



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, April 4, 2025

10:00 am – 12:00 pm

City Hall, Room 305 and Webex Online Event

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

Eddie McCaffrey 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

Present

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

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

Daniel Cawley – Analyst, Mayor's Office

Edward McCaffrey – Director, Committee on Information Technology

Ray Ricardo – Project Delivery IT Director, Airport

Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector

Anna Utgoff – City Administrator's Office (in for Cyd Harrell, Chief Digital Services Officer)

Chia Yu Ma – Deputy Controller, Controller's Office

Absent

Jason Blandon – Chief Information Officer, Public Library

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

COIT Staff

Damon Daniels – Technology Portfolio Manager, Committee on Information Technology

Julia Chrusciel – Privacy Analyst, Committee on Information Technology

Danny Thomas Vang – Policy 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 March 28, 2025 (Action Item)

There was no public comment.

Ray Ricardo, Airport, made a motion to approve the minutes.

Tajel Shah, Treasurer-Tax Collector, seconded the motion.

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

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

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

Daniel Cawley – Analyst, Mayor’s Office

Edward McCaffrey – Director, Committee on Information Technology

Ray Ricardo – Project Delivery IT Director, Airport

Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector

Anna Utgoff – City Administrator’s Office (in for Cyd Harrell, Chief Digital Services Officer)

Chia Yu Ma – Deputy Controller, Controller’s Office

6. FY 25-27 COIT Technology Proposals (Action Item)

Edward McCaffrey and Damon Daniels presented on self-funded project approvals, General Fund project approvals, and proposed funding recommendations.

Self-Funded Project Approvals

Department of Public Works (DPW)

Project: M-Files Implementation (RMS)

Overview: Subcommittee members inquired about the rationale for not utilizing existing software solutions, recommending that departments demonstrate awareness of technologies already in use across other departments and provide a clear assessment of why these tools are not being adopted. COIT staff confirmed that this issue is under consideration and noted that the team would seek input from subcommittee members on how best to implement this approach.

General Discussion: Subcommittee members noted potential confusion around what is considered a new project, clarifying that modifications to existing systems should not be included. It was also emphasized that all technology initiatives must be reviewed by COIT, and greater effort is needed to ensure departments share their initiatives comprehensively.

General Fund Project Approvals

Department of Emergency Management (DEM)

Project: All Street Teams Integrated Dataset (ASTRID)

Overview: Subcommittee members emphasized that the funding need and mayoral priority remain consistent, regardless of where the system is housed. Questions were raised regarding whether the funding is for staffing or infrastructure, and whether the solution is intended to provide city staff with shared data visibility or if it is geared toward local partners.

Board of Supervisors (BOS)

Project: New Legislative Management System

Overview: Subcommittee members requested clarification on the heat map and multilingual components, specifically regarding their projected phases and budget reallocations for the first year. They recommended prioritizing staff-facing components, such as drafting legislation, before addressing public-facing elements like multilingual access, to ensure operational efficiency. Additionally, a suggestion was made to explore native browser solutions, including AI capabilities, as potential replacements for certain components.

Sheriff's Department (SHF)

Project: Implement a Records Management System

Overview: Subcommittee members focused on the citywide contract for procuring imaging services, highlighting the potential for integrating imaging commodities across platforms. Members emphasized the importance of promptly addressing existing materials while focusing efforts on new content moving forward.

Proposed Funding Recommendations

General Discussion: Subcommittee members expressed interest in reviewing existing technology projects under the low-funding scenario, with potential reductions based on implementation progress. Specifically, funding may be reduced for projects where costs should be operationalized or those that have not met key milestones. Members recommended establishing a policy on the duration of COIT funding for projects and developing clear criteria for project selection. COIT staff highlighted plans for departments to present lessons learned, identify challenges, and assess whether the systems met their intended needs.

Tajel Shah, Treasurer-Tax Collector, made a motion to approve both the high and low scenarios, contingent upon COIT staff engaging with existing projects over the next week to assess performance and potential reductions. Any necessary adjustments to the low scenario may be made, including the incorporation of DPA into the proposal. Ray Ricardo, Airport, seconded the motion.

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

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

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

Daniel Cawley – Analyst, Mayor's Office

Edward McCaffrey – Director, Committee on Information Technology

Ray Ricardo – Project Delivery IT Director, Airport

Tajel Shah – Chief Assistant Treasurer, Treasurer-Tax Collector

Anna Utgoff – City Administrator's Office (in for Cyd Harrell, Chief Digital Services Officer)

Chia Yu Ma – Deputy Controller, Controller's Office

There was no public comment.

7. Budget & Performance Governance (Discussion Item)

Edward McCaffrey and Damon Daniels presented on expansion and restructuring of the B&P Subcommittee work moving forward.

There was no public comment.

8. Adjournment

The meeting adjourned at 11:49 AM.