

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

**Friday, March 3, 2017
10:00 am – 12:00 pm
City Hall, Room 305**

Members

Ken Bukowski – Chair, Acting CIO, DT
Bella Fudym – IT Project Director, Adult Probation
Ian Law – CIO, Airport
Brian Strong – Director, Capital Planning
Jaci Fong – Director and Purchaser, Contract Administration
Todd Rydstrom – Deputy Controller, Controller's Office
William Lee – CFO, Emergency Management
Chanda Ikeda – CFO, Human Resources
Ashley Groffenberger – Analyst, Mayor's Office
Lisa Walton – CTO, MTA
Bill Kim – CIO, Public Health
Michael Liang – CIO, Public Library
Julia Dawson – Deputy Director, Public Works
Tajel Shah – Deputy Director, Treasurer-Tax Collector
Leo Levenson – Deputy Director, Finance and Administration, DT
Matthias Jaime – COIT Director, City Administrator's Office

1. Call to Order by Chair

Mr. Ken Bukowski called the meeting to order at 10:04 am.

2. Roll call

Ken Bukowski
Bella Fudym
Ian Law
Heather Green (for Brian Strong)
Jaci Fong
Todd Rydstrom
Mitch Sutton (for William Lee)
Ashley Groffenberger
Julian Metcalf (for Lisa Walton)
Bill Kim
Michael Liang
Julia Dawson
Tajel Shah
Leo Levenson
Matthias Jaime

COIT Staff

Lily Liang

Guests

Thomas Borton
Isaac Inkumsah
Sarah Plummer

3. Approval of Minutes

The minutes of February 3, 2017 were approved.

4. Department Updates and Announcements

Mr. Bukowski announced that the proposed Information and Communication Technology Plan for FY 2017-18 through FY 2021-22 was recently approved by COIT members and would be heard by the Board of Supervisors for final approval in late March.

5. FY 2017-18 & FY 2018-19 Budget Update

Mr. Matthias Jaime led a general discussion regarding the budget review process, including an overview of funds available, proposed schedule for project presentations, and solicitation of members' feedback on ranking and prioritization.

6. FY 2017-18 & FY 2018-19 Enterprise Department Budget Presentations

San Francisco International Airport

Mr. Thomas Borton presented the Airport's Information Security Management System project and discussed its objectives, scope, proposed timeline, phases, and budget.

Mr. Isaac Inkumsah presented the Airport Information Integration Solution project and discussed its objectives, scope, proposed timeline, phases, and budget.

To view both presentations, please visit <http://www.sfcoit.org>.

7. Public Comment

There was no public comment.

8. Adjournment

The meeting adjourned at 11:09 am.