

## **NOTICE**

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

**Friday, December 4, 2015**

**10:00 a.m. – 12:00 p.m.**

**1 Dr. Carlton B. Goodlett Place  
City Hall, Room 305**

## **AGENDA**

- 1. Call to Order by Chair**
- 2. Roll Call:**
  - 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
  - Laura Busch – Analyst, Mayor's Office
  - Lisa Walton – CTO, 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 – Director, COIT
- 3. Approval of Minutes**
- 4. Discussion: COIT Budget, Forms, and SharePoint**
- 5. Quarterly Performance Update: Q1**
- 6. Discussion: Digitization**
- 7. Project Update: eSignatures (Office of Contract Administration)**
- 8. Project Update: Drupal (Dept. of Technology)**
- 9. Public Comment**
- 10. Adjournment**

## Sunshine Ordinance

### KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE.

Sunshine Ordinance Task Force  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
Phone: (415) 554-7724, Fax: (415) 554-5784  
E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org)

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

#### Disability

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact Lily Liang at (415) 554-4577 at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday.

Individuals who influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and website: <http://www.sfgov.org/ethics/>.