



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, March 31, 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

Jillian Johnson called the meeting to order at 9:07 AM, provided instruction on how to give public comment, and conducted the roll call.

2. Roll call

Jillian Johnson in for 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

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

Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector

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 17, 2023

There was no public comment.

Ray Ricardo made a motion to approve, Tajel Shah seconded.

The motion was approved unanimously by Jillian Johnson, Cyd Harrell, Damon Daniels, Jason Blandon, Ray Ricardo, Todd Rydstrom, Mike Cotter, and Tajel Shah.

5. Department Updates & Announcements

COIT staff did not have any announcements.

There was no public comment.

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

Jim Shields presented on behalf of the Police Department on a proposed Permits and Carrying Concealed Weapons System.

Mike Cotter, Tajel Shah, and Cyd Harrell asked the following clarification questions:

- What does the process look like today with the manual system? Are there opportunities to fine-tune the current structure?
- Has the Police Department explored the solution outlined by the Sheriff's Office?
- Have you engaged with other departments that have permitting systems (such as DPH) to see why they use a particular product/platform?
- What does the department mean by "off-the-shelf"? Is it defined as a well-known company, or is it a system well-known in the industry? Is the platform customizable?

Lauren Philibosiam and Tajel Shah presented on behalf of the Treasurer-Tax Collector on a proposed Empty Homes Tax.

Todd Rydstrom, Ray Ricardo, and Jillian Johnson asked the following clarification questions:

- Will the property collection format be helpful, from the Rent Board Inventory under the Property Tax Bill?
- How did the department derive the cost estimate? Will there be additional staffing requirements since the system would be new?
- Does the department plan to work with DataSF, as they already work with permitting agencies on central data sets?

Linda Gerull, Mike Makstman, Rohit Gupta, Keith Kawas, and Payal Desai presented on behalf of the Department of Technology on their proposed projects.

Ray Ricardo, Jillian Johnson, and Cyd Harrell asked the following clarification questions on the JUSTIS Data Center of Excellence:

- From a compliance and standards perspective, is the city basing its approach on particular best practices to ensure success?

- It was noted that central agencies can potentially go to JUSTIS when they need data on criminal justice stats and progress that is being made. Are the partnering agencies supportive of this structure?
- Is this data center specific to JUSTIS, or does it touch other areas of the City?

Ray Ricardo and Mike Cotter asked the following clarification questions on the Cloud Center of Excellence:

- Is there a tool or method in place that will manage a cost meter that a user consumes?
- Will the department conduct an architectural review of existing applications to advise whether there is an ability to do more scalability, and so forth?
- Has there been consideration of training not only for the technology team, but also the finance team?

There were no questions from subcommittee members on Data Center Resiliency or Telecom and LAN Modernization.

Mike Dougherty presented on behalf of the Department of Emergency Management on a proposed Computer Aided Dispatch Replacement Project.

Todd Rydstrom, Ray Ricardo, and Tajel Shah asked the following clarification questions:

- Within the landscape of CAD Systems in the city, do the ones operated by DPW and MTA integrate with your system?
- How do you deal with contracts between the things that need to interface in relation to implementation of the CAD System itself (such as CCTVs)?
- In the future, is the intent that you will just have to upgrade devices once the software has been upgraded?

Veronica Martinez and Steve Solona presented on behalf of the Department of Juvenile Probation on a proposed VoIP Project.

There were no questions from subcommittee members.

There was no public comment.

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 11:41 AM.