



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

Draft Minutes

Committee on Information Technology Meeting
City Hall, Room 305

Thursday, May 21, 2026

10:00 am – 12:00 pm

City Hall 305, WebEx Online Event

Members

Carmen Chu, City Administrator, Chair

Mike Makstman, Chief Information Officer, Executive Director, Department of Technology

Nathan Sinclair, Chief Information Security Officer, Department of Technology

Sophia Kittler, Director, Mayor's Office

Rafael Mandelman, President, Board of Supervisors

Angela Calvillo, Clerk, Board of Supervisors

Greg Wagner, Controller, Office of the Controller

Carol Isen, Director, Department of Human Resources

Daniel Tsai, Director, Department of Public Health

Dennis Herrera, General Manager, Public Utilities Commission

Michael Lambert, City Librarian, Public Library

Mary Ellen Carroll, Director, Department of Emergency Management

Mike Nakornkhet, Director, San Francisco International Airport

Julie Kirschbaum, Director, Municipal Transportation Agency

Trent Rhorer, Executive Director, Human Services Agency

Mawuli Tugbenyoh, Executive Director, Agency for Human Rights

Mariam Abdel Malek, Public Member

Eric Diiulio, Public Member

1. Call to Order by Chair

Katie Petrucione called the meeting to order at 10:00 AM. Edward McCaffrey provided instruction on how to give public comment and conducted the roll call.

2. Roll Call

Present

Office of the City Administrator

Mayor's Office

President, Board of Supervisors

Clerk, Board of Supervisors

City Chief Information Officer, Department of Technology

Chief Information Security Officer, Department of Technology
Controller's Office
Department of Human Resources
Human Services Agency
Department of Public Health
Public Utilities Commission
Public Library
Department of Emergency Management
San Francisco International Airport
Municipal Transportation Agency
Agency for Human Rights
Mariam Abdel Malek, Public Member
Eric Diiulio, Public Member

COIT Staff

Edward McCaffrey – Director, Committee on Information Technology
Danny Thomas Vang – Policy Analyst, Committee on Information Technology
Damon Daniels – Technology Portfolio Manager, Committee on Information Technology
Julia Chrusciel – Privacy Analyst, Committee on Information Technology

3. General Public Comment

There was no public comment.

4. Approval of the Meeting Minutes from April 16, 2026 (Action Item)

There was no public comment.

Chief Information Officer, Department of Technology made a motion to approve minutes.
Public Utilities Commission seconded the motion.

The motion was approved by the following members.

Office of the City Administrator
Mayor's Office
President, Board of Supervisors
Clerk, Board of Supervisors
City Chief Information Officer, Department of Technology
Chief Information Security Officer, Department of Technology
Controller's Office
Department of Human Resources
Human Services Agency
Department of Public Health
Public Utilities Commission
Public Library
Department of Emergency Management
San Francisco International Airport
Municipal Transportation Agency
Agency for Human Rights

5. Review of the Web Portal Naming and Maintenance Standard (Discussion Item)

Rebekah Otto from Digital Services provided an overview of this policy, which would establish standards for naming, labeling, and maintaining web portals used by CCSF. It defines two types of portals—custom portals developed specifically for the City and SaaS (Software as a Service) portals provided by commercial vendors—and sets clear requirements for how each must be identified.

Committee members asked who would serve as the decision-maker for naming conventions across departments using the same SaaS product, how disagreements regarding naming conventions would be resolved, and whether existing portals would be required to come into compliance. Digital Services clarified that departments using the same SaaS product should coordinate with their team to promote consistency. DS also noted that departments are only required to submit an inventory of existing portals, and that stakeholders may convene to discuss alignment of existing portals if there is interest in doing so.

Committee members recommended that departments include internal portals, in addition to public-facing portals, in their submissions. They also suggested providing contract template language to ensure vendor portals meet digital accessibility requirements.

There was no public comment.

6. Review of the Draft Amendments to the Data Custodian Policy (Discussion Item)

Jeremy Pollock provided an overview of the amended policy, which seeks to define the Department of Technology's (DT) and department's roles for custody of data on DT-managed infrastructure.

Committee members expressed interest in exploring appropriate classification levels for handling records redaction, transitioning departments to a centralized platform (such as NextRequest), and reviewing applicable rules and regulations concerning infrastructure managers and data custodians issued by the U.S. Department of Justice. The Department of Technology acknowledged the benefits of consolidating departments onto a single platform, while noting that questions regarding ownership of such a platform would require further discussion.

There was no public comment.

7. Review the Draft Unmanned Aircraft System Policy (Discussion Item)

Viviana Padelli provided an overview of the new policy, which is a citywide framework that sets guardrails for departments deploying drones to improve City operations.

Committee members asked about oversight mechanisms related to departmental determinations and the use of data. Committee members recommended exploring emerging use cases that are not related to surveillance purposes, such as operating a drone inside City Hall, and assessing whether there may be opportunities to provide flexibility for

one-time data collection efforts. They also suggested expanding “illegal fly zones” to include “sensitive fly zones”, such as schools and places of worship.

Department of Technology clarified that regulations issued by the Federal Aviation Administration limit the scope of authority local jurisdictions have to adopt and implement such restrictions, and noted that protections for sensitive areas may be more appropriately addressed within departmental 19B Surveillance Technology Policies.

During public comment, DataSF stated that broader discussions are underway regarding data governance and the City’s Data Classification Standard.

8. Chair Update (Discussion Item)

Katie Petrucione announced Global Accessibility Awareness Day and recognized the ongoing digital accessibility efforts being carried out across departments. She also shared that the Mayor’s Budget Office confirmed there will be no changes to the proposed budget allocations previously approved by COIT members, and noted that the 2026 Information and Communications Technology Plan Update has been published and is now available online for review.

There was no public comment.

9. Chief Information Officer Update (Discussion Item)

There was no public comment.

10. Adjournment

The meeting adjourned at 11: 10 AM.