

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

**Friday, May 1, 2015
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
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 10:07 am.

2. Roll call

Ken Bukowski	Brent Lewis
Bella Fudym	Marisa Pereira Tully
Ian Law	Travis Fox
Gigi Whitley	Bill Kim
Brian Strong	Michael Liang
Jaci Fong	Julia Dawson
Todd Rydstrom	Leo Levenson (for Bryant Bailess)
William Lee	Chanda Ikeda

Absent

Bryant Bailess

COIT Staff

Lily Liang
Matthias Jaime

Guests

David German	John Robson
Sherman Luk	Matt Reeves

3. Approval of Minutes

The minutes of April 24, 2015 were approved.

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

Ms. Chanda Ikeda proposed for approval two Non-General Fund project requests that were previously classified as General Fund.

A motion to approve the request was passed and approved.

5. Discussion and Action: FY 2015-16 and FY 2016-17 Annual Projects Allocation (General Fund) Recommendations

The Subcommittee was provided with a set of proposed recommendations and funding scenarios for project requests over the next two fiscal years.

A general discussion followed regarding the funding scenarios, risks, and appropriate levels of funding to balance current and future needs.

Mr. Bukowski remarked on recent discussions between COIT staff and departments regarding their requests and highlighted changes to specific recommendations based on those discussions.

Ms. Ikeda then shared a set of recommendations for three public safety departments' digitization projects (District Attorney, Public Defender, and Sherriff). Aside from placement of proposed funds for the departments' respective projects in a single COIT project fund, there was discussion about the use of the funding contingent on the departments continuing to discuss areas of overlapping need and shared solutions.

This led to further discussion regarding digitization, current efforts, and opportunities for collaboration, joint projects, and Citywide solutions in the future.

The Subcommittee then engaged in a dialogue with the Department of Technology (DT) regarding its ongoing projects and new project requests.

Mr. Leo Levenson proposed that all additional funding allocated to DT be directed to the Fix the Network and proposed Data Center Migration to the Cloud projects. However, consensus on how recommended funding would be split between the two projects was not reached and it was decided to allow COIT the opportunity to revisit and discuss.

In closing, a general discussion and call to action followed regarding the need for further development of IT policies, particularly as they pertain to DT's Citywide projects.

Subsequently, a motion to approve the recommendations was passed and approved with the following changes or conditions:

- Recommended full funding for PC Refresh in FY16 and FY17 at \$925,000 in each fiscal year;
- Funding for the District Attorney, Public Defender, and Sherriff's digitization projects should be placed in a single COIT funding source to encourage collaboration, with the departments reporting back on their progress in a year's time; and
- With respect to DT's ongoing Security project, development of a policy or standard as well as outreach should be undertaken by DT's Architecture Review Board prior to further implementation and Citywide roll-out.

6. Public Comment

There was no public comment.

7. Adjournment

The meeting adjourned at 12:04 pm.