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

Friday, March 22, 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 Development IT Director, Airport
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 10:02 AM, 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
   Tiffany Young– Analyst, Mayor's Office
   Jason Blandon – Acting Chief Information Officer, Public Library
   Ray Ricardo — IT Director, Project Delivery, 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
   Chia Yu Ma- Chief Financial Officer, Department of Technology

   COIT Staff
   Damon Daniels
   Julia Chrusciel
   Danny Thomas Vang

3. **General Public Comment**

There was no public comment.

4. **Department Updates & Announcements**

Tajel Shah announced that the Women in Tech event will be continued this year on May 21, 2024.

There was no public comment.

5. **Approval of Meeting Minutes from March 15, 2024**

There was no public comment.

Cyd Harrell made a motion to approve the minutes, Ray Ricardo seconded.
The motion was approved unanimously by Katie Petrucione, Cyd Harrell, Tiffany Young, Jason Blandon, Ray Ricardo, Jack Wood, Tajel Shah, Mike Cotter, and Chia Yu Ma.

6. **FY 2024-25 & FY 2025-26 Budget Project Presentations**

Quality & Accessibility Funding for Migration of City Websites , City Administrator's Office
Questions from subcommittee members:
- Is consolidation or streamlining of similar websites part of the project, in instances where natural access and usability would happen?

Disaster Recovery for Critical City Applications, Department of Technology
Questions from subcommittee members:
- How does the department decide to fund a city agency's consumption, is there a test to determine whether it is a legitimate need?
- Who helps establish the resilience goal or objective, how does the department tell the resilience of one agency versus another?
- Will the department come with recommendations and criteria for trading off between the applications?
- What will the three staff be doing?
- Starting in FY 27-29, will the three FTE no longer be needed?

Disaster Service Worker Management System, Department of Human Resources
Questions from subcommittee members:
- Has the department thought about what it would like to accomplish more broadly, other than updating to the smart badge?
- Does the projected cost include (1) the hardware for the badge reader or (2) the rollout of the smart badges?
- Does the department have a project plan for the position?
- Is the department trying to get disaster worker forms in one central location?

Digital Evidence Management System (DEMS), San Francisco Police Department and District Attorney
Questions from subcommittee members:
- Can the department send a budget with a line item of the cost breakdown? Can you project five years of ongoing costs in said budget?

- Outside of the implementation cost, how much is it for licenses and so forth?
- Can the department negotiate for better terms?
- Does the department know what other jurisdictions use?
- How is transferal of evidence between departments occurring at the present?
- What work has the two departments done so far for business requirements and scope of the RFP?

Empty Homes Tax, Treasurer & Tax Collector
Questions from subcommittee members:
- What tool is the department using, or was it created in-house?
- Will the department continue to interface data from multiple partners?
- What is the department using for the public form?

There was no public comment.

7. Review the remaining budget presentation schedule

There was no public comment.

8. Adjournment

The meeting adjourned at 12:07 PM.