



# 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, January 4, 2019

10:00 am – 12:00 pm

City Hall, Room 305

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### 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 – Purchaser and Director, Contract Administration

Todd Rydstrom – Deputy Controller, Controller's Office

Anna Duning – 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

Nina D'Amato – Chief of Staff, 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

Ian Law

Rachel Cukierman

Alaric Degrafinried

Todd Rydstrom

Anna Duning

Michael Liang

Crispin Hollings

Tajel Shah

Nina D'Amato

Matthias Jaime

## **COIT Staff**

Lily Liang

## **Guests**

Sherman Luk

Janice Levy

Georg Wolf

Lily Conover

Hao Xie

Brent Turner

Alec Bash

Rand Miyashiro

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

The minutes of December 7, 2018 were approved without changes.

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

Mr. Todd Rydstrom made an announcement regarding the availability of electronic tax forms.

Ms. Rachel Cukierman commented on forthcoming updates on the Property Assessment and Tax System project.

### **5. Overview: FY 2019-20 and FY 2020-21 COIT Budget Process**

Mr. Matthias Jaime provided an overview of the COIT budget process for IT project proposals, including the application timeline, review structure, and formal approval and recommendation process. Notably, he emphasized that project proposals for the next five years were being requested from all departments, as the Five-Year Information and Communication Technology Plan is being updated in early 2019.

In addition, Mr. Jaime shared projected funding levels in upcoming fiscal years as well as project themes, and discussed the potential impact of Major IT projects.

A general discussion followed in which members discussed the creation of master contracts, ways to streamline the procurement of certain products and services, and the customer satisfaction.

### **6. COIT Technology Training Curriculum**

Mr. Jaime discussed the purpose and targeted audience for development and roll-out of a proposed COIT training curriculum.

Mr. Sherman Luk and Ms. Janice Levy further discussed the process, outreach, topics, content, and timeline.

A general discussion followed regarding training logistics and topics.

## **7. Discussion: Citywide Enterprise Agreements**

Mr. Hao Xie discussed the purpose and benefits of enterprise agreements. Notably, he provided Subcommittee members with information concerning existing agreements and highlighted upcoming changes. In addition, he discussed the deployment of City mobile phones, associated costs, and opportunities for savings.

Ms. Nina D'Amato then shared dashboards that serve as tools for departments to monitor the usage and performance of products and services offered through existing enterprise agreements.

## **8. Public Comment**

Mr. Alec Bash and Mr. Brent Turner offered public comment.

## **9. Adjournment**

The meeting adjourned at 11:12 am.