Gas Emissions Targets and Departmental Action Plans (Env. Code Chapt 9)

- Citywide GHG reduction goals
- Incorporation of GHG reduction into procurement activities

Process



Research certifications, market availability



SME meetings (2)





APRB meetings (2)



COIT

EPEAT



				Total
Desktops	9	47	150	206
Monitors	1	277	490	768
Notebooks	4	121	364	489
Integrated Desktop Computers	0	9	64	73
Workstations	2	9	37	48
Thin Clients	0	34	9	43
Tablets/Slates	2	6	119	127
Signage Displays	0	13	16	29
Totals	18	516	1249	1783

Product categories



- **Personal computers**, including desktops, laptops, tablets, workstations, thin clients and computer monitors
UPDATE EPEAT (1,249 products)
- **Enterprise computer servers**, excluding network infrastructure, appliances, blades
UPDATE EPEAT (457+ products)
- **Imaging equipment**, including copiers, digital duplicators, facsimile machines, multifunction devices, printers, mailing machines and scanners
NEW EPEAT (645 products)
- **Televisions and large displays**, including signage displays
NEW EPEAT or ENERGY STAR (1,233 products)

Roles & responsibilities



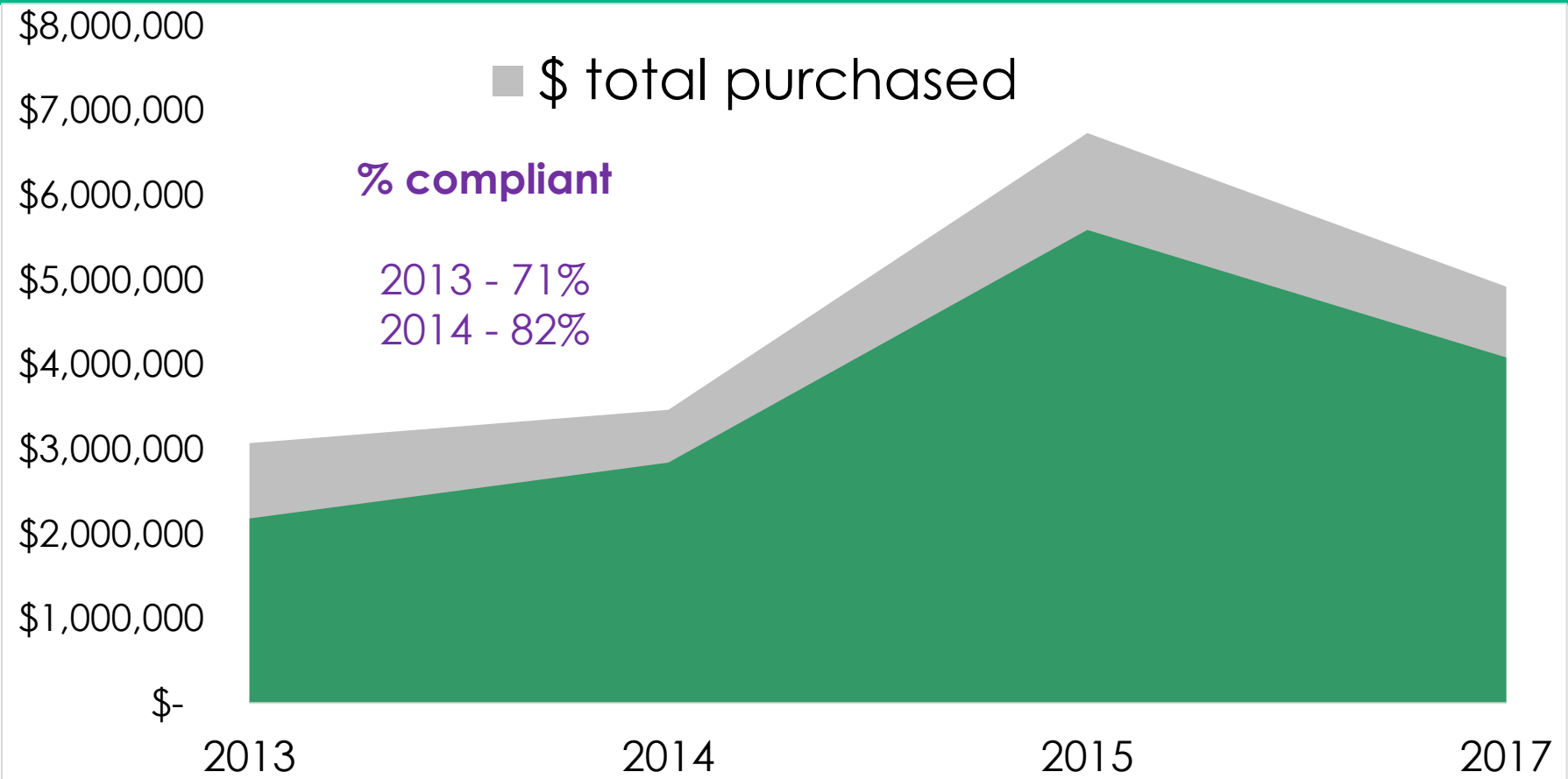
City departments: Purchase compliant products

City contracting staff: Ensure that purchasing requirements are incorporated into relevant contracts

Dept. of the Environment: Collate sales data, monitor compliance

City contractors: Provide only compliant products

Technology products purchased





Computers & Monitors

filter by: ☒ Industrial ☒ Consumer

☒ Required [?](#)



Free Products from the Virtual Warehouse for City Departments

When to Use

Get or give surplus items.

City Approved Vendor(s)

[City Virtual Warehouse](#)

Product/Service Type

Consumer, Industrial

[More information](#)



EPEAT Gold Computers, Monitors, Tablets

The Electronic Products Environmental Assessment Tool (EPEAT) program maintains a large registry of green electronic products. These products meet certain requirements for recyclability, recycled content, energy efficiency, and toxics content.

Manufacturer(s)

[See products](#)

City Approved Vendor(s)

[SFGov contracted Technology Marketplace \("tech store"\) vendors](#)

Product/Service Type

Consumer, Industrial

[More information](#)

Thank you!



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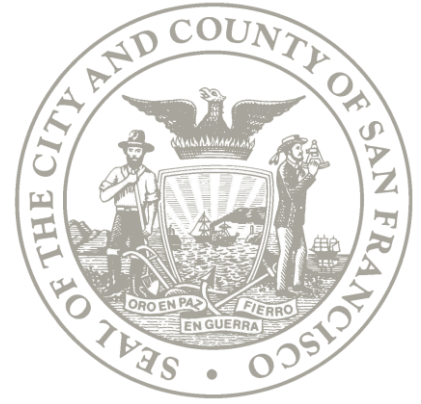
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9. Public Comment