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

Friday, March 13, 2026
9:00 am – 12:00 pm
City Hall Room 305, WebEx Online Event

Members
   Katie Petrucione – Chair, Deputy City Administrator, City Administrator's Office
   Mike Cotter – Director of Finance and Administration, Department of Human Resources
   Cyd Harrell – Chief Digital Services Officer, City Administrator's Office
   Simone Jacques – Deputy Assessor, Assessor Recorder
   Soumya Kalra – Chief Data Officer, DataSF
   Keith Kawas – Enterprise Application Director, Department of Technology
   Edward McCaffrey – Director, Committee on Information Technology
   Paul Merlin – Cloud Manager, Department of Technology
   Santiago Silva – Analyst, Mayor's Office
   Ramsey Williams – Chief Information Security Officer, Public Utilities Commission
   Chia Yu Ma – Deputy Controller, Controller's Office

1. **Call to Order by Chair**

   Katie Petrucione called the meeting to order at 9:01 AM. Damon Daniels provided instruction on how to give public comment and conducted roll call.

2. **Roll call**

   Present
   City Administrator's Office, Chair
   Department of Human Resources
   Digital Services
   Assessor Recorder
   DataSF
   Department of Technology, Enterprise Application
   Committee on Information Technology
   Department of Technology, Cloud
   Public Utilities Commission
   Controller's Office
   Mayor's Office

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 (Discussion Item)

COIT staff will circulate an email update regarding the Juvenile Probation projects that were previously presented on February 20, 2026. COIT staff added that the update will reflect refinements to the project scope and budget estimates.

There was no public comment.

5. Approval of the Meeting Minutes from March 6, 2026 (Action Item)

There was no public comment.

Digital Services made a motion to approve the minutes.
Public Utilities Commission seconded the motion.

The minutes were approved by the following members. Assessor Recorder abstained from the vote, and Mayor's Office was not present.

City Administrator's Office, Chair
Department of Human Resources
Digital Services
DataSF
Department of Technology, Enterprise Application
Committee on Information Technology
Department of Technology, Cloud
Public Utilities Commission
Controller's Office

6. FY2026-28 Technology Project Proposals Presentations (Discussion Item)

City Administrator's Office (CAO)
Presenter(s): Cyd Harrell
Project: Web Accessibility and Quality
Overview: Subcommittee members expressed appreciation for the progress and evolution of SF.gov over the past year, as well as the proactive efforts to develop a citywide event calendar.

Police Department (POL)
Presenter(s): Captain Canning, Jim Shields, Amanath Ali
Project: Infrastructure Remediation for Technology Ecosystem
Overview: Subcommittee members asked if the proposed one-year timeline is realistic given the number of external approvals required, the plan for moving off on-premise switches considering that replacement will represent an ongoing cost, and whether the Police Department had communicated with the Mayor's Office about their recent technology budget guidance. The Police Department responded that it is confident it can meet the proposed deliverables within the one-year timeline, that it plans to transition away from switches in the next cycle once the systems are fully supported and operational, and it has not yet engaged with the Mayor's Office regarding this request.

Department of Emergency Management (DEM)
Presenter(s): Mike Dougherty, Michelle Geddes
Project: Computer Aided Dispatch Replacement Project
Overview: Subcommittee members asked about the project's change management approach, the success metrics expected as outcomes, the reason for the higher costs projected in the third quarter, and whether there had been any change to the anticipated go-live date. The Department of Emergency Management responded that the project has a robust governance and organizational change management structure tracking progress by department and phase, with expected outcomes of improved operational stability and situational awareness. They added that higher third-quarter costs reflect milestone-based vendor payments and that the plan is to launch a minimum viable product by next summer, with some integrations potentially occurring afterward.

Sheriff's Office (SHF)
Presenter(s): Martin Okumu, Patrick Leung
Project: Jail Management Reporting System
Overview: Subcommittee members asked whether the project scope needed adjustment following prior funding liquidation, whether there were plans for a public-facing interface that would require digital accessibility compliance, and how they could guarantee that the Mayor's Office would not liquidate funds again. The Sheriff's Office explained that delays in procuring and onboarding a new vendor contributed to the loss of funds. They confirmed the project will include a public-facing interface and noted that the vendor is currently invoicing, so they will need to be paid for their work. Subcommittee members requested a strategic plan outlining how project risks will be addressed.

Sheriff's Office (SHF)
Presenter(s): Martin Okumu, Patrick Leung
Project: Records Management System
Overview: Subcommittee members asked about the relationship between this project and the jail management reporting system, and whether the department had coordinated with other teams regarding their approaches and solutions. The Sheriff's Office clarified that the two projects are independent but will interface with each other, and that most off-the-shelf products do not meet their compliance standards. They have connected with the Police Department; however, POL is still early in its implementation and SHF cannot yet determine whether the system will meet their needs.

Department of Technology (TIS)
Presenter(s): Keith Kawas, Cathy He, Kevin Ling
Project: JUSTIS
Overview: Subcommittee members asked how the team is considering the existing needs of public safety departments and how the project would be operationalized in the future. The Department of Technology clarified that their work is currently to provide a citywide ecosystem layer that sits above public safety department workstreams, and that additional details on operationalization will be shared once available from their Chief Financial Officer.

Fine Arts Museum (FAM)
Presenter(s): Paul Peterson
Project: Surveillance Technology Improvement Project
Overview: Subcommittee members asked how the spaces were prioritized and whether any requirements had changed since the last camera refresh. The Fine Arts Museum explained that the later phases focused on exhibition spaces that are more difficult to access due to frequent exhibition changes, lower foot traffic, or ongoing construction where the work could be incorporated. The goal is to reduce the operational burden on staff.

There was no public comment.

7. **Adjournment**

The meeting adjourned at11:41 AM.