



# Committee on Information Technology

## Office of the City Administrator

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

### Minutes

#### Budget and Performance Subcommittee Meeting City and County of San Francisco

Thursday, February 13, 2025

10:00 am – 12:00 pm

City Hall, Room 305 and Webex Online Event

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#### Members

Katie Petrucione – Chair, City Administrator/CFO, City Administrator's Office

Jason Blandon – Chief Information Officer, Public Library

Daniel Cawley – Analyst, Mayor's Office

Mike Cotter – Director of Finance and Administration, Department of Human Resource

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

Alfred Herman – Chief Financial Officer, Department of Technology

Edward McCaffrey – Director, Committee of Information Technology

Ray Ricardo – Project Delivery IT Director, Airport

Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector

Chia Yu Ma – Deputy Controller, Controller's Office

#### 1. Call to Order by Chair

Katie Petrucione called the meeting to order at 10:03 AM. Eddie McCaffrey provided instruction on how to give public comment and conducted the roll call.

#### 2. Roll call

##### Present

Elaine Benvenuti – Department of Technology (in for Alfred Herman, Chief Financial Officer)

Daniel Cawley – Analyst, Mayor's Office

Mike Cotter – Director of Finance and Administration, Department of Human Resource (joined 10:06 AM)

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

Kathy Mark – Airport (In for Ray Ricardo, Project Delivery IT Director)

Edward McCaffrey – Director, Committee of Information Technology

Katie Petrucione – Chair, City Administrator/CFO, City Administrator's Office

Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector

Alicia Wong – Public Library (In for Jason Blandon, Chief Information Officer)

Chia Yu Ma – Deputy Controller, Controller's Office

COIT Staff

Damon Daniels – Technology Portfolio Manager, City Administrator’s Office

Danny Thomas Vang – Policy Analyst, City Administrator’s Office

Julia Chrusciel – Privacy Analyst, City Administrator’s Office

**3. General Public Comment**

There was no public comment.

**4. Department Updates & Announcements**

There was no public comment.

**5. Approval of the Meeting Minutes from February 7, 2025 (Action Item)**

There was no public comment.

Cyd Harrell made a motion to approve the minutes, Tajel Shah seconded.

The motion was approved by the following members.

Elaine Benvenuti – Department of Technology (in for Alfred Herman, Chief Financial Officer)

Daniel Cawley – Analyst, Mayor’s Office

Mike Cotter – Director of Finance and Administration, Department of Human Resource

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

Edward McCaffrey – Director, Committee of Information Technology

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

Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector

Alicia Wong – Public Library (In for Jason Blandon, Chief Information Officer)

Chia Yu Ma – Deputy Controller, Controller’s Office

The following members abstained from the vote.

Kathy Mark – Airport (In for Ray Ricardo, Project Delivery IT Director)

**6. Department Presentations: Currently Funded GF Technology Projects**

Department of Emergency Management – CAD Replacement Update

Presenters: Mike Dougherty

Questions from subcommittee members:

- There is a \$20M balance left for project completion, but the COIT budget ask is only for about \$6M, where will the remaining funding come from?
- Is there an organizational structure in place to ensure success, such as a steering or governing committee?
- How did the department find organizational change management experts in Alameda?
- Is the CAD Lab equipped to simulate integration testing, such as fire station alerting and the California Law Enforcement Telecommunications System (CLETS)?
- Does the system facilitate universal CLETS integration for public safety departments, such as SHF and POL?

Office of the Treasurer and Tax Collector – Business Tax Application Update

Presenters: Tajel Shah and Alanna Olague

Questions from subcommittee members:

- Who has the department selected as their vendor?
- Will the three-month discovery period be sufficient time?
- Is the department the core user, or are there dependencies on other departments?
- Does this update effect public portals, or just back-end interface?

Department of Technology – Disaster Recovery for Critical City Applications

Presenters: Nathan Sinclair, Kamroonbanu Mohideenbasha, and Paul Merlin

Questions from subcommittee members:

- Which systems will the department start with, and how was the decision made to start with these systems?
- What systems is the department concerned with outside of the five listed?
- What engagement has occurred with departments up to this point?

Department of Technology – Cloud Center of Excellence

Presenters: Mike Makstman and Paul Merlin

Questions from subcommittee members:

- As the department parses 25% over the next four years, what is in year one and how do staff decide on what goes first?
- How long is the “double mortgage” projected to last?
- What are the reoccurring costs for this project?
- How many data centers does the city have?

Department of Technology – Emerging Technologies Budget Proposal FY26-30

Presenters: Mike Makstman

Questions from subcommittee members:

- What is the timing surrounding the kick-off of the emerging technologies governance group, and how is the department engaging city agencies to inform this group?
- What are this year’s deliverables for 22J?
- Has the department been in communication with CON about the projected audit?
- When does the premium licenses for ChatGPT end for city workers, and what will the department do afterwards for staff who will lose access?
- Has the department been able to leverage the work on disaster discovery with this project?

There was no public comment.

**7. Adjournment**

The meeting adjourned at 12:01 PM.