

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

**Friday, February 3, 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 – COIT Director, City Administrator's Office

**1. Call to Order by Chair**

Mr. Ken Bukowski called the meeting to order at 10:06 am.

**2. Roll call**

Ken Bukowski  
Bella Fudym  
Ian Law  
Heather Green (for Brian Strong)  
Todd Rydstrom  
Mitch Sutton (for William Lee)  
Chanda Ikeda  
Ashley Groffenberger  
Julian Metcalf (for Lisa Walton)  
Michael Liang  
Julia Dawson  
Leo Levenson  
Matthias Jaime

**COIT Staff**

Lily Liang

### **Guests**

Jane Gong  
Umesh Gupta  
Sarah Plummer  
Ken Salmon  
Jay Nath  
Jeremy Goldberg  
Dee Prasad  
Alex North  
Michael Bauer  
Kathleen Clark  
Will Barkis  
Michael Solomon

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

The minutes of January 6, 2017 were approved.

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

Mr. Leo Levenson discussed recent developments around the negotiation of enterprise license agreements.

### **5. Preview: FY 2017-18 & FY 2018-19 Budget Review Process**

Mr. Matthias Jaime presented an overview of the upcoming budget review process for IT project proposals and requests, including the Subcommittee's meeting schedule and presentation structure. Mr. Jaime also shared a high level summary of General and Non-General Fund requests received in contrast to available funds.

Following Mr. Jaime's presentation, there was a general discussion regarding project scoring criteria and methods of review used during the budget process.

### **6. Discussion: FY 18-22 Information and Communication Technology (ICT) Plan Update**

Mr. Jaime shared details of recent revisions and updates to the draft ICT Plan, including the vision statement, goals, objectives, and performance measures.

A general discussion followed in which members commented on the proposed performance measures and content within the draft.

To obtain a copy of the draft ICT Plan, please visit <http://www.sfcoit.org>.

### **7. Project Update: City-wide Transition to Web Content Management System Drupal**

Ms. Jane Gong and Mr. Umesh Gupta discussed the last migration of City websites to the Drupal 7 platform and presented their case for a second phase of migrations to Drupal 8. In particular, the presentation covered challenges and lessons learned, potential benefits of undertaking the migration, potential risks associated with deferring migration, and estimated timelines and budget for the project.

A general discussion followed regarding the maintenance of open source systems, the creation of Citywide templates, branding efforts, and project costs/logistics.

## **8. Program Update: Startup in Residence (STIR) Challenge Sourcing**

Mr. Bukowski called agenda items 8 and 9 together.

Mr. Jay Nath discussed the City's IoT strategy within the context of smart cities. Notably, he discussed the Mayor's Office of Civic Innovation's (MOCI) outreach and research efforts, preliminary findings, emerging technologies, public-private partnerships, and examples of leadership and successful deployments in this area.

Mr. Jeremy Goldberg and Mr. Ray Lui then presented on the Startup in Residence (STIR) program, a MOCI-sponsored public-private partnership. Mr. Goldberg discussed the origins of STIR and efforts to scale the program, while Mr. Lui shared his experience with STIR from a former participant and department's perspective.

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

## **9. Discussion: Internet of Things (IoT) Strategy**

This agenda item was called in conjunction with item 8.

## **10. Public Comment**

Ms. Sarah Plummer and Mr. Ken Salmon offered public comment.

## **11. Adjournment**

The meeting adjourned at 11:57 am.