COMMITTEE ON INFORMATION TECHNOLOGY
CITY AND COUNTY OF SAN FRANCISCO
DRAFT MINUTES
Thursday, May 14, 2015
10:00 a.m. – 12:00 p.m.
1 Dr. Carlton B. Goodlett Place
City Hall, Room 305

MEMBERS
Naomi Kelly, City Administrator, Chair
Miguel Gamiño, Chief Information Officer, Department of Technology
Kate Howard, Budget Director, Mayor's Office
London Breed, President, San Francisco Board of Supervisors
Ben Rosenfield, Controller
Micki Callahan, Director, Department of Human Resources
Barbara Garcia, Director, Department of Public Health
Luis Herrera, City Librarian, Public Library
Harlan L. Kelly, Jr., General Manager, Public Utilities Commission
Anne Kronenberg, Director, Department of Emergency Management
John L. Martin, Director, San Francisco International Airport
Edward D. Reiskin, Director, Municipal Transportation Agency
Trent Rhorer, Executive Director, Human Services Agency
Charles Belle, Public Member
Alex Polvi, Public Member

1.   **Call To Order**

Ms. Naomi Kelly called the meeting to order at 10:06 a.m.

2.   **Roll Call**

Members Present:

Naomi Kelly
Miguel Gamiño
Kate Howard
Iris Wong (for London Breed)
Ben Rosenfield
Brent Lewis (for Micki Callahan)
Bill Kim (for Barbara Garcia)
Luis Herrera
Ken Salmon (for Harlan Kelly)
Mitch Sutton (for Anne Kronenberg)
John Martin
Travis Fox (for Ed Reiskin)
Dan Kalamaras (for Trent Rhorer)
Charles Belle
Alex Polvi

COIT Staff:
Chanda Ikeda
Matthias Jaime
Lily Liang

Guests Present:

Jo Elias-Jackson	Tajel Shah	Matt Reeves
Skip Niesen	Ken Bukowski	Julia Dawson
Will Sanson-Mosier	Susan Kearney	Daniel Quach
Jesus Mora	Leo Levenson	Gigi Whitley
Lisa Mckenna	Bryant Bailess	Joy Bonaguro
Michael Liang	Jane Gong	Herman Brown
Daniela Dell'Aera	Ashley Amjad	Pete Bonalos-Dell
Elissa Keestenbaum	Michael Valencia	Maureen Gannon
David German	John Robson	Maria Vazquez
Catherine McGuire	Marisa Pereira Tully	Keith Kawas

3.   Approval of Meeting Minutes from April 16, 2015 (Action Item)

The minutes of April 16, 2015 were approved.

4.   Chair Update

Ms. Kelly reported that the FY 2016-20 ICT Plan was unanimously approved by the Board of Supervisors on April 21st and noted that printed and electronic copies of the adopted Plan were available for distribution.

5.   CIO Update

Mr. Miguel Gamiño provided an overview of phases one and two of the Connectivity Plan, inclusive of progress made thus far, key next steps, timelines, and priorities for fiber and Wi-Fi expansion.

Notably, Mr. Gamiño stated that the Department of Technology (DT) is in the process of drafting Dig Once rules and intends to propose final rules following further outreach and dialogue with stakeholders and the public. Committee members agreed that discussion and approval of these rules should take place at a joint meeting of COIT and the Capital Planning Committee.

General discussions followed regarding the City's fire stations, fiber distribution, and areas prioritized for Wi-Fi coverage.

In closing, there was a request for regular updates on DT's Fix the Network and Connectivity-related projects, which Mr. Gamiño and his team agreed to provide.

6.   Discussion and Action: FY16 and FY17 Non-General Fund Project Recommendations

This item was called in conjunction with items seven and eight.

7. Discussion and Action: FY16 and FY17 Major IT Projects Allocation (GF) Recommendations

This item was called in conjunction with items six and eight.

8. Discussion and Action: FY16 and FY17 Annual Projects Allocation (GF) Recommendations

Mr. Ken Bukowski presented General Fund and Non-General Fund recommendations for FY 2015-16 and FY 2016-17 on behalf of the Budget and Performance Subcommittee.

Mr. Bukowski's presentation began with a high level summary of project categories, analysis, and total funding amounts over the next two fiscal years. Delving into greater detail, Mr. Bukowski also shared specific special conditions under which several Non-General Fund projects were approved as well as funding scenarios for General Fund projects funded through COIT's Annual Projects Allocation and Major IT Projects Allocation.

A general discussion followed regarding funding of the Department of Emergency Management's Public Safety and Public Service Radio Replacement project, culminating with the consensus that a small working group should be formed to discuss financial strategies to close the project's funding gap.

Members also discussed ongoing digitization projects, with special emphasis on public safety departments' paperless and document management projects as well as the Office of Contract Administration's electronic signatures project.

The discussion then turned to DT's project requests, several of which were funded on the basis of their anticipated impact. DT requested further discussion to finalize the distribution of funds among its highest priority projects. General consensus was reached that DT should work directly with COIT staff and the Mayor's Budget Office in regards to DT's final allocation.

A motion to approve the proposed FY 2015-16 and FY 2016-17 recommendations at the high scenario and delegate COIT staff and the Mayor's Budget Office authority to finalize DT's project allocations was passed and approved.

9. Public Comment

Ms. Tajel Shah commented that the aforementioned electronic signatures project does not include ongoing transaction costs, which should be noted and tracked by COIT.

10. Adjournment

The meeting adjourned at 10:46 a.m.