



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, February 13, 2026

9:00 am – 12:00 pm

City Hall 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
Edward McCaffrey – Director, Committee on Information Technology
Ramsey Williams – Chief Information Security Officer, Public Utilities Commission
Tiffany Young – Analyst, Mayor’s Office
Chia Yu Ma – Deputy Controller, Controller’s Office

1. Call to Order by Chair

Katie Petrucione called the meeting to order at 9:03 AM. Damon Daniels provided instruction on how to give public comment and conducted the roll call.

2. Roll call

Present

Chair, City Administrator’s Office
Department of Human Resources
Digital Services
Office of the Assessor Recorder
DataSF
Committee on Information Technology
Mayor’s Office
Controller’s Office

Absent

Public Utilities Commission

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)

Katie Petrucione introduced two new subcommittee members from the Department of Technology (Keith Kawas and Paul Merlin) and provided an overview of the budget instruction from the Mayor’s Office. Particular review will be placed on technology budget requests related to: (1) on-premise servers; (2) investments in data systems outside of Snowflake; and (3) procurement of websites that are not on SF.gov. This direction aligns with the Tech Stack initiative to centralize technology across the City and County of San Francisco and to promote more intentional, coordinated technology investments.

The Department of Police Accountability emphasized the need for enterprise-level guidance that goes beyond the broad strokes and can be operationalized within individual department context. They also underscored the importance of a flexible framework, noting that technology evolves rapidly and cautioning against locking the City into long-term enterprise contracts for systems that may become outdated.

5. Approval of the Meeting Minutes from January 30, 2026 (Action Item)

There was no public comment.

DataSF made a motion to approve the minutes from January 30, 2026.

Mayor’s Office seconded the motion

The motion was approved by the following members. There were no votes in opposition.

City Administrator’s Office (Chair)

Department of Human Resources

Digital Services

Office of the Assessor Recorder

DataSF

Committee on Information Technology

Mayor’s Office

Controller’s Office

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

Controller's Office (CON)

Presenter(s): Chinna Subramaniam and Ana Contreras

Project: Identity & Access Management Disaster Recovery Integration

Overview: Subcommittee members asked what would happen if a disaster occurred tomorrow, whether the requested funding was intended solely for consultant services or included other expenses, and whether departmental staff could be trained to perform the work instead of outsourcing it. The Controller's Office clarified that, in the event of a disaster, there is currently no system in place to fully restore operations. They further explained that there are no associated licensing costs and that existing staff possess the necessary skill sets; however, they lack the capacity to take on the additional workload. The consultant's role would be to provide supplemental support to staff.

Controller's Office (CON)

Presenter(s): Ana Contreras

Project: AI Enabled Customer Service & Business Process Automation

Overview: Subcommittee members inquired about the priority areas identified in the October Assessment and whether a cost-savings analysis for staff had been conducted. They also asked whether legal concerns related to the Oracle contract and the implementation of artificial intelligence features would impact this project, and whether these features could potentially be extended to external customers, such as vendors. The Controller's Office clarified that the current priority is addressing expenses, with human resources potentially explored at a later stage. They noted that a business value analysis is currently underway. Additionally, the Office confirmed that it has coordinated with the legal team regarding contractual and AI-related matters, and indicated that vendor use may be possible, subject to further coordination with the Office of Contract Administration.

Health Services System (HSS)

Presenter(s): Rin Coleridge, Brian Rodriguez

Project: PeopleSoft Delivered eBenefits and System Improvements

Overview: Subcommittee members asked whether the department had submitted a funding request for FY27–28 and how staff availability might affect user acceptance testing. The Health Services System has not submitted an additional request at this time. However, at the urging of subcommittee members, the department will coordinate with COIT staff to prepare and submit an updated request that incorporates the latest information from the vendor. In previous phases, the Controller's Office and other departments provided supplemental support.

Health Services System (HSS)

Presenter(s): Rin Coleridge, Brian Rodriguez

Project: Efficiency Improvements – Enhancing Response Systems

Overview: Subcommittee members requested clarification regarding the vendor's pricing within the Tech Marketplace and whether any additional investment would be required from telecommunications. Health Services System reported that the estimated cost was \$93,000; however, the proposal was returned because it referenced assessment services, whereas the

department is seeking implementation support. Regarding Webex, the only anticipated cost impact would be an increase to the existing work order to cover additional licenses.

Department of Police Accountability (DPA)

Presenter(s): Nicole Armstrong, Eric Ho

Project: Cloud migration

Overview: Subcommittee members requested additional information regarding digitization efforts undertaken after 2019, and offered to share relevant lessons learned and insights with JUSTIS. The Department of Police Accountability explained that digitization efforts accelerated in 2020 in response to the COVID-19 pandemic.

There was no public comment.

7. Adjournment

The meeting adjourned at 10:47 AM.