

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

**Friday, November 3, 2017  
10:00 am – 12:00 pm  
City Hall, Room 305**

**Members**

Ken Bukowski – Chair, Deputy City Administrator/CFO, City Administrator's Office  
Bella Fudym – IT Project Director, Adult Probation  
Ian Law – CIO, Airport  
Heather Green – 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 – Chief Assistant Treasurer, 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 10:01 am.

**2. Roll call**

Ken Bukowski	Ashley Groffenberger
Ian Law	John Applegarth (for Bill Kim)
Heather Green	Julia Dawson
Jaci Fong	Tajel Shah
Todd Rydstrom	Leo Levenson
William Lee	Matthias Jaime
Chanda Ikeda	

**COIT Staff**

Jacalyn Mah  
Lily Liang

**Guests**

Jackson Muhirwe  
Keith Kawas  
Vivian Chen  
David German  
Grace Ybanez

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

The minutes of September 1, 2017 were approved.

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

Ms. Chanda Ikeda remarked on COIT's PC Refresh program and the Department of Human Resource's telecommuting program.

Mr. John Applegarth commented on the status of the Department of Public Health's Electronic Health Record project.

Ms. Tajel Shah announced the Assessor-Recorder and Treasurer-Tax Collector/Controller's release of two separate RFPs (Requests for Proposal) related to the replacement of the City's Property Tax and Assessment System. She also announced that the Treasurer-Tax Collector's new delinquent collections system recently went live.

Mr. Leo Levenson commented on the Department of Technology's (DT) contracts working group.

Ms. Heather Green announced that the District Attorney and Adult Probation offices were recently approved to be moved out of the Hall of Justice, and noted that IT infrastructure costs associated with relocation might eventually fall in the Subcommittee's purview.

### **5. Discussion: FY 2018-19 & FY 2019-20 Budget Process**

Mr. Matthias Jaime provided an overview of the budget process, its purpose, and proposed changes and improvements. Notably, he shared a revised copy of the proposed budget form and solicited feedback from Subcommittee members.

A general discussion followed in which members commented on the draft questions and process changes. General consensus was reached that additional feedback should be sent to COIT staff and changes incorporated would be shared at the next meeting.

### **6. Project Updates: Department of Technology**

Ms. Linda Gerull provided updates on the following DT projects and discussed details regarding each project's budget, schedule, scope, potential risks, etc.:

- City Cloud
- Upgrade the Network
- Third Party Patching
- Active Directory Upgrade

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 11:15 am.