



# 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 3, 2023

10:00 am – 12:00 pm

City Hall Room 305 and Webex Online Event

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#### 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 10:02 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

Jane Gong in for Cyd Harrell – Chief Digital Services Officer, City Administrator's Office

Ray Ricardo — Acting Chief Information Officer, Airport

Damon Daniels — Analyst, Mayor's Office

Jason Blandon – Acting Chief Information Officer, Public Library

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

### **3. General Public Comment**

There was no public comment.

### **4. Approval of Meeting Minutes from February 3, 2023**

Public Commenter David Pilpel requested that Item 4 in the Agenda be updated to reflect the correct year, and to update his pronouns in the previous minutes.

Jillian Johnson made a motion to approve with the amendment, Ray Ricardo seconded. The motion was approved unanimously by Katie Petrucione, Jane Gong, Ray Ricardo, Damon Daniels, Jason Blandon, Jack Wood, Tajel Shah, Mike Cotter, and Jillian Johnson.

### **5. Department Updates & Announcements**

COIT staff did not have any announcements. Tajel Shah gave an update on the banking changes that department accounting staff and CFOs are going through, and stated that the transition should be complete by April.

Public Commenter David Pilpel requested that presentation slides be posted on the website in advance.

### **6. FY 2023-24 & FY2024-25 Budget Project Presentations**

Jonathan Kaplan presented on behalf of the Airport.

Katie Petrucione, Jack Wood, and Tajel Shah asked the following clarification questions:

- Do other airports have to do the same, and are they looking at the same professional services?
- Are any tools or solutions from the Department of Technology being used to meet requirements?
- What was found in the initial assessment?
- What are the consequences if it isn't done?
- What changes will be made, from a staffing and professional services stance, to the budget in the next two fiscal years to address these needs?

Jennifer S. Hopkins and Ramsey Williams presented on behalf of the Public Utilities Commission.

Tajel Shah, Mike Cotter, and Jane Gong asked the following clarification questions:

- Can you provide additional details on your departmental approach? How did you onboard departments on IT, and how did you communicate this to staff?
- Do you have a tool or solution in place that you leverage for your IT management practices?
- Are there efforts for emergency communication templates for public messaging?

Public Commenter David Pilpel emphasized the importance of coordination between external and internal facing departments, as well as strategic succession planning.

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

Jillian Johnson and Neil Dandavati presented on behalf of COIT staff.

Tajel Shah asked for additional details on department themes, and the staff rationale behind their decisions. For example, the opportunity cost between several options, or an emphasis on projects that have received funding in the past. Mike Cotter recommended that scalability be taken into consideration, in order to determine whether a solution can be repeated across departments.

Jillian Johnson asked members to let COIT staff know in the next week if they have recommendations on projects that should have a deeper review, or are not in the current docket for a presentation.

Public commenter David Pilpel agrees with the thoughts from Tajel Shah.

## **8. Adjournment**

The meeting adjourned at 11:21 AM.