Committee on Information Technology COIT

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

Friday, August 7, 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 10:04 am.

2. Roll call

Ken Bukowski	William Lee
Bella Fudym	Kelly Kirkpatrick (for Marisa Pereira Tully)
Ian Law	Travis Fox
Hemiar Alburati (for Brian Strong)	Julia Dawson
Jaci Fong	Leo Levenson
Todd Rydstrom	Chanda Ikeda

Absent

Gigi Whitley	Bill Kim
Brian Strong	Michael Liang
Brent Lewis	

COIT Staff

Lily Liang	Matthias Jaime

Guests

Alex Velasquez	Brian Roberts
Eddie Eriksson	Jason Renteria
Kathy Lu	Will Goldberg
Fan-Wa Wong	Jolie Gines
Derek Lawson	

3. **Approval of Minutes**

   The minutes of June 5, 2015 were approved.

4. **Discussion: FY 2015-16 and FY 2016-17 Final Budget Numbers**

   Ms. Chanda Ikeda shared an updated list of the projects reviewed and approved by COIT during the last budget cycle. Some project budgets changed as a result of increased General Fund support added by the Mayor's proposed two-year budget as well as departments' reallocation of funds within their operating budgets. Ms. Ikeda also reviewed organizational changes related to how project funding is tracked and categorized. To view the updated list of COIT-approved projects and their budgets, please visit http://www.sfcoit.org.

   A general discussion then followed regarding performance tracking and interdepartmental coordination of projects funded by sources outside the COIT allocation.

5. **Discussion: ICT Plan Performance Plan**

   The discussion then turned to project performance in the last quarter of FY 2014-15 and Mr. Matthias Jaime's summary and analysis. To view the presentation, please visit http://www.sfcoit.org.

   Ms. Ikeda remarked on the objectives and performance measures set out in the City's recently adopted ICT Plan. Notably, she stated that performance data would be gathered and shared on a quarterly basis and that COIT staff were currently working with the Performance unit of the Controller's Office to optimize and streamline the process.

6. **Discussion and Action: Dig Once Final Rules**

   In response to questions raised during his last presentation to the Subcommittee on proposed Dig Once rules, Mr. Brian Roberts provided an overview of candidate project criteria, scoring, and the selection process.

   A general discussion followed regarding final approval of Dig Once rules at COIT's upcoming joint meeting with the Capital Planning Committee, as well as future discussions and policy updates by COIT's Architecture Policy Review Board.

7. **Discussion: Enterprise Agreements: Adobe/VMware**

   Mr. Leo Levenson discussed the general purpose of enterprise agreements (EAs) as well as potential benefits from financial, technical, and policy perspectives. He noted his department's two most active negotiations with VMware and Adobe, from which he expects resulting agreements that will have an impact on departments as well as the City as a whole.

   Mr. Jason Renteria then discussed in greater detail the products services, costs, and timelines associated with the City's pending VMware EA.

   Following questions regarding pricing and renewals, Mr. Levenson discussed the products, costs, timelines, and other details associated with the City's pending Adobe EA.

   In closing, members emphasized the importance of EA expiration dates and discussed ways in which DT and City departments can take active roles to optimize and finalize business critical EAs in a timely manner.

8. **Public Comment**

    Mr. Roberts remarked on an IT-related ballot measure in November, which would require live streaming of meetings and would also allow for live video recording testimony.

9. **Adjournment**

    The meeting adjourned at 11:21 am.