

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

**Friday, November 4, 2016  
10:00 am – 11:30 am  
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  
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  
Ashley Groffenberger – Analyst, Mayor's Office  
Lisa Walton – CTO, MTA  
Bill Kim – CIO, Public Health  
Michael Liang – CIO, Public Library  
Julia Dawson – Deputy Director, Public Works  
Tajel Shah – Deputy Director, Treasurer-Tax Collector  
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 10:02 am.

**2. Roll call**

|                                |                                   |
|--------------------------------|-----------------------------------|
| Ken Bukowski                   | Ashley Groffenberger              |
| Bella Fudym                    | Sean Cunningham (for Lisa Walton) |
| Dina Quesada (for Ian Law)     | Julia Dawson                      |
| Brian Strong                   | Tajel Shah                        |
| Jack Wood (for Todd Rydstrom)  | Leo Levenson                      |
| William Lee                    | Chanda Ikeda                      |
| Grace Ybanez (for Brent Lewis) |                                   |

**COIT Staff**

Lily Liang  
Matthias Jaime

**Guests**

|                |                 |
|----------------|-----------------|
| Nina D'Amato   | AJ Nixon        |
| Saul Melara    | Keith DeMartini |
| Joe Voje       | Keith Kawas     |
| Adam Morton    | Kathy Lu        |
| Julian Metcalf | Ana Contreras   |
| Rand Miyashiro |                 |

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

The minutes of October 7, 2016 were approved.

### **4. Department Updates and Announcements**

Mr. Bukowski announced Ms. Tajel Shah's appointment to the Subcommittee.

Ms. Nina D'Amato provided a brief update on the Department of Technology's (DT) Shared Services Strategy as well as outreach and analysis efforts.

### **5. Project Update: Identity and Access Management**

Mr. Saul Melara and Mr. Joe Voje provided an overview of the project, including its objective, current budget, anticipated schedule, scope changes, impact on City-wide systems, upcoming deliverables, staffing, and next steps.

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

### **6. Citywide Technology Budget**

Mr. Matthias Jaime presented an analysis of Citywide IT spending, inclusive of personnel, projects, equipment, licenses, and other related costs spanning the last five fiscal years. Notably, Mr. Jaime discussed the methodology and data sources used, as well as their limitations.

A general discussion followed in which members discussed future strategies and structures for reporting and analysis, as well as potential system improvements.

### **7. ICT Plan Update and Discussion**

Ms. Chanda Ikeda shared an overview and timeline of key tasks, meetings, and outreach and information collection efforts related to the development of the City's next five-year Information and Communication Technology (ICT) Plan.

Ms. Ikeda stated that most departments' IT plans had been collected and shared notable accomplishments as they relate to Citywide goals identified in the last Plan. She then went on to discuss previously identified objectives and performance metrics.

Members spent the remainder of the meeting participating in an interactive activity to brainstorm and prioritize areas of focus for COIT and the next Plan.

### **8. Public Comment**

There was no public comment.

### **9. Adjournment**

The meeting adjourned at 11:30 am.