

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

**Friday, January 6, 2017  
10:00 am – 12:00 pm  
City Hall, Room 305**

**Members**

Ken Bukowski – Chair, Acting CIO, DT  
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  
Chanda Ikeda – 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  
Matthias Jaime – Acting COIT Director, City Administrator’s Office

**1. Call to Order by Chair**

Mr. Ken Bukowski called the meeting to order at 10:05 am.

**2. Roll call**

Ken Bukowski  
Ian Law  
Jaci Fong  
Todd Rydstrom  
Chanda Ikeda  
Ashley Groffenberger  
Kate Wingerson (for Michael Liang)  
Tajel Shah  
Leo Levenson  
Matthias Jaime

**COIT Staff**

Lily Liang

**Guests**

Joe Voje	Rand Miyashiro	Hao Xie
Megan Owens	Brent Turner	Ana Contreras
Gigi Whitley	Andy Maimoni	Jane Gong
Marco Bruno	Michael Burdick	Michael Bahler

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

The minutes of December 9, 2016 were approved.

### **4. Department Updates & Announcements**

Mr. Matthias Jaime commented on the deadline for budget submissions as well as the upcoming budget cycle meeting schedule and ICT Plan proposal timelines.

Mr. Todd Rydstrom announced that the Financial Systems Replacement project is on schedule and that the new system will go live at the beginning of the fiscal year. On behalf of the Controller's Office, he thanked the Subcommittee and City staff for their support of the project.

### **5. Update: FY 2018-22 information & Communication Technology (ICT) Plan**

Mr. Jaime led a general discussion regarding the ICT Plan's proposed vision statement, goals, and financial recommendations. Notably, the discussion focused on financial recommendations related to COIT's Major IT Projects Allocation and Annual Projects Allocation.

Following the discussion, several revisions were proposed or requested.

### **6. Discussion: City Enterprise License Agreements (Dept. of Technology)**

Mr. Leo Levenson and Mr. Hao Xie provided an overview of the purpose of enterprise license agreements, available offerings, volume discounts, and potential benefits. Notably, Mr. Xie cited the City's agreement with Salesforce as an example of how department have been able to achieve cost savings and reductions in staff time spent in procurement.

Building on Mr. Xie's presentation, Ms. Jane Gong and Mr. Marco Bruno discussed DT's new Digital Accelerator team, which provides assistance to departments seeking to develop solutions based on the Salesforce platform.

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

### **7. Discussion: 311 Customer Relationship Management Solution**

Mr. Andy Maimoni provided an overview of 311's mission, core services, and contact mechanisms, including traditional processing through call centers as well as newer mobile and web self-service applications. Notably, he discussed 311's movement toward more advanced customer relationship management and briefed the Subcommittee on next steps and features 311 hopes to implement in the near future.

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

### **8. Project Update: Human Management Information System (Dept. of Homelessness & Supportive Housing)**

Ms. Megan Owens discussed the current state of various systems used by several agencies to serve individuals experiencing homelessness and provided an overview of the single coordinate care system being proposed to merge and replace those legacy

systems. In addition, she discussed the procurement process, community engagement process, stakeholders and partners, implementation timeline, and funding details.

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

#### **9. Public Comment**

Mr. Brent Turner offered public comment.

#### **10. Adjournment**

The meeting adjourned at 11:52 am.