

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

**Friday, October 2, 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	Brent Lewis
Bella Fudym	Marisa Pereira Tully
Zihong Gorman (for Ian Law)	Travis Fox
Brian Strong	Bill Kim
Jaci Fong	Julia Dawson
Todd Rydstrom	Leo Levenson
William Lee	Matthias Jaime (for Chanda Ikeda)

COIT Staff

Lily Liang

Guests

Eddie Eriksson	Ashley Amjad
Alan Pavkovic	Jocelyn Quintos
Payal Desai	Christine Nath
Bryant Bailess	Ephrem Naizghi
Keith Kawas	Tonia Lediju
Eddie Parsa	Mamadou Gning
Kathy Lu	AJ Nixon
Samuel Valdez	Peter Oder
Sherman Luk	Christine Mary

3. Approval of Minutes

The minutes of September 4, 2015 were approved.

4. Discussion: Review of COIT Budget Forms and SharePoint Site

Remarking on the process, stakeholders, and timeline, Ms. Lily Liang discussed the replacement of COIT's database and introduced members to COIT's new SharePoint site and budget system.

Mr. Matthias Jaime then demonstrated several features of the system and led a general discussion and review of COIT's budget forms.

5. Project Update: Fix the Network (Technology)

Mr. Eddie Eriksson provided an overview of network issues currently being experienced and discussed in detail how the project seeks to mitigate them. In addition, Mr. Eriksson highlighted recent milestones and accomplishments as well as other tasks, next steps, priorities, and key performance indicators.

A general discussion followed in which members discussed how the project will address intrusions, networks speeds, and staffing.

6. Discussion: Overview of Asset Management Systems

Noting that the need for better asset management has been identified during recent Subcommittee meetings, Mr. Jaime provided members with an overview of existing asset management systems and definitions, and then led a general discussion.

Mr. Alan Pavkovic was asked to speak about the Controller's Office's Financial Systems Replacement project, in particular the module that is expected to consolidate departments' asset inventories and information in a single repository when the system goes live.

A general discussion followed regarding inventory and data management, centralization, cost efficiencies, auditing, and public accountability.

In closing, Mr. Jaime discussed types of IT asset information that COIT collects during the ICT development process and asked that any feedback members might have in the future be shared with COIT staff.

7. Project Update: ServiceNow IT Asset Management System (Technology)

Mr. Eddie Parsa provided an overview of the system and its features, including life cycle tracking of assets, various workflows, tools, and reporting capabilities. He also discussed short and longer term uses for the system, including management of the Department of Technology's data centers.

In closing, there was general discussion regarding asset management challenges, integration with procurement, and fiber and conduit management.

8. Project Update: INFOR Capital Management System (Public Works)

Ms. Christine Nath presented an overview of the system, its features, and capabilities, as well as other systems that interface with INFOR. In addition to Public Works' use of INFOR she also discussed deployment of the system in other departments, future opportunities and next steps for expansion.

A general discussion followed in which members considered potential uses for INFOR, the number of asset management systems being deployed City-wide, and hosting on premise versus the cloud.

9. Public Comment

There was no public comment.

10. Adjournment

The meeting adjourned at 12:01 pm.