Committee on Information Technology
Office of the City Administrator
1 South Van Ness, 2nd Floor, San Francisco, CA 94103

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 305, WebEx Online Event

Members
Katie Petrucione – Chair, Deputy City Administrator, 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
Sophia Hom – Chief Digital Transformation Director, San Francisco International Airport
Edward McCaffrey – Director, Committee on Information Technology
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 10:04 AM. Edward McCaffrey provided instruction on how to give public comment and conducted the roll call.

2. **Roll call**

   Present

   Chair, City Administrator's Office
   Mayor's Office
   Department of Human Resources
   Digital Services
   Department of Technology
   San Francisco International Airport
   Committee on Information Technology
   Treasurer-Tax Collector
   Controller's Office

   Absent
   Public Library

   COIT Staff
   Danny Thomas Vang – Policy Analyst, Committee on Information Technology

3. **General Public Comment**

   There was no public comment.

4. **Department Updates & Announcements**

   Katie Petrucione reminded subcommittee members that the goal is to expand the group's work and strategic thinking. This meeting marked the first effort to convene the subcommittee outside of the traditional budget cycle to hear presentations from departments with projects that have received COIT funding. Edward McCaffrey welcomed Sophia Hom as the new representative from San Francisco International Airport and extended best wishes to Ray Ricardo on his retirement.

   There was no public comment.

5. **Approval of the Meeting Minutes from April 4, 2025 (Action Item)**

   There was no public comment.

   Treasurer-Tax Collector made a motion to approve the minutes from April 4, 2025.
   Digital Services seconded the motion.

   The motion was approved by the following members. There were no votes in opposition.
   Chair, City Administrator's Office
   Mayor's Office
   Department of Human Resources
   Digital Services
   Department of Technology
   San Francisco International Airport
   Committee on Information Technology
   Treasurer-Tax Collector
   Controller's Office

6. **FY 26 COIT Technology Presentations: Department Project Updates (Discussion Item)**

   <u>**Board of Supervisors (BOS)**</u>
   Presenters: Angela Calvillo and Edward de Asis
   Project: New Legislative Management System
   Discussion: Subcommittee members raised questions regarding funding streams for ongoing maintenance and upkeep, the rationale for addressing digital accessibility later in the process rather than from the outset, the timeline for testing the initial product, the long-term vision for the artificial intelligence component of the public-facing interface and the staffing plan required to refine AI responses, and the balance between in-house development and third-party software integrations. In response, BOS indicated plans to operationalize costs and license the product to ensure long-term self-sufficiency, committed to assessing digital accessibility earlier in the development process going forward, and confirmed that testing began in August 2025 with approximately 30 years of historical data already migrated. BOS also noted that AI responses will rely on language written by City Attorney, clarified that the confidential drafting tool is being developed from scratch, and confirmed that the legislative map is sourced from an existing system.

   <u>**Department of Human Resources (DHR)**</u>

Presenters: Syd Heller
Project: SF My Portal
Discussion: Subcommittee members inquired whether a dedicated team is responsible for rationalizing and aligning the information architecture across SF My Portal, My Hub, and My Apps. They also recommended expanding outreach to smaller departments with fewer than 200 employees and conducting a more in-depth analysis of employee engagement with the platform. DHR expressed openness to collaborating with the Controller's Office and the Department of Technology to help ensure a more unified and seamless employee experience across systems.

Department of Technology (DT)
Presenters: Michael Latt and Emmanuel Balana
Project: Telecom and LAN Modernization
Discussion: Subcommittee members inquired about their confidence in completing the transition by December 2026 and whether ongoing challenges in securing position approvals and filling vacancies could affect the projected timeline. DT expressed confidence in meeting the deadline and noted that departments wishing to remain on the Avaya contract would be required to bear the full cost of maintaining the legacy infrastructure. To date, no departments have opted to do so. The Mayor's Budget Office has approved the necessary positions to resume following recent staff retirements.

Department of Emergency Management (DEM) and Police Department (POL)
Presenters: Michelle Geddes, William Sanson-Mosier, Jessica O'Connor
Project: Computer Aided Dispatch (CAD) Replacement
Discussion: Subcommittee members inquired about the projected go-live date of June 2027. POL explained that a technology freeze and end-user scheduling constraints between November and December result in an training start date in mid-January, which is expected to take a minimum of four months.

Sheriff's Office
Presenters: Martin Okumu
Project: Jail Management System
Discussion: Subcommittee members inquired about the liquidation of funds in FY 2024–2025, the likelihood of requesting additional funding in FY 2027–2028, and the timeline for meeting with the vendor to establish a clearer project plan and schedule. SHF explained that a salary-related budgetary deficit resulted in the liquidation of funds in FY 2024–2025. At this time, existing funds are sufficient to support the project through the current budget cycle, but there is potential to request additional funding in FY 2027–2028. The department plans to meet with the vendor within the next week and expects to receive updated project details approximately two to three weeks thereafter.

There was no public comment.

7. **Adjournment**

The meeting adjourned at 11:57 AM.