

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

**Friday, September 4, 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	Marisa Pereira Tully
Bella Fudym	Brent Lewis
Ian Law	Bill Kim
Gigi Whitley	Michael Liang
Brian Strong	Julia Dawson
Todd Rydstrom	Leo Levenson
William Lee	Chanda Ikeda

Absent

Jaci Fong
Travis Fox

COIT Staff

Lily Liang
Matthias Jaime

Guests

Fan-Wa Wong	Andy Velasquez	Michelle Geddes
Kathy Lu	David Pilpel	Chris Chamberlain
Kathy Irish	Jason Renteria	Susan Merritt
Matt Podolin	Rob Castiglia	

3. Approval of Minutes

The minutes of August 7, 2015 were approved.

4. Completed Project: Interoperable Radio Communications with BART and SFMTA – Emergency Management

Ms. Michelle Geddes presented an overview of the grant-funded project which began in 2013. Her overview addressed the project's purpose, scope, budget, and schedule, as well as unique challenges and partnerships with public safety and transportation agencies. To view the presentation, go to: <http://www.sfcoit.org>.

5. Project Updates: E-Citations and Body Cameras - Police

Ms. Susan Merritt provided an overview of the E-Citations project, which seeks to simplify paper-heavy and labor-intensive citations issuance and record-keeping processes.

Noting that the project is in its prototype phase, Ms. Merritt also discussed the project's budget, timeline, and how E-Citations integrates into other Police Department projects and initiatives.

Ms. Merritt then went on to discuss at a high level the scope and potential impact of the Body Cameras project. Remarking on the need for policy adoption governing the use of body cameras and retention of video footage (among other considerations), she stated that the next step in the implementation process, the completion of a RFP, would need to follow formal policy adoption by the Police Commission.

A general discussion followed regarding redaction, data and video footage stewardship, potential interdepartmental partnerships especially with the Sheriff's department, and public participation in the Police Commission's policy development process.

6. JUS.T.I.S. (Justice Tracking Information System) Update

Mr. Matt Podolin provided an overview of the JUS.T.I.S. project and shared upcoming milestones, most notably, the decommissioning of the Court Management System (CMS) in spring 2016.

He also shared recent accomplishments and new features integrated into the JUS.T.I.S. Hub including probation hold and booking notifications, Police incident data, and connection to the Public Defender's case system, resulting in greater interagency communication and facilitated access to information.

A general discussion followed regarding the integration of new data, export and archiving of old data, and issues and challenges (historical and impending).

In closing, Mr. Podolin reviewed next steps spanning the end of FY 2015-16.

7. Architecture Policy Review Board (APRB) Update

Mr. Matthias Jaime briefed the Subcommittee on the recent activities of the APRB, beginning with a summary of its mission, structure, and membership. He then went on to discuss its proposed workflow, goals, and deliverables.

A general discussion followed in which members considered governance structures, appropriate forums for discussion and development of security-related policies, and the APRB's role in project evaluation and budget review.

In closing, members provided suggestions for policies to be considered and developed, as well as additional documentation and work plans that would be of interest to the Subcommittee.

8. Enterprise Agreement Update – Department of Technology

Mr. Leo Levenson announced the finalization of a City-wide enterprise agreement (EA) with Adobe and provided members with a summary of product offerings and discounts.

He also announced the near finalization of an EA with VMware and asked that all departments submit final changes and requests to the Department of Technology (DT) as soon as possible.

In closing, Mr. Levenson discussed a survey that DT would circulate in the near future to assess current use and interest in products and services offered by Oracle as well as other vendors.

9. COIT Staff Update

Remarking on COIT's kick-off meeting earlier in the week, Ms. Chanda Ikeda led a general discussion regarding the Subcommittee's budget review process and solicited feedback on potential improvements that could be made next year. Specific recommendations were made related to technical inventories, high level summaries of financial data, project scoring, and meeting schedules.

Ms. Ikeda then provided several brief updates. She announced that COIT's PC Refresh Program was again underway and reviewed the timeline for allocations, finalization of bids, and deliveries.

She then unveiled COIT's ICT Plan microsite, which can be accessed via <http://ictplan.sfgov.org>.

Finally, Ms. Ikeda shared upcoming Subcommittee meeting dates and discussed major initiatives that she hoped would be brought back to the Subcommittee in the coming months (e.g. the City's Public Experience Strategy and next phases of the Connectivity Plan).

10. Public Comment

11. Adjournment

The meeting adjourned at 11:58 am.