



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 6, 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
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 9:01 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
DataSF
Committee on Information Technology
Department of Technology, Cloud
Public Utilities Commission
Controller’s Office
Mayor’s Office

Absent

Assessor Recorder
Department of Technology, Enterprise Application

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)

There was no public comment.

5. Approval of the Meeting Minutes from February 27, 2026 (Action Item)

There was no public comment.

The minutes were approved by the following members. Mayor’s Office was absent from vote.

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

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

City Administrator’s Office (CAO)

Presenter(s): Soumya Kalra

Project: Citywide Centralized Data Warehouse

Overview: Subcommittee members asked about the funding sources that support existing staff and whether there have been any challenges with adoption across departments. DataSF explained that the data engineering team is funded through COIT and that there is significant interest from other departments; however, the primary challenge is the team’s limited capacity to meet the growing demand.

PermitSF and Department of Technology (TIS)

Presenter(s): Rebecca Mayer, Jeff Johnson

Project: Centralized City Addressing

Overview: Subcommittee members requested clarification on the meaning of “enhancements”, anticipated future costs, and departmental readiness given each department’s unique challenges. PermitSF explained that enhancements refer to richer data attributes (such as identifying which permits apply to specific addresses) and broader efforts to automate processes. The immediate priority is to solidify the infrastructure, followed by an analysis of non-consultant costs, including cloud services and Snowflake.

Controller’s Office (CON)

Presenter(s): Mike Rottmayer, Jocelyn Quintos

Project: Financial Reporting Automation

Overview: Subcommittee members asked about contingency plans if COIT funding is not approved, whether enterprise departments use an automated solution, and whether alternatives were explored. The Controller’s Office said it would seek additional funding from enterprise departments, most departments currently rely on Excel, and staff evaluated manual Excel/PDF processes and alternative software being assessed through a formal request for proposal.

Department of Human Resources (DHR)

Presenter(s): Mike Cotter, Syd Heller

Project: Digital Personnel Records & Employee Intranet

Overview: Subcommittee members asked about content suitability for the portal, potential citywide cost consolidations with ServiceNow, and the balance of positions funded by COIT versus the departmental budget. The Department of Human Resources noted that there were no significant content limitations, and that cost consolidation opportunities vary depending on whether departments must maintain separate instances and the effort required to rebuild existing workflows. Several staff roles have been operationalized, with the goal of having no need to return to COIT in year two, unless pursuing additional modular products.

City Administrator’s Office (CAO)

Presenter(s): Sailaja Kurella

Project: ADM Procurement Software

Overview: Subcommittee members asked whether the system would include grants, how it differs from DPH’s contract management system, and how departments would be engaged in the discussion. The City Administrator’s Office clarified that grants are not currently in scope, DPH’s system lacks solicitation functionality because it will continue using PeopleSoft, and stakeholder engagement has not yet begun.

There was no public comment.

7. Adjournment

The meeting adjourned at 11:09 AM.