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

Friday, March 29, 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
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 10:04 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**

   There was no public comment.

5. **Approval of Meeting Minutes from March 22, 2024**

   There was no public comment.

   Tajel Shah 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**

   Computer Aided Dispatch Replacement Project, Department of Emergency Management
   Questions from subcommittee members:
   - Is the department switching vendors, or will they be moving forward with the same one?
   - Is the upgrade associated with integrations with other interfaces? If so, how many?
   - Will there be a need to upgrade integrated systems as a result of implementation?
   - Is there a cost for standard updates in between the five- and ten-year upgrades?
   - Is there a cost for networking segmentation or cyber filtering, or is it part of the $6M package?
   - How confident is the department in spending the full $10.5M?

   Property Assessment and Tax Systems Replacement, Office of Assessor-Recorder
   Questions from subcommittee members:
   - Does the department have city staff to manage vendor risk and delivery, and to course correct as part of the agile methodology?
   - Was there performance and liquidated damage clauses in the contract?
   - Does the department have confidence that the vendor can deliver the product?

   Business Tax Application, Treasurer & Tax Collector
   Questions from subcommittee members:
   - Does the cost include staffing, or is it just procurement and professional services?
   - How many staff actively use the system at a given time?
   - Will there be a shift in operational need for the team when the systems are in place and the department has ownership?
   - Has the department seen a demo, or looked into commercial off-the-shelf software?
   - How has the department determined vendor capability and feasibility of product completion if there is no demo available?

   VOIP and LAN Modernization, Department of Technology
   Questions from subcommittee members:
   - How does the department make the decision on whether to migrate to soft phone or VOIP?
   - What is the cost distinction between going to soft phone versus VOIP?

- Is the department offering the option of soft phone technology, or is there a standard that the department is pushing as a city?
- Will there be an upgrade on network monitoring tools, in conjunction to the network upgrade? And would there be any assessment, maintenance, or audit on soft phones?
- How does the department distinguish quality of service by voice and data?

NIBRS-Compliant RMS, Police Department
Questions from subcommittee members:
- What is the time frame you need the funding in for the remaining $20M?
- Does the department run into risk tied to grant spend versus specific milestones for deliverables laid out, or was it Generic enough to spend up front?

There was no public comment.

7. **Review the remaining budget presentation schedule**

Damon Daniels announced that the subcommittee will review and take action at the April 5 meeting on the budget scenarios to be forwarded to COIT. Katie Petrucione posed the question of whether the subcommittee should continue conversations throughout the year on broader issues that have arisen throughout the proposals, outside of the traditional February-April timeframe.

There was no public comment.

8. **Adjournment**

The meeting adjourned at 12:07 PM.