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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 2, 2024

10:00 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

Tiffany Young– Analyst, Mayor's Office

Jason Blandon – Acting Chief Information Officer, Public Library

Ray Ricardo —Project Delivery IT Director 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

Chia Yu Ma- Chief Financial Officer, Department of Technology

1. **Call to Order by Chair**

Katie Petrucione called the meeting to order at 10:06 AM, provided instruction on how to give public comment, and conducted the roll call.

1. **Roll call**

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

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

Jason Blandon – Acting Chief Information Officer, Public Library

Ray Ricardo — IT Director, Project Delivery, Airport

Todd Rydstrom – Deputy Controller, Controller’s Office

Mike Cotter – Director of Finance and Administration, Department of Human Resources (Joined at 10:16 AM)

Chia Yu Ma- Chief Financial Officer, Department of Technology

COIT Staff

Damon Daniels

Julia Chrusciel

Danny Thomas Vang

1. **General Public Comment**

There was no public comment.

1. **Department Updates & Announcements**

Katie Petrucione introduced Chia Yu Ma from DT and Tiffany Young from MBO as new members to the subcommittee. She updated everyone on how COIT is still waiting for a firm funding assumption from MBO for FY 2025-26, and that she was informed that COIT could assume the base budget for FY 2025.

There was no public comment.

1. **Approval of Meeting Minutes from April 7, 2023**

There was no public comment.

Todd Rydstrom made a motion to approve, Cyd Harrell seconded.

The motion was approved unanimously by Katie Petrucione, Cyd Harrell, Jason Blandon, Ray Ricardo, Todd Rydstrom, and Chia Yu Ma.

1. **FY 2024-25 & FY2025-26: COIT Application Summary**

Damon Daniels presented an overview of COIT FY24-25 submissions, and posed two questions to members of the subcommittee:

* How would subcommittee members like to structure future meetings, by theme or departments?
* Are there any other projects that should be taken into consideration, or should be invited for a presentation? For example, any non-General Fund departments.

Questions posed by members of the subcommittee include:

* What is the relationship between COIT and non-General Fund departments?

Recommendations posed by members of the subcommittee include:

* Future Meeting Structure:
1. Have it based on department, so that representatives do not need to come several times if their projects touch multiple themes.
2. Have it based on a theme so that trends are clearer across the city, this could be a soft start to an inventory.
* Citywide Inventory: Collect information on technology that is utilized by several departments.
1. Identify the stated purpose and scope up front, to prevent additional bureaucracy.
2. Focus on specific themes, based on the types of projects that came in this year.
3. Consider themes that are more budgetarily impactful.
4. DT has started to do this for applications and software as part of their CIO Review, COIT should connect with them to determine what is feasible.
* Inform departments of what functions and features are available for a specific technology, and what are not, and potential ways to accomplish the intended purpose with existing infrastructure.

There was no public comment.

1. **Review COIT Project Criteria**

Damon Daniels presented current project evaluation criteria and asked the subcommittee for potential changes and/or adjustments.

Recommendations posed by members of the subcommittee include:

* Place an emphasis on proposals that have a clear definition of the problem and business needs that underly the technology request.
* Connecting citywide goals and values, such as racial equity and generative artificial intelligence, determine whether departments have thought about these in their decision-making process.
* Be cautious of unintended negative impacts to the general public surrounding the purchase of technology, such as those with artificial intelligence.
* Have departments include (1) the cost to maintain the technology over time and (2) the projected long-term savings for the department, in conjunction to the cost of the product or the cost of implementation,
* Look at how much of the funding is for phase one needs assessment and business case development, and how this might impact phase two.
* Develop a way to inform departments of available resources with shared use authority, such as existing contracts and pools.

There was no public comment.

1. **Adjournment**

The meeting adjourned at 11:15 AM.