



Committee on Information Technology

Office of the City Administrator

San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, Suite 352

Draft Minutes

Budget and Performance Subcommittee Meeting City and County of San Francisco

Friday, October 5, 2018

10:00 am – 12:00 pm

City Hall, Room 305

Members

Ken Bukowski – Chair, Deputy City Administrator/CFO, City Administrator's Office

Carrie Bishop – Chief Digital Services Officer, City Administrator's Office

Ian Law – CIO, Airport

Rachel Cukierman – Deputy Director of Administration and Finance, Assessor-Recorder

Heather Green – Director, Capital Planning

Alaric Degrafinried – Acting Purchaser and Director, Contract Administration

Todd Rydstrom – Deputy Controller, Controller's Office

Ashley Groffenberger – Analyst, Mayor's Office

Michael Liang – CIO, Public Library

Julia Dawson – Deputy Director, Public Works

Crispin Hollings – Chief Financial Officer, Sheriff's Department

Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector

Leo Levenson – Deputy Director, Finance and Administration, Department of Technology

Matthias Jaime – Director, Committee on Information Technology

1. Call to Order by Chair

Mr. Ken Bukowski called the meeting to order at 10:03 am.

2. Roll call

Ken Bukowski

Carrie Bishop

Rachel Cukierman

Heather Green

Alaric Degrafinried

Todd Rydstrom

Ashley Groffenberger

Julia Dawson

Crispin Hollings

Leo Levenson

Matthias Jaime

Guests

Nina D'Amato
Michael Makstman
Keith Kawas
Payal Desai
Lily Conover
David Chasteen

3. Approval of Minutes

The minutes of April 13, 2018 were approved without changes.

4. Department Updates & Announcements

Mr. Bukowski welcomed new members to the Subcommittee.

Mr. Todd Rydstrom commented on available dashboards within the new financial system.

5. Discussion: Objectives of the Subcommittee & Upcoming Changes

Mr. Matthias Jaime led a general discussion regarding the Subcommittee's objectives. In addition, Mr. Jaime reviewed activities and accomplishments from the previous fiscal year and proposed discussion topics for the current fiscal year.

6. Portfolio Analysis: FY 2017-18 Overview

Mr. Jaime reviewed the purpose of portfolio management and COIT's governance and support role. In particular, he reviewed initiatives being spearheaded by COIT's Budget and Performance Analyst, Ms. Jacalyn Mah, who is overhauling and rethinking IT project performance metrics, return on investment analysis, total cost of ownership, and quarterly reporting, among other processes for establishing accountability and oversight.

The discussion then turned to COIT's portfolio. Mr. Jaime shared a high level summary of ongoing projects, including their statuses, fund balances, and other relevant details. A general discussion followed regarding fund transfers, scope changes, periodic evaluation, check-ins, and the Subcommittee's role.

7. COIT Funded Project: Updates

City Telecom Modernization (DT)

Ms. Nina D'Amato provided a status update on this project. Notably, she shared the results of DT's cost-benefit analysis on the project as well as updates on DT's network upgrade project, which has a direct impact on Telecom Modernization.

Vulnerability Management (DT — Cybersecurity Office)

Mr. Michael Makstman presented a status update on this project, including the project's scope, DT's approach, and technical/operational details, and next steps.

Citywide Active Directory (DT — Cybersecurity Office)

Mr. Makstman presented an update on this project, which he noted is the underlying foundation for critical application such as e-mail, among others. He noted the most recent phase of the project has been a major modernization and will be complete at the end of the fiscal year.

8. Public Comment

There was no public comment.

9. Adjournment

The meeting adjourned at 11:54 am.