



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, December 7, 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 – 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

Rachel Cukierman

Heather Green

Alaric Degrafinried

Dennis McCormick (for Todd Rydstrom)

Anna Duning

Michael Liang

Julia Dawson

Crispin Hollings

Tajel Shah

Nina D'Amato

Matthias Jaime

COIT Staff

Lily Liang
Jacalyn Mah

Guests

Rod Castillo
Sherman Luk
Hao Xie
Keith Miller
Ashley Groffenberger
Alicia Wong
Georg Wolf
Rand Miyashiro

3. Approval of Minutes

The minutes of October 5, 2018 were approved without changes.

4. Department Updates and Announcements

Ms. Rachel Cukierman announced that the Property Tax and Assessment System project would be kicking off in the next week.

Mr. Matthias Jaime announced that Ms. Jacalyn Mah would be ending her service with COIT and the City at the end of the month, and that COIT staff will begin recruitment to fill her position in the coming weeks.

5. FY 2019-20 COIT Budget Process Overview

Mr. Matthias Jaime led a general discussion regarding the upcoming budget process and noted changes from regular budget cycles due to the development of the Five-Year Information and Communication Technology Plan. Mr. Jaime's presentation covered project evaluation and scoring criteria, the process timeline, forms and requirements. In addition, he provided an overview of projected funding levels.

6. Update: Quarter One Portfolio Performance

Ms. Jacalyn Mah briefed Subcommittee members on the results and findings, including overall project health, budget, schedule, and scope status of projects in the Citywide portfolio for the first quarter of FY 2018-19. Additionally, Ms. Mah provided detailed information on remaining project balances, projected costs, and identified where Major IT projects have impacted overall spending and other areas of the portfolio.

A general discussion followed in which members discussed self-reported information, project life cycle phases and characteristics, and other performance evaluation considerations.

7. COIT Funded Project Updates

ADM – Sf.gov Redesign

Ms. Carrie Bishop led a discussion on recent work undertaken on the Sf.gov Redesign project, including completed tasks, findings from user testing, interdepartmental outreach, staging for back-end improvements and future build-outs, continued branding efforts, and more. Notably, Ms. Bishop discussed her team’s design methodology and prioritization of universal design principles.

Ms. Bishop discussed next steps, including website go-live and identification of a new hosting solution. A general discussion followed in which members considered improvements to existing and future services, as well as changes departments can make in the interim to enhance content accessibility and audience inclusiveness.

POL – Website Redesign

Mr. Rod Castillo briefed Subcommittee members on work undertaken to date on the redesign of the Police Department’s main website and district station websites, including external and internal outreach efforts, focus group and ideation sessions, content clean-up, and structuring of content governance and maintenance going forward.

A general discussion followed regarding key performance measures, how successful implementation is tracked, and service redesign goals.

In closing, Mr. Castillo discussed the project budget, current and future website features, and next steps.

8. Public Comment

There was no public comment.

9. Adjournment

The meeting adjourned at 11:37 am.