

DRAFT MINUTES BUDGET & PERFORMANCE SUB-COMMITTEE MEETING CITY AND COUNTY OF SAN FRANCISCO

Friday, December 5, 2014
City Hall, Room 305
10:00 am – 12:00 pm

Members

Ken Bukowski – Chair, Deputy City Administrator/CFO, City Administrator
Bella Fudym – IT Project Director, Adult Probation
Ian Law – CIO, Airport
Gigi Whitley – Deputy Director, Administration and Finance, Assessor-Recorder
Brian Strong – Director, Capital Planning
Jaci Fong – Director and Purchaser, Contract Administration
William Lee – CFO, Emergency Management
Brent Lewis – CFO, Human Resources
Carol Lu – Analyst, Mayor’s Office
Travis Fox – Deputy Director Technology & Performance/CIO, MTA
Bill Kim – CIO, Public Health
Michael Liang – CIO, Public Library
Todd Rydstrom – Assistant General Manager/CFO, Public Utilities Commission
Julia Dawson – Deputy Director, Public Works
Bryant Bailess – Director, Project Management Office, Technology
Chanda Ikeda – COIT Director, City Administrator’s Office

1. Call the meeting to order

Mr. Ken Bukowski called the meeting to order at 10:03 am.

2. Roll call

Ken Bukowski	Brent Lewis
Bella Fudym	Carol Lu
Ian Law	Bill Kim
Gigi Whitley	Julia Dawson
Brian Strong	Bryant Bailess
William Lee	Chanda Ikeda

Absent

Jaci Fong	Todd Rydstrom
Travis Fox	Michael Liang

COIT Staff

Lily Liang
Matthias Jaime

Guests

Alicia Wong	Shawn Peeters
Theresa Kao	Herman Brown
Art Wong	
Jeannie Wong	
Kathy Ho	

3. Approval of Minutes

The minutes of November 7, 2014 were approved.

4. Discussion: Citywide IT Budget

Ms. Theresa Kao provided the Subcommittee with an overview of City-wide IT spending in FY 2013-14, which included work-orders, staffing, and external expenditures. She noted that there are variances between actual spending and the annually budgeted amounts she provided.

Following Ms. Kao's overview, the Subcommittee considered various ways in which information collected by the Controller's Office could be used, analyzed, and improved to achieve greater transparency and more informed decision-making. Additionally, members requested a follow-up discussion with updated actual expenditures at the next meeting.

5. Discussion: FY 2016-20 ICT Plan

Based on prior assumptions published in City financial reports as well as information collected through COIT's department IT plans, Mr. Matthias Jaime provided an overview of project requests (including major IT projects) in relation to projections of available funding over the next five fiscal years. Mr. Jaime identified funding gaps over the same period and noted where shifts in funding levels were made to address specific needs.

A general discussion followed in which members considered alternative funding sources and strategies, as well as emerging trends.

The discussion then shifted to COIT's department IT plans. Ms. Chanda Ikeda noted that the Department of Technology (DT) would be taking a closer look at the technical information gathered and that COIT staff would soon be facilitating targeted discussions with departments around certain categories of similar project requests.

6. Discussion: FY 16 & FY 17 Budget Process

Ms. Ikeda shared with the Subcommittee drafts of COIT's budget request forms and noted the approaching deadline.

She then opened the discussion to proposed changes to the Subcommittee's regular budget review process, including changes to project scoring and recommendations. Most notably, she proposed that COIT staff review all project requests and provide the Subcommittee with specific recommendations in order to focus discussions and presentations. The proposal was met with general approval from Subcommittee members.

Ms. Ikeda then discussed next steps, including providing the Subcommittee with a summary of all project requests and continued work with the Controller's Office to develop a technology projects identifier within the City's financial system.

7. Demo: CIO Review Process

Mr. Bryant Bailess and Mr. Herman Brown discussed recent changes to the CIO review process and efforts being undertaken to integrate and automate the approval process within DT's ServiceNow platform.

A general discussion followed in which the presenters and members discussed potential process improvements, technical enhancements, system/data maintenance, and opportunities for

departments to partner with DT in the near and long term to streamline and expedite IT procurement on both sides.

8. Public Comment

There was no public comment.

9. Adjournment

The meeting adjourned at 12:02 pm.