



# 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, February 28, 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 Resources

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

Alfred Herman – Chief Financial Officer, Department of Technology

Edward McCaffrey – Director, Committee on 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**

Edward McCaffrey 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**

#### Present

Edward McCaffrey – Director, Committee on Information Technology

Daniel Cawley – Analyst, Mayor's Office

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

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

Alfred Herman – Chief Financial Officer, Department of Technology

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

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

#### Absent

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

COIT Staff

Damon Daniels – Technology Portfolio Manager, Committee on Information Technology

Danny Thomas Vang – Policy Analyst, Committee on Information Technology

Julia Chrusciel – Privacy Analyst, Committee on Information Technology

**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 21, 2025 (Action Item)**

There was no public comment.

Kathy Mark made a motion to approve the minutes, Tajel Shah seconded.

The motion was approved by the following members. There were no votes in opposition.

Edward McCaffrey – Director, Committee on Information Technology

Daniel Cawley – Analyst, Mayor’s Office

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

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

Alfred Herman – Chief Financial Officer, Department of Technology

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

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

**6. Department Presentations: GF Technology Project Proposals**

**Department of Police Accountability)**

**Presenters:** Eric Ho

**Project:** Migration to Cloud Computing

**Overview:** Discussion focused on identifying costs that would be avoided after project completion, whether the department has reviewed existing contracts for document management systems, and whether SharePoint automatically manages document retention and file purging. The department also spoke to the feasibility of completing the project using in-house expertise.

**Juvenile Probation Department (JUV)**

**Presenter(s):** Veronica Martinez, Bobson Lam, and Ling Gao

**Project:** SAN Project

**Overview:** Discussion focused on clarifying the purpose of the professional services and whether the Department of Technology could offer support, as well as if this type of project is something that they encounter regularly.

**City Administrator’s Office (CAO)**

**Presenter(s):** Carson Chin

**Project:** 311 Cloud Telecom Upgrade

**Overview:** Discussion focused on whether the system needs to align with 911, the compatibility of the Department of Public Health's system, the potential overlap with the Department of Technology's VOIP project, and the reasons for moving the project forward at this time.

**Sheriff's Office (SHF)**

**Presenter(s):** Martin Okumu

**Project:** Replace public safety critical End of Life Data Center Infrastructure equipment: Servers, Storage, Backup

**Overview:** Discussion focused on the misalignment in the fiscal forecast numbers for the upcoming years and whether the Sheriff's Office will cover the balance difference.

**Department of Technology (TIS)**

**Presenter(s):** Nathan Sinclair and Chinna Subramaniam

**Project:** Strengthening Trust and Access

**Overview:** Discussion focused on the choice to use contractors instead of city staff for core activities, whether the presented metrics apply to the entire city or specific departments, how funding was sourced for departments that have completed the process, and whether each workstream has its own project manager or if a single manager oversees all four. Subcommittee members also raised concerns about the feasibility of completing all four workstreams within the given timeline and whether prioritization is needed.

There was no public comment.

## **7. Adjournment**

The meeting adjourned at 11:56 AM.