

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

**Friday, January 5, 2018
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
Bella Fudym
Ian Law
Heather Green
Jaci Fong
Todd Rydstrom
Mitch Sutton (for William Lee)
Chanda Ikeda
Ashley Groffenberger
Art Wong (for Lisa Walton)
John Applegarth (for Bill Kim)
Michael Liang
Tajel Shah
Leo Levenson
Matthias Jaime

COIT Staff

Lily Liang
Jacalyn Mah

Guests

Linda Gerull
Nina D'Amato
Nadia Basilio
Cynthia Ng

Jason Renteria
Cole Turay
Nelson Ho

3. Approval of Minutes

The minutes of December 1, 2017 were approved without changes.

4. Discussion: Department Updates and Announcements

Mr. Matthias Jaime announced the launch of COIT's new website and requested feedback from members at their convenience.

Ms. Nina D'Amato announced the upcoming launch of the Department of Technology's (DT) new dashboard and website, which she noted would be updated in real-time and replace DT's quarterly status reports on projects and services. Additionally, Ms. D'Amato provided an overview of the process for obtaining data analytics software licenses.

5. FY 2018-19 & FY 2019-20 Budget Update

Mr. Jaime provided an overview of next steps in the budget process, led a general discussion regarding the review of IT project requests, and shared a proposed budget survey and scoring criteria with the Subcommittee.

6. COIT Portfolio Management and Q1 Performance Update

Ms. Jacalyn Mah provided an overview of the purpose and benefits of technology portfolio management as well as the results of the quarterly reporting process for Q1 of FY 2017-18.

A general discussion followed in which members discussed relevant data points and potential ways processes could be streamlined.

7. Discussion: FY 2018-19 Technology Licensing Governance & Strategy

Mr. Leo Levenson provided updates on ongoing negotiations of DT and City-wide license agreements and encouraged departments to provide feedback on their software and service needs through DT's SharePoint site and enterprise license agreement working group.

A general discussion followed in which members discussed potential agreements, available, future central repositories for licensing information, and next steps for coordination.

8. Public Comment

There was no public comment.

9. Adjournment

The meeting adjourned at 11:08 am.