



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 3, 2023

10:00 am – 12:00 pm

Webex Online Event

Members

Katie Petrucione – Chair, Deputy City Administrator/CFO, City Administrator's Office

Cyd Harrell – Chief Digital Services Officer, City Administrator's Office

Damon Daniels — Analyst, Mayor's Office

Jason Blandon – Chief Information Officer, Public Library

Rene Leedeman — Acting Chief Information Officer, Airport

Todd Rydstrom – Deputy Controller, Controller's Office

Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector

Mike Cotter – Director of Finance and Administration, Department of Human Resources

Jillian Johnson – Director, Committee on Information Technology

1. Call to Order by Chair

Katie Petrucione called the meeting to order at 10:05 AM. Jillian Johnson provided instruction on how to give public comment, and conducted the roll call.

2. Roll call

Katie Petrucione – Chair, Deputy City Administrator/CFO, City Administrator's Office

Cyd Harrell – Chief Digital Services Officer, City Administrator's Office

Damon Daniels — Analyst, Mayor's Office

Sophia Hom in for Rene Leedeman — Acting Chief Information Officer, Airport

Jack Wood in for Todd Rydstrom – Deputy Controller, Controller's Office

Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector

Mike Cotter – Director of Finance and Administration, Department of Human Resources

Jillian Johnson – Director, Committee on Information Technology

COIT Staff

Neil Dandavati

Julia Chrusciel

Danny Thomas Vang

Guests

David Pilpel Cynthia Ngo Daniel Hopkins Edward de Asis Michael Bahler Paval Desai	Rand Miyashiro Wayne Li Zhi Li ChiaYu Ma Dorothy Lin	
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3. General Public Comment

Public commenter David Pilpel informed the committee that the agenda and website do not have the correct access code for the meeting, and requested that the website be updated to reflect changes in membership.

The meeting was placed on standby while COIT Staff updated the access code on the agenda and website. It resumed at 10:23 AM.

4. Approval of the Consent Agenda (Action Item)

- 4.1 Resolution Making Findings to Allow Teleconferenced Meetings under California Government Code Section 54953(e)
- 4.2 Approval of Meeting Minutes from November 4, 2022

Public commenter David Pilpel asked that the specific names of individuals for the rollcall vote be included for Item 4.

Jillian Johnson made a motion to approve with the recommended edit, Cyd Harrell seconded. The consent agenda was brought to a vote and approved unanimously by Katie Petrucione, Cyd Harrell, Damon Daniels, Sophia Hom, Jack Wood, Tajel Shah, Mike Cotter, and Jillian Johnson.

5. Department Updates & Announcements

Jillian Johnson announced that Crispin Hollings passed away and Sailaja Kurella has stepped down from the committee.

6. Review the Draft 5-Year ICT Plan for FY 2024-2028

Jillian Johnson reviewed the draft 5-Year ICT Plan with the Subcommittee.

Tajel Shah suggested more emphasis be placed on when staff do an engagement. Do we need to embark on a new endeavor to change technology, or can an issue be resolved by being consistent with software and licenses?

Public commenter David Pilpel suggested that COIT staff add more thematic and strategic language to the draft, such as information related to telecommunications and PC Refresh. They also recommended looking at staffing and investments in equipment, and whether there could be potential savings by reducing staffing needs.

7. Review FY 2023-25 COIT Application Submissions & Evaluation Criteria

Neil Dandavati presented a summary of FY2023-25 COIT applications and reviewed evaluation criteria.

Mike Cotter asked whether there are insights into how requests have been grouped and themed, whether some requests have been solved by various departments, and whether we could capitalize on internally developed software. Tajel Shah requested that the Excel file of the spreadsheet be shared to the committee so that each member could further analyze the data.

Public commenter David Pilpel suggested that two items be added to the evaluation form: (1) criticality of the proposal (high/medium/low) and (2) proposal relevance to department performance metrics (such as an inability to respond to 311 requests without a new system).

8. Adjournment

Katie Petrucione reminded the committee and members of the public that this would be the last remote meeting. Future ones will be held at City Hall Room 305.

The meeting adjourned at 10:57 AM.