

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

**Friday, June 24, 2016  
10:00 am – 12:00 pm  
City Hall, Room 305**

**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  
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 – COIT Director, City Administrator's Office

**1. Call to Order by Chair**

Mr. Ken Bukowski called the meeting to order at 10:03 am.

**2. Roll call**

Ken Bukowski  
Bella Fudym  
Zihong Gorman (for Ian Law)  
Gigi Whitley  
Hemiar Alburati (for Brian Strong)  
Todd Rydstrom  
Mitch Sutton (for William Lee)  
Brent Lewis  
Lisa Walton  
Jeff Jorgenson (for Bill Kim)  
Katherine Wingerson (for Michael Liang)  
Julia Dawson  
Nina D'Amato (for Leo Levenson)  
Chanda Ikeda

**COIT Staff**

Lily Liang  
Matthias Jaime

**Guests**

Rand Miyashiro  
Jennifer Schuler  
Elaine Benvenuti

Jason Lally

### **3. Approval of Minutes**

The minutes of April 15, 2016 were approved.

### **4. Discussion: FY 2016-17 & FY 2017-18 Budget Review Process**

Mr. Matthias Jaime led a general discussion on the recently completed two-year budget review process as well as major initiatives undertaken by COIT during the last year. In addition to comments and suggestions offered during the meeting, Mr. Jaime noted that an online survey would be administered for additional feedback.

### **5. Discussion: FY 2018-22 Information and Communication Technology (ICT) Plan**

Ms. Chanda Ikeda discussed the evolution of the ICT Plan and planning efforts going forward. Noting that the next iteration of the Plan would be released in the spring of next year, she led a general discussion around major initiatives and components, stakeholders, timeline, and next steps.

### **6. Update: Department of Technology (DT) Strategy**

Ms. Nina D'Amato stated that following completion of its recent reorganization, DT is in the process of developing and publishing a strategic plan, including key performance indicators that will be reported on regularly. She went on to discuss DT's mission, vision, values, core strategies, process for plan development, timeline, and next steps, including possible areas of collaboration between COIT and DT.

### **7. Update: Geographic Information Systems (GIS)**

Noting that further coordination and updates around GIS were requested during the project review and budget approval process, Ms. Ikeda invited Ms. Joy Bonaguro to discuss the Open Data Office's recent work in this area.

Ms. Bonaguro began by discussing the context and stakeholders then went on to share details regarding the research process, initial findings, and next steps.

In closing, members engaged in a general discussion regarding future uses, outreach, training, documentation, and standards.

### **8. Discussion: COIT SharePoint Survey**

Remarking on the number of SharePoint-related requests received from departments during the budget process, Mr. Jaime discussed the results of COIT's follow-up survey to assess current use and interest in future deployment of the tool City-wide. He then went on to lead a general discussion regarding user groups, upcoming brown bag sessions, and funding opportunities.

### **9. Public Comment**

There was no public comment.

### **10. Adjournment**

The meeting adjourned at 11:24 am.