

**COMMITTEE ON INFORMATION TECHNOLOGY  
CITY AND COUNTY OF SAN FRANCISCO  
DRAFT MINUTES**

Thursday, April 20, 2017  
10:00 a.m. – 12:00 p.m.  
1 Dr. Carlton B. Goodlett Place  
City Hall, Room 305

**MEMBERS**

Naomi Kelly, City Administrator, Chair  
Kenneth Bukowski, Acting Chief Information Officer, Department of Technology  
Melissa Whitehouse, Budget Director, Mayor's Office  
London Breed, President, San Francisco Board of Supervisors  
Ben Rosenfield, Controller  
Micki Callahan, Director, Department of Human Resources  
Barbara Garcia, Director, Department of Public Health  
Luis Herrera, City Librarian, Public Library  
Harlan L. Kelly, Jr., General Manager, Public Utilities Commission  
Anne Kronenberg, Director, Department of Emergency Management  
Ivar Satero, Director, San Francisco International Airport  
Edward D. Reiskin, Director, Municipal Transportation Agency  
Trent Rhorer, Executive Director, Human Services Agency  
Charles Belle, Public Member  
Alex Polvi, Public Member

**1. Call To Order**

Mr. Kenneth Bukowski called the meeting to order at 10:04 a.m.

**2. Roll Call**

***Members Present:***

Kenneth Bukowski  
Melissa Whitehouse  
Kayleigh Lloyd (for London Breed)  
Ted Yamasaki (for Micki Callahan)  
Bill Kim (for Barbara Garcia)  
Michael Liang (for Luis Herrera)  
Ken Salmon (for Harlan Kelly)  
Mitch Sutton (for Anne Kronenberg)  
Ian Law (for Ivar Satero)  
Ed Reiskin  
Dan Kaplan (for Trent Rhorer)  
Charles Belle  
Alex Polvi

**COIT Staff:**  
Matthias Jaime  
Lily Liang

**Guests Present:**

Joy Bonaguro Chanda Ikeda David Pilpel Mary Ellen Sean Stacio Herman Brown Jesse Arnold Joshua Raphael	Stacey Markowitz Kathy Perez Jackson Muhirwe Andy Maimoni Steve Flaherty Michael Bahler Rand Miyashiro Mary Ellen	Brian Kelley Joseph John John Monolakis Jeff Jennings
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**3. Approval of Meeting Minutes from February 16, 2017 (Action Item)**

The minutes of February 16, 2017 were approved.

**4. Chair Update**

Mr. Bukowski provided updates on the CIO recruitment process.

**5. CIO Update**

Mr. Bukowski announced the successful replacement and go-live of 311's phone system and noted project updates with citywide impact that would be presented at the next COIT meeting.

**6. FY 2017-18 & FY 2018-19 General Fund Department Recommendations**

Mr. Matthias Jaime provided a high level overview of funding levels and available General Fund resources over the next two fiscal years. In addition, he discussed requests received, outreach to departments, and the process for evaluating projects and prioritizing funds.

A general discussion followed regarding the project evaluation process, project list, and proposed recommendations. A vote on the recommendations was scheduled for the following meeting.

Mr. David Pilpel offered public comment on this item.

To view the proposed recommendations, please visit <http://www.sfcoit.org>.

**7. FY 2017-18 & FY 2018-19 Enterprise Department Requests: Review & Approval (Action Item)**

Following public comment from Mr. Pilpel, a motion to approve the recommended enterprise department requests was passed and approved.

For additional details, please visit <http://www.sfcoit.org>.

## **8. San Francisco City Employee Drone Policy (Action Item)**

Mr. Jaime shared the most recent draft of the proposed policy with Committee members and provided an overview of its objectives and scope. In addition, Mr. Jaime discussed the policy development process, outreach efforts, and options for governance structures going forward.

Mr. Jaime then invited staff representatives from the Fire Department and Recreation and Parks Department to discuss their specific use cases.

A general discussion followed in which members considered privacy concerns, timelines, data protection and redaction, and the specific use cases proposed. General consensus was reached to table the item for the May 5 COIT meeting after further revisions and discussion.

## **9. Discussion: Citywide Data Policy**

Ms. Joy Bonaguro discussed the objectives of implementing a Citywide data policy as well as benefits and opportunities afforded by the adoption of data standards. In addition, she discussed ways in which departments can get involved and collaborate with the Open Data Program.

To view the full presentation, please visit <http://www.sfcoit.org>.

## **10. Public Comment**

Mr. David Pilpel offered public comment.

## **11. Adjournment**

The meeting adjourned at 11:30 a.m.