



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, February 1, 2019

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

Ian Law

Rachel Cukierman

Heather Green

Alaric Degrafinried

Todd Rydstrom

Anna Duning

Julia Dawson

Crispin Hollings

Tajel Shah

Nina D'Amato

Matthias Jaime

COIT Staff

Lily Liang

Guests

Rob Smuts

Mike Dougherty

Mitch Sutton

Lily Conover

Hao Xie

Rand Miyashiro

3. Approval of Minutes

The minutes of January 4, 2019 were approved without changes.

4. Department Updates and Announcements

Ms. Nina D'Amato announced an upcoming temporary staff relocation at the Department of Technology to accommodate tenant improvements.

5. Discussion: FY 2019-20 & FY 2020-21 Budget Overview

Mr. Matthias Jaime presented an overview of IT project requests received for the next two fiscal years, which included thematic groupings, estimated project costs, and multi-year Major IT projects. Notably, he contrasted estimated costs and funding requests with projected available funding levels, and directed members to COIT's SharePoint site, where additional project details could be found.

A general discussion followed regarding project categorization and next steps.

6. Update: Quarter Two COIT Portfolio Performance

Mr. Jaime discussed the purpose of the quarterly reporting process and its role relative to the budget review and allocation process. He then shared COIT's report on project performance for the second quarter of the current fiscal year.

Members then discussed best practices for collecting and communicating information regarding project performance.

7. COIT Funded Projects Update

Assessor-Recorder/Treasurer & Tax Collector/Controller – Property Assessment and Tax System (PATS) Replacement

Ms. Rachel Cukierman and Ms. Tajel Shah presented an update on PATS, a previously approved and ongoing COIT project. Ms. Cukierman discussed the project's background and details related to the Assessor-Recorder systems impacted and slated to be replaced. Ms. Shah discussed systems impacted and being integrated on the Treasurer & Tax

Collector and Controller's side. Notably, the presentation provided details on contracts recently awarded that will kick off the implementation phase as well as governance structures that will provide oversight going forward.

A general discussion followed with members remarking on governance and accountability, taxation processes and policies, and potential customer service considerations.

Emergency Management – Computer Aided Dispatch (CAD) Replacement Project
Mr. Rob Smuts and Mr. Mike Dougherty presented an update on CAD, a previously approved and ongoing COIT project. The presentation covered the project's background, recent developments, budget, scope, and schedule.

A general discussion followed regarding contracting, scoping, and stakeholder participation and engagement.

8. Public Comment

There was no public comment.

9. Adjournment

The meeting adjourned at 11:29 am.