Draft Minutes
Budget and Performance Subcommittee Meeting
City and County of San Francisco

Friday, April 12, 2019
9:00 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 9:02 am.

2. Roll call

Ken Bukowski
Carrie Bishop
Ian Law
Rachel Cukierman
Heather Green
Alaric Degrafinried
Todd Rydstrom
Anna Duning
Julia Dawson
Crispin Hollings
Nina D'Amato
Matthias Jaime

COIT Staff
Charity Espiritu
Lily Liang

Guests
Rand Miyashiro
Rebekah Krell
Alyssa Ventre
Marina Coleridge
Grace Ybanez
Christina Brusaca
Anne Marie Monroe
Linda Gerull
Hao Xie
James Solar
Georg Wolfl
Brad Baker
Calen McEldowney
Will Sanson-Mosier

3. **Approval of Minutes**

   The minutes of March 29, 2019 were approved without changes.

4. **Discussion: FY 2019-20 and FY 2020-21 Budget Presentations: General Fund Departments**

   Theme: Customer Service Experience

   ADM – Digital Services
   Ms. Carrie Bishop presented Citywide Web Redesign, an ongoing and previously approved COIT project.

   A general discussion followed regarding the project plan and potential enhancements.

   ADM – County Clerk
   Mr. Rand Miyashiro presented the proposed County Clerk IT System Modernization project.

   General: Member Requested Projects
   Subcommittee members did not request project presentations from departments that were not previously scheduled.

5. **FY 2019-20 and FY 2020-21 General Fund Budget Recommendations (Action Item)**

   Mr. Bukowski reviewed the steps taken during the budget process and remarked on the proposed funding recommendations. Notably, he stated that funds requested in the

current budget cycle far exceeded funds available, thus requiring more evaluation than in years past.

A general discussion followed regarding funding levels, staffing, project prioritization, and future process changes.

With the condition that all projects with systems which may interface with enterprise applications should work with the Controller's Office and the Human Resources Department, along with the City CISO to ensure compatibility and compliance with cybersecurity best practices as appropriate. A motion to approve proposed recommendations for the full Committee's review was passed and approved.

6. Public Comment

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

Mr. Bukowski announced the cancellation of the Subcommittee's tentative April 19 meeting date.

7. Adjournment

The meeting adjourned at 10:43 am.