

**DRAFT MINUTES
BUDGET & PERFORMANCE SUBCOMMITTEE MEETING
CITY AND COUNTY OF SAN FRANCISCO**

**Friday, November 6, 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
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 – COIT Director, City Administrator's Office

1. Call to Order

Mr. Ken Bukowski called the meeting to order at 10:03 am. Introduced also were new members Lisa Walton (replacing Travis Fox effective immediately) and Laura Busch (replacing Marisa Pereira Tully effective December).

2. Roll call

Ken Bukowski	Brent Lewis
Bella Fudym	Marisa Pereira Tully
Zihong Gorman (for Ian Law)	Lisa Walton
Gigi Whitley	Bill Kim
Brian Strong	Michael Liang
Jaci Fong	Julia Dawson
Todd Rydstrom	Elaine Benvenuti (for Leo Levenson)
William Lee	Matthias Jaime (for Chanda Ikeda)

COIT Staff

Lily Liang

Guests

Laura Busch	Miguel Gamino	Kathy Lu
Jay Nath	Keith Kawas	Mike Valencia
Eddie Eriksson	Skip Niesen	
Brian Roberts	Daniela Dell'Aera	

3. Approval of Minutes

The minutes of October 2, 2015 were approved.

4. Discussion: COIT Budget Process — Forms, Scores, and SharePoint

Sharing with members the content of forms required for submittal during the prior year ICT Plan development process and budget cycle, Mr. Matthias Jaime led a general discussion regarding the frequency and types of information collected from departments by COIT.

The discussion then turned to focus on the budget cycle, the process for calculating individual project scores, evaluation criteria, and the resulting project tiers.

As the discussion came to a close, Mr. Jaime noted the timeline for budget instructions, submissions, and training, and Mr. Keith Kawas demonstrated the process for submitting project requests through COIT's new SharePoint system.

5. Project Update: Connectivity Plan

In anticipation of the release of the next phase of the Connectivity Plan in early 2016, Mr. Miguel Gamino and Mr. Jay Nath presented on recent accomplishments work in progress, and next steps related to infrastructure (Fiber to City Buildings and Dig Once), Wi-Fi, digital inclusion, and residential internet access.

To view the full presentation, please visit <http://www.sfcoit.org>.

6. Project Update: Optical Network System (ONS) — Dept. of Technology (DT)

In response to requests for more information related to ONS during his last Fix the Network project update, Mr. Eddie Eriksson provided an overview of the objectives and expected outcomes of building out ONS as part of the larger project. He also shared with the Subcommittee details of the timeline, budget, and deliverables.

To view the full presentation, please visit <http://www.sfcoit.org>.

7. Public Comment

There was no public comment.

8. Adjournment

The meeting adjourned at 11:44 am.