



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, January 30, 2026
10:00 am – 12:00 pm
City Hall 305, WebEx Online Event

Members

Katie Petrucione – Chair, Deputy City Administrator, City Administrator's Office
Tiffany Young – 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
Chia Yu Ma – Deputy Controller, Controller's Office
Soumya Kalra – Chief Data Officer, DataSF
Simone Jacques – Deputy Assessor, Assessor Recorder
Ramsey Williams – Chief Information Security Officer, Public Utilities Commission
Edward McCaffrey – Director, Committee on Information Technology

1. Call to Order by Chair

Katie Petrucione called the meeting to order at 10:09 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
Controller's Office
DataSF
Office of the Assessor Recorder
Public Utilities Commission
Committee on Information Technology

Absent

Digital Services

COIT Staff

Damon Daniels – Technology Portfolio Manager, Committee on Information Technology

Danny Thomas Vang – Policy Analyst, Committee on Information Technology

Julia Chrusciel – Privacy Analyst, Committee on Information Technology

3. General Public Comment

There was no public comment.

4. Department Updates & Announcements

Katie Petrucione introduced the following new subcommittee members and welcomed their active engagement:

- Soumya Kalra – Chief Data Officer, DataSF
- Simone Jacques – Deputy Assessor, Assessor Recorder
- Ramsey Williams – Chief Information Security Officer, Public Utilities Commission

Subcommittee members requested a list of existing enterprise agreements or similar artifacts for their review.

There was no public comment.

5. Approval of the Meeting Minutes from September 12, 2025 (Action Item)

There was no public comment.

Assessor Recorder made a motion to approve the minutes from September 12, 2025. DataSF 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

Controller's Office

DataSF

Assessor Recorder

Public Utilities Commission

Committee on Information Technology

6. Update on FY2026-28 Technology Project Proposals & Expectations (Discussion Item)

Damon Daniels provided an overview of the FY26-28 COIT technology project proposals, as well as planning and preparation for future budget and performance meetings.

Subcommittee members inquired about the decrease in overall submissions; definitions of key terminology and which systems align with each definition; the methodology used to allocate the projected budget; whether staff receive the full universe of self-funded project; and whether there is an opportunity to distinguish between one-time project costs from ongoing costs.

COIT staff hypothesized that the reduction in submissions may be due to the increase in the submission threshold from \$100,000 to \$500,000, combined with the implementation of new standardized requirements. Staff will develop both high and low scenarios for consideration. COIT staff noted that they do not currently receive the full universe of self-funded projects, plan to convene meetings later in the year to review active projects, and are exploring a new model in which the Mayor's Office could provide support in absorbing ongoing project costs.

There was no public comment.

7. Adjournment

The meeting adjourned at 10:49 AM.