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

Friday, March 17, 2023
9:00 am – 12:00 pm
City Hall, Room 305 and 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 – Acting Chief Information Officer, Public Library
Ray Ricardo — 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 9:09 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
   Ray Ricardo — Acting Chief Information Officer, Airport
   Jason Blandon – Acting Chief Information Officer, Public Library
   Todd Rydstrom – Deputy Controller, Controller's Office
   Mike Cotter – Director of Finance and Administration, Department of Human Resources
   Jillian Johnson – Director, Committee on Information Technology

   Sally Ma in for Damon Daniels — Analyst, Mayor's Office (Arrived at 9:38 AM)
   Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector (Arrived at 9:22 AM)

   COIT Staff
   Neil Dandavati
   Julia Chrusciel
   Danny Thomas Vang

3. **General Public Comment**

   There was no public comment.

4. **Approval of Meeting Minutes from March 3, 2023**

   Public commenter David Pilpel thanked the committee for making corrections to the previous minutes.

   Jillian Johnson made a motion to approve, Cyd Harrell seconded.
   The motion was approved unanimously by Katie Petrucione, Cyd Harrell, Ray Ricardo, Sally Ma, Jason Blandon, Todd Rydstrom, Mike Cotter, and Jillian Johnson.

5. **Department Updates & Announcements**

   COIT staff did not have any announcements.

6. **FY 2023-24 & FY2024-25 Budget Project Presentations: COIT Allocation Requests**

   Angela Calvillo, Alisa Somera, Mehran Entezari, and Edward de Asis presented on behalf of the Board of Supervisors on a proposed Legislative Management System.

   Ray Ricardo, Mike Cotter, Cyd Harrell, Tajel Shah, Todd Rydstrom, and Katie Petrucione asked the following clarification questions:
   - How much confidence do you have in the cost, and how did you come to that number?
   - Have you conducted a risk assessment with Granicus? What is the vulnerability to the city if funding does not move forward?
   - Have you thought about how you might handle archived data, and the migration of this data?
   - How are you making sure that you have product management capacity, as this is different than IT management control methods?
   - Have you conducted a market analysis to see what products there are?
   - Have you done a gap analysis to determine what is ready off the shelf and what is customized?
   - What are the minimum qualifications for the Request for Proposal (RFP)?
   - When would the advisory boards and commissions be able to use it?
   - Have you prioritized the modules that will be developed?

   Herman Brown presented on behalf of the District Attorney on their proposed eProsecutor and Electronic Subpoena.

   Ray Ricardo, Todd Rydstrom, and Katie Petrucione asked the following clarification questions on eProsecutor:
   - How does the second phase support the cost of the system?
   - How will this project integrate with the Electronic Subpoena?
   - What is your contracting path, do you have existing authority or would you need an amendment?

   Todd Rydstrom and Jillian Johnson asked the following clarification questions on the Electronic Subpoena:
   - Does the state of California use a similar system, or just local jurisdictions?
   - What impact is there on the general fund beyond the project, such as officer trainings?

   Martin Okumu presented on behalf of the Sheriff on their proposed Jail Management Case System and their Records Management System.

Damon Daniels and Katie Petrucione asked the following clarification questions on the proposed Jail Management Case System:

- Is there an ongoing cost with the vendor outside of COIT Allocation?
- What work are you doing with the Police Department on this system?

Jillian Johnson asked the following clarification question on the proposed Records Management System:

- Is there a joint strategy to contract together or procure a similar system with the Police Department?

Jim Shields presented on behalf of the Police on their Records Management System, Human Resources Management System, and Recruitment Tool.

Tajel Shah, Ray Ricardo, Jillian Johnson, Katie Petrucione, and Mike Cotter asked the following clarification questions on the proposed projects:

- How many local law enforcement agencies are not in compliance with the FBI?
- Is your existing infrastructure supported for cloud migration, or are you on an older version?
- How confident are you with the cost, and how did you assess said costs?
- If the cost is an indicator of complexity, how will the department manage implementation?
- Is the cost all positions, or does it also include contracting costs? If it is all positions, what is the second year cost?
- Are your project manager positions filled?
- What are you solving for, a business process to get the team in, or getting them out of the class into the field?

Public comment was taken and David Pilpel requested that the slides be posted online before the meeting. He expressed support for the project from the Board of Supervisors, but is not sure if the estimated cost is the correct amount.

7. **Proposed Schedule to Review General Fund Project Requests**

Jillian Johnson presented on behalf of COIT staff.

There was no public comment.

8. **Adjournment**

The meeting adjourned at 12:13 PM.