



Committee on Information Technology

Office of the City Administrator

San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, Suite 352

Draft Minutes

Committee on Information Technology Meeting

Thursday, October 16, 2025

10:00 am – 12:00 pm

City Hall 305, WebEx Online Event

Members

Carmen Chu, City Administrator, Chair

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

Nathan Sinclair, Interim Chief Information Security Officer, Department of Technology

Sophia Kittler, Director, Mayor's Budget 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

Naveena Bobba, Acting 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, Acting Executive Director, Human Rights Commission

Mariam Abdel Malek, Public Member

Eric Diiulio, Public Member

1. Call to Order by Chair

Katie Petrucione called the meeting to order at 10:01 AM. Edward McCaffrey provided instruction on how to give public comment and conducted the roll call.

2. Roll Call

Present

City Administrator's Office, Chair

Mayor's Budget Office

Board of Supervisors, President

Board of Supervisors, Clerk

City Chief Information Officer

Chief Information Security Officer

Controller's Office

Department of Human Resources

Department of Public Health
Public Utilities Commission
Public Library
San Francisco International Airport
Municipal Transportation Agency
Human Services Agency

Absent

Department of Emergency Management
Human Rights Commission
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

3. General Public Comment

Public commenters raised concerns regarding the security of equipment installed on the rooftops of the Public Library and the Asian Art Museum, as well as broader issues related to potential government misconduct.

4. Approval of the Meeting Minutes from September 26, 2025 (Action Item)

There was no public comment.

Mayor's Budget Office made a motion to approve the minutes.
Human Services Agency seconded the motion.

The motion was approved by the following members.

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

5. Approval of the Draft Amendments to the Data Management Policy (Action Item)

Soumya Kalra and Daniel Tonkovich presented proposed amendments to the Data Management Policy originally approved in January 2019. The updated policy was presented as a discussion item at the September 26, 2025, COIT Meeting.

Committee members recommended adding language regarding exceptions for charter departments. DataSF clarified that the policy addresses overall data management, not solely data shared with the Unified Data Platform. Additionally, it was noted that the cited regulations pertain to specific types of data, rather than encompassing all departmental data.

There was no public comment.

Mayor's Office made a motion to approve the amended Data Management Policy with the addition of the City Charter to the exceptions section.

Municipal Transportation Agency seconded the motion.

The motion was approved by the following members.

City Administrator's Office, Chair

Mayor's Office

Board of Supervisors, President

Board of Supervisors, Clerk

City Chief Information Officer

Chief Information Security Officer

Controller's Office

Department of Human Resources

Department of Public Health

Public Utilities Commission

Public Library

San Francisco International Airport

Municipal Transportation Agency

Human Services Agency

6. DataSF Update (Discussion Item)

Soumya Kalra discussed DataSF's Unified Data Platform and its implementation strategy, highlighting key areas such as foundational governance, pilot expansion and culture building, and the roadmap toward citywide scale and innovation.

Committee members emphasized the importance of aligning data models used in public-facing analytics to support cross-departmental collaboration. They discussed the need for a clear process to reconcile differing data definitions between state and federal agencies.

There was no public comment.

7. Overview of Digital Equity Strategic Plan (Discussion Item)

Rey Lachaux from the Mayor's Office of Housing and Community Development (MOHCD) presented on the Digital Equity Strategic Plan, highlighting the importance of digital equity, the current digital divide in San Francisco, and opportunities for COIT members to provide support.

Committee members emphasized that investing in digital equity will deliver long-term benefits and stressed the need for sustainable solutions, potentially including updates to administrative code and metrics. Members also sought clarity on roles, responsibilities, and expectations for continued engagement. The Mayor's Office of Housing and Community Development highlighted the importance of data to guide and strengthen the strategic plan.

There was no public comment.

8. Mayor's Office of Innovation Update (Discussion Item)

Florence Simon provided an overview of the Mayor's Office of Innovation, highlighting key project workstreams focused on homelessness, permitting, police recruitment, violence prevention, and enhancing the customer experience with Muni.

There was no public comment.

9. Digital Services Update (Discussion Item)

Cyd Harrell provided an overview of Digital Services, with a focus on SF.gov, Forms on SF.gov, and customer experience metrics.

Committee members inquired whether the forms workstream is intended exclusively for SF.gov and whether data submitted through the forms would be directed to DataSF. Cyd confirmed that the forms are currently limited to SF.gov and clarified that a public-facing customer login feature is not on the roadmap at this time. Committee members expressed interest in enabling users to save their information and carry it over across multiple forms.

There was no public comment.

10. Chair Update (Discussion Item)

There was no public comment.

11. Chief Information Officer Update

Jane Gong provided an update on the artificial intelligence initiatives her team has implemented, including the deployment of AI tools for staff use, the development of an AI Playbook, exploration of an AI Risk Management Framework, and the plans for San Francisco AI Week in December. Mike Makstman gave an overview of the revised Drone Policy, highlighting plans for collective procurement and the development of a unified airspace standard.

Committee members advised staff to carefully evaluate the maintenance and operational costs of AI applications, and to assess the specific needs and budget implications for each department before developing a pilot program.

There was no public comment.

12. Adjournment

The meeting adjourned at 12:01 PM.