

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

**Friday, June 5, 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  
Leo Levenson – Deputy Director, Finance and Administration, DT  
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	William Lee
Bella Fudym	Brent Lewis
Zihong Gorman (for Ian Law)	Marisa Pereira Tully
Gigi Whitley	Travis Fox
Brian Strong	Julia Dawson
Jaci Fong	Leo Levenson
Todd Rydstrom	

### **Absent**

Ian Law	Michael Liang
Bill Kim	Chanda Ikeda

### **COIT Staff**

Lily Liang  
Matthias Jaime

### **Guests**

Jason Lally	Marco Bruno
Jay Nath	Ashley Amjad
Keith Kawas	Eddie Eriksson
Brian Roberts	Angel Quicksey

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

The minutes of May 1, 2015 were approved.

### **4. Discussion: COIT Final Recommendations**

Mr. Matthias Jaime reported that COIT's project recommendations were fully funded in the Mayor's proposed budget for FY16 and FY17. While sharing a comprehensive list of final allocations included in the budget, he noted that the Mayor's budget office directed additional General Fund support toward several projects, including \$11.5 million for the Department of Emergency Management's Public Radio and Public Service Radio Replacement project in FY17 and an additional \$1.5 million for the Department of Technology's Dig Once projects in FY16.

### **5. Discussion: FY16 and FY17 Budget Process Review**

Mr. Jaime shared the results of an online survey conducted in recent weeks by COIT staff to solicit feedback and gauge overall satisfaction with this year's budget process and development of the ICT Plan. A summary of Subcommittee member and department responses can be found on <http://www.sfcoit.org>.

Following a general discussion regarding potential areas for improvement, Mr. Jaime noted that the survey would remain open should members have additional feedback.

### **6. Discussion: Dig Once Draft Rules (Technology)**

Mr. Brian Roberts began with an brief overview of Dig Once legislation and went on to discuss details of the Department of Technology's (DT) draft rules, participation criteria, permit applications, standard specifications, incremental costs and exemptions, and backlogs. He also discussed in detail DT's recent activities, timelines, and next steps.

Following a general discussion, Subcommittee members recommended that specific pieces of information be included in phase two of the Connectivity Plan as well as DT's next Dig Once update.

### **7. Project Update: City-wide Website Platform Development – Drupal (Technology)**

Mr. Marco Bruno began with an overview of the business case for the City-wide transition from current web content management systems to the Drupal open source platform. He then went on to discuss the efforts DT has undertaken to explore and support the transition, including a pilot program, RFQs, risk assessments, and most recently, initial evaluation of RFP responses.

A general discussion followed in which members considered how Drupal will fit into the City's development of a public experience strategy as well as additional information that should be collected and reviewed prior to the next budget cycle. Finally, it was determined that DT should provide another update on Drupal in the fall.

### **8. Project Update: Fix the Network (Technology)**

Mr. Ashley Amjad provided an overview of the project's purpose, objectives, and budget. Additionally, his presentation addressed tasks and milestones that have been accomplished, Fix the Network's impact on the City's data center and recovery sites, and the project's roadmap going forward,

A general discussion followed in which members considered additional details and information about the project that could potentially be presented during DT's next quarterly update.

**9. Public Comment**

There was no public comment.

**10. Adjournment**

The meeting adjourned at 11:57 am.