

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

**Friday, April 24, 2015  
City Hall, Room 201  
9:00 am – 12:45 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  
Todd Rydstrom – Deputy Controller, Controller's Office  
William Lee – CFO, Emergency Management  
Brent Lewis – CFO, Human Resources  
Marisa Pereira Tully – Analyst, Mayor's Office  
Travis Fox – Deputy Director Technology & Performance/CIO, MTA  
Bill Kim – CIO, Public Health  
Michael Liang – CIO, Public Library  
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 10:05 am.

### **2. Roll call**

Ken Bukowski  
Ian Law  
Gigi Whitley  
Brian Strong  
Jaci Fong  
William Lee  
Brent Lewis  
Marisa Pereira Tully  
Michael Liang  
Julia Dawson  
Leo Levenson (for Bryant Bailess)  
Chanda Ikeda

### **Absent**

Bella Fudym  
Todd Rydstrom  
Travis Fox  
Bill Kim  
Bryant Bailess

### **COIT Staff**

Lily Liang  
Matthias Jaime

### **Guests**

Susan Merritt	Jason Hemmerle	Ambi Bohannon Jones
Maureen Gannon	Tajel Shah	Judy Pietrzak
Mark Corso	Rebecca Villareal-Mayer	Keith DeMartini
Bill Storti	Kofo Domingo	Tom DiSanto
Jesus Mora	Angela Calvillo	Wilson Lo
Taras Madison	Joel Cusi	Ken Salmon
Jamil Niazi	Isabelle Vulis	Fan-Wa Wong
Keith Kawas	Kathy Irish	Daniela Dell'Aera
Daniel Quach	Miguel Gamino	Eugene Clendinen
Liz Watty	Jeff Joslin	Christine Lamorena
Jonas Ionin	Erica Finkle	Dawn Duran

### **3. Approval of Minutes**

The minutes of April 10, 2015 were approved.

### **4. Discussion: FY 2015-16 and FY 2016-17 Project Requests**

#### **Police Department**

Ms. Susan Merritt presented the following proposed projects on behalf of the Police Department:

- Police Vehicle Upgrades
- Crime Data Warehouse – Redesign

#### **Fire Department**

Mr. Mark Corso, Battalion Chief Bill Storti, and Mr. Jesus Mora presented the following proposed projects on behalf of the Fire Department:

- Computer Aided Dispatch (CAD) Improvements
- Electronic Patient Care Reporting (EPCR) Upgrade
- Business Intelligence Upgrade

Additionally, requests for additional funding were presented for the following ongoing projects:

- Mobile Data Terminal (MDT) Replacement
- Vehicle Modem Project

#### **Economic and Workforce Development**

Mr. Jason Hemmerle presented the Office of Economic and Workforce Development's proposed Business Portal Technology Enhancements project.

#### **Treasurer-Tax Collector**

Ms. Tajel Shah presented the following proposed projects on behalf of the Office of the Treasurer-Tax Collector.

- New Business Registration
- Replacement Delinquent Collections Application

#### **Administrative Services**

Ms. Kofo Domingo presented the Office of Contract Administration's proposed Citywide E-Signature Solution project.

#### Board of Supervisors

Ms. Angela Calvillo presented the following proposed projects on behalf of the Board of Supervisors:

- AAB System: Back Office Application
- Legislation Drafting
- Records Repository Re-Engineering

#### City Planning

Mr. Keith DeMartini presented the following proposed projects on behalf of the City Planning Department:

- Electronic Document Review
- Historical Records Digitization

#### Department of Building Inspection

Mr. Wilson Lo presented the following proposed projects on behalf of the Department of Building Inspection:

- Cloud Based Disaster Recovery
- Permit and Project Tracking System – Phase 2
- Document Management System

Following Mr. Lo's presentation, there was a general discussion regarding potential opportunities for the department to leverage existing City infrastructure through the Department of Technology. Additionally, there was discussion regarding the department's proposed move of certain systems from cloud to on-premise solutions.

#### Airport

Mr. Ian Law presented the Airport's proposed Operational Wi-Fi Improvements project.

#### Public Utilities Commission

Mr. Brad Taylor presented the Public Utilities Commission's proposed Continuity of Operations project.

### **5. Discussion: Quarterly Performance Update**

Ms. Chanda Ikeda shared an overview and analysis of spending for COIT-approved General and non-General Fund projects between Q1 through Q3 of the current fiscal year. Notably, Ms. Ikeda identified ongoing projects requesting additional funding as well as previously approved projects that could potentially have their balances carried forward or defunded.

### **6. Discussion and Action: FY 2015-16 and FY 2016-17 Non-General Fund Project Recommendations**

Ms. Ikeda presented members with a set of recommendations based on evaluation by COIT staff and Subcommittee review.

A motion to approve the recommendations was passed and approved, contingent on the following conditions:

- The Department of Building Inspection consult the Department of Technology for its Cloud Based Disaster Recovery project to leverage existing City infrastructure and investments;
- The Department of Building Inspection engage in further discussions with COIT to align its projects with City priorities and revisit hosting options for its Permit and Project Tracking System and Document Management System going forward;
- Should the Department of Public Health seek General Fund support at any time for implementation of its Electronic Medical Records project, Subcommittee review will be required.

## **7. Discussion and Action: FY 2015-16 and FY 2016-17 General Fund Project Recommendations**

Ms. Ikeda provided members with a set of draft Major IT Project Allocation recommendations as well as initial Annual Projects Allocation funding scenarios.

With respect to the Major IT Projects Allocation, Ms. Ikeda proposed that the Financial Systems Replacement project be funded in the high scenario in both FY16 and FY17, and that any remaining funds be directed towards the Public Safety and Public Service Radio Replacement project.

Following a general discussion regarding the Assessor-Recorder's Property Tax System Replacement project, the Subcommittee agreed to recommend shifting \$360,000 from Public Safety Radio to the Property Tax System project in FY16. Additionally, members agreed that the remainder of FY17's Major IT Projects Allocation should be left open to be allocated the following year.

A motion to approve the Major IT Projects Allocation recommendations and any changes resulting from further discussion between the Controller's Office, Assessor-Recorder's Office, and Department of Emergency Management were approved.

It was also determined that discussion and action on Annual Projects Allocation recommendations would be continued during the Subcommittee's next meeting.

## **8. Public Comment**

Mr. Miguel Gamino recommended that Connectivity-related projects (Fiber, Wi-Fi, and Dig Once) should be funded, especially in light of recent comments from the Board of Supervisors, press, and public.

## **9. Adjournment**

The meeting adjourned at 1:06 pm.