



Committee on Information Technology

Office of the City Administrator

San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, Suite 352

Draft Minutes

Committee on Information Technology Meeting

Thursday, February 18, 2021

10:00 am – 12:00 pm

WebEx event

Members

Carmen Chu, City Administrator, Chair

Linda Gerull, Chief Information Officer, Department of Technology

Ashley Groffenberger, Budget Director, Mayor's Office

Shamann Walton, President, Board of Supervisors

Ben Rosenfield, Controller

Carol Isen, Acting Director, Department of Human Resources

Dr. Grant Colfax, Director, Department of Public Health

Michael Carlin, Acting Manager, Public Utilities Commission

Michael Lambert, City Librarian, Public Library

Mary Ellen Carroll, Director, Department of Emergency Management

Ivar Satero, Director, San Francisco International Airport

Jeffrey Tumlin, Director, Municipal Transportation Agency

Trent Rhorer, Executive Director, Human Services Agency

Charles Belle, Public Member

Nnena Ukuku, Public Member

1. Call to Order by Chair

Deputy City Administrator Ken Bukowski called the meeting to order at 10:00 am.

2. Roll call

Members Present

Ken Bukowski (for Carmen Chu)

Linda Gerull

Ashley Groffenberger

Natalie Gee (for Shamann Walton)

Todd Rydstrom (for Ben Rosenfield)

Carol Isen

Ken Salmon (for Michael Carlin)

Michael Lambert

Ian Law (for Ivar Satero)

Lisa Walton (for Jeffrey Tumlin)

Natalie Toledo (for Trent Rhorer)

Charles Belle
Nnena Ukuku

COIT Staff

Matthias Jaime
Emma Fernandez

Guests

Andrea Lynn	Grace Ybanez	Michael Solomon
Kate Howard	Guy Clarke	Mike Makstman
Michael Liang	Humphrey Loe	Mitchell Spector
Rachel Cukierman	Jade Wang-Angelastro	Nima Iyengar
Angela Calvillo	Jerry Burdick	Rand Miyashiro
Alicia Wong	Jo-Ann Hutchison Hill	Sekhar Nagasundaram
Amardeep Prasad	John Reinecke	Sunny Lakhmani
Bill Joe	Keith Kawas	Susan McConkey
Carrie Bishop	Kirk Kirkpatrick	Tammy Lundy
Daniel Hopkins	Mathew Larson	Will Sansion-Mosier
Gerald Villabroza	Matthew Reeves	

3. Approval of Meeting Minutes from February 4, 2021 (Action Item)

The minutes were approved.

Mr. David Pilpel made public comment.

4. Chair Update

Deputy City Administrator Ken Bukowski announced that the Mayor’s Office of Housing and Community Development is recruiting for a new Digital Equity Manager, with a submission deadline of March 5. The Board of Supervisors will hold a hearing on March 11 on the digital divide.

5. CIO Update

Chief Information Officer Linda Gerull provided an update on the ways the Department of Technology can support departments in reducing their operating budget.

Rachel Cukierman, Deputy Director of Administration and Finance for the Office of the Assessor-Recorder, presented on the progress of the Property Assessment System replacement project. Phase 1 of the project went live in January.

A public commenter recommended use of Adobe software for public records releases and the use of electronic signatures for contracts for transparency.

David Pilpel made public comment about the citywide phone directory and field coordination on addresses between city departments.

6. Final Review of the FY 2022-26 Information and Communication Technology (ICT) Plan (Action Item)

COIT Director Matthias Jaime presented the final draft of the ICT plan and recommendations.

Committee members discussed the concept of a unified City website, with Ken Salmon recommending that departments with brand identities like Public Utilities Commission not switch to a shared website. Members discussed solutions for creating a centralized location for residents to find information while maintaining department identity.

The ICT Plan was unanimously approved to share with the Mayor and Board of Supervisors.

A public commenter recommended use of a single city website portal and discussed requirements for publishing systems inventory to the Open Data Portal.

David Pilpel made public comment on the sf.gov website and suggested keeping department websites separate.

7. Public Comment

David Pilpel made public comment to suggest using sf.gov as a central website and linking to departments' individual websites from their department page on sf.gov.

A public commenter discussed the use of prototyping and experimental technology solutions in government.

8. Adjournment

The meeting adjourned at 11:24 am.