



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

Friday, February 7, 2025

10:00 am – 12:00 pm

City Hall, Room 305 and Webex Online Event

Members

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

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

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 10:01 AM. Eddie McCaffrey provided instruction on how to give public comment and conducted the roll call.

2. Roll call

Present

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 (*Joined 10:05 AM*)

Edward McCaffrey – Director, Committee of Information Technology

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

Ray Ricardo – Project Delivery IT Director, Airport

Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector (*Joined 10:05 AM*)

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

Damon Daniels reminded subcommittee members that the next B&P Meeting scheduled for Thursday, February 13, 2025.

There was no public comment.

5. Approval of the Meeting Minutes from January 31, 2025 (Action Item)

There was no public comment.

Ray Ricardo made a motion to approve the minutes, Cyd Harrell seconded.

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

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, a City Administrator/CFO, City Administrator’s Office

Ray Ricardo – Project Delivery IT Director, Airport

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

Chia Yu Ma – Deputy Controller, Controller’s Office

6. Department Presentations: Currently Funded GF Technology Projects

City Administrator – Web Accessibility Update

Presenters: Cyd Harrell and Nadine Levin

Questions from subcommittee members:

- To deliver on objectives for FY26, are the other funding sources outside of COIT needed?
- For the .gov transition, has DDS captured any of the department costs that will be associated with supporting migration?

Office of Assessor-Recorder – Property Assessment and Tax System Update

Presenters: Simone Jacques and Wendy Ngo

Questions from subcommittee members:

- Is the team capacity gap of a product manager due to budget or skillset?
- How much is in the base, what is the gap, and is this the last installment?

- What is the ongoing care and cost for the department, and has staff been in communication with the Mayor's Office?

Sheriff's Office – JMS Update

Presenters: Martin Okumu and Patrick Leung

Questions from subcommittee members:

- How can the department or subcommittee bridge the funding disconnect for important projects that are not discretionary?

Suggestions from subcommittee members:

- Departments should be asked to showcase that they have looked into the dependencies associated with upgrading into a new system
- Departments should be prompted to think about ongoing costs during budget planning, and how to keep the system updated and maintained over time
- Public safety departments should provide insight into the data they share amongst one another and the data that is unique to their department, and how this intersects with JUSTIS
- There should be a set of questions that COIT staff provides to public safety departments, including questions such as what are shared data elements and who controls the API

There was no public comment.

7. Adjournment

The meeting adjourned at 11:48 AM.