

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

Thursday, September 17, 2015

10:00 a.m. – 12:00 p.m.

1 Dr. Carlton B. Goodlett Place

City Hall, Room 305

MEMBERS

Naomi Kelly, City Administrator, Chair

Miguel Gamiño, Chief Information Officer, Department of Technology

Kate Howard, 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

John L. Martin, 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

Ms. Naomi Kelly called the joint meeting of the Committee on Information Technology and Capital Planning Committee to order at 10:06 a.m.

2. Roll Call

Members Present:

Naomi Kelly

Miguel Gamiño

Kate Howard

Conor Johnston (for London Breed)

Ben Rosenfield

Brent Lewis (for Micki Callahan)

Bill Kim (for Barbara Garcia)

Luis Herrera

Ken Salmon (for Harlan Kelly)

Mitch Sutton (for Anne Kronenberg)

Ian Law (for John Martin)

Ed Reiskin

Dan Kalamaras (for Trent Rhorer)

Charles Belle

Alex Polvi

COIT Staff:

Chanda Ikeda
 Matthias Jaime
 Lily Liang

Guests Present:

Julia Dawson	David Pilpel	Kathleen Clark
Elaine Forbes	Michelle Geddes	John Eagler
Kathy How	Catherine McGuire	Mac McConnell
Todd Rydstrom	Brian Roberts	Dan Kallahn
Ivar Satero	Bryant Bailess	Kathy Perez
Brian Strong	Krista Canellakis	John Monolakis
Nishad Joshi	Ashley Meyers	Gary Price
Hemiar Alburati	Marisa Pereira Tully	Eric Sandler
Colleen Burke-Hill	Dale Riley	Sara Jung
Jamil Niazi	Samuel Valdez	Raul Sonohi
Kathy Lu	Andy Velasquez	Jeff Hubbell
Pete Bonalos	Peter Olson	Jay Kim
Bryan Oden	Ken Lombard	Kathy Irish
Brandon Carter	Tracy Reliford	Jane Gong
Maureen Singleton	Jocelyn Quintos	Kevin Quan

3. Approval of COIT Meeting Minutes from May 14, 2015 (Action Item)

The meeting minutes of May 14, 2015 were approved.

4. Discussion and Action: Dig Once Rules — Technology (Action Item)

Mr. Miguel Gamiño briefed the Subcommittee on the Department of Technology's (DT) processes leading to the development and finalization of Dig Once rules.

Mr. Gamiño also discussed the content of the proposed rules in greater detail, including participation and project evaluation criteria, notice requirements, permit applications, technical specifications, and references for further information.

Notably, Mr. Gamiño requested that the two Committees take action to adopt the proposed rules with the understanding that modifications may be made over time as DT and its partners engage in further implementation and seek to improve through lessons learned.

In response to a request that Committee members be granted additional time to review the proposed rules, a motion was passed and approved to continue discussion and table formal adoption until a later date.

5. Policy Discussion: Drone Policy

Mr. Matthias Jaime presented members with a proposed City-wide policy governing the use and deployment of drones by City agencies, employees, and contractors. He began by providing relevant background information and went on to discuss the policy development process, outreach efforts, details of the proposed policy, and next steps for consideration.

A general discussion followed in which members identified areas requiring further clarity (e.g. data storage, retention, privacy, public notification, exemptions) as well as various potential opportunities (e.g. open data, improvements to City business operations, new and innovative approaches to delivery of City services).

In closing, a general consensus was reached that further discussion and continued interdepartmental outreach should be undertaken, and that the proposed policy should be brought back for Committee review as soon as possible.

6. Major IT Project Update: Public Safety Radio Replacement Project (Emergency Management)

Ms. Michelle Geddes presented an update on the Public Safety Radio Replacement project, a joint effort of the Emergency Management, Fire, Police, Sheriff and other departments. Her presentation reviewed recent major accomplishments, risks and challenges, funding, the project's schedule, and next steps.

Notably, Ms. Geddes reported the successful completion of phase three of the project, as well as completion and publication of a RFP covering all aspects of the project (e.g. infrastructure, devices, maintenance agreements).

Following Ms. Geddes presentation, there was discussion regarding options to bridge potential future funding gaps.

7. Project Update: Security Cameras Project (Juvenile Probation)

Ms. Catherine McGuire provided an overview of the project, which seeks to re-architect and replace Juvenile Hall's security camera system. Her presentation addressed the project's business case, budget, scope, and schedule.

Notably, she stated that the scope and schedule were yet to be clearly defined, contingent on completion of the design phase as well as future funding.

Following Ms. McGuire's presentation, Committee members engaged in discussion regarding the Department of Public Works' role in the project as well as the system's potential design and installation timeline.

8. Presentation: Public Experience Strategy

Mr. Matthias Jaime introduced members to a COIT initiative described in the ICT Plan as the Public Experience Strategy. Mr. Jaime described the Public Experience Strategy as a beginning to a citywide effort to improve City services. Mr. Jaime then described the inception, mission, and timeline for the Strategy.

Notably, Mr. Jaime identified key stakeholders and partners, cited the Mayor's Office of Civic Innovation's completion of peer research studies, and reported that further information gathering and interviews with departments were underway.

A general discussion followed in which members remarked on digital, technological, and brick-and-mortar aspects of the initiative. Additionally, comments were offered regarding the scope, potential opportunities, and public participation.

9. Discussion: IT vs. Capital Requests

Ms. Chanda Ikeda and Mr. Brian Strong led a general discussion regarding General Fund IT and capital funding. In particular, points of discussion included how the separate funding sources are defined, which types of projects can or should be funded through these sources, how projects that intersect both capital and IT are addressed, and opportunities for coordination between the Committees and Mayor's budget office.

In closing, a general consensus was reached that earlier evaluation of requests which intersect both IT and capital should improve the overall budget review process. In addition, members remarked on the complexity of such requests and agreed that continued discussion and regular updates will be essential to long-term planning.

10. Public Comment

There was no public comment.

11. Adjournment

The meeting adjourned at 11:43 a.m.